

# AARTH's Digital Equity Project Training Manual



**WWW.AARTH.ORG**



**King County**

CORONAVIRUS RELIEF – KING COUNTY DIGITAL EQUITY PROGRAM

This training was made possible by AARTH and funding from King County Corona Virus Relief Digital Equity and the Veterans, Seniors & Human Services Levy Grants.



# Digital Divide

**The digital divide is over.** These introductory workshops are designed to teach seniors computer magic in a safe and comfortable space.

## Training 1

1. Turning laptop on and off
2. Logging into laptop
3. Elements of Laptop
4. Desktop Shortcuts
5. Using Chrome Browser
6. Glossary of Computer & Internet Terms
7. Browsing Internet
8. Intro to Zoom

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206.248.6072  
Twandah@aarth.org

# Elements of a Laptop



- On & Off Button
- Volume Up n Down
- Audio Jack
- USB Port
- HDMI

**USB** - Universal Serial Bus (**USB**) is an industry standard allows transfer of information, usually referred to as a thumb drive.

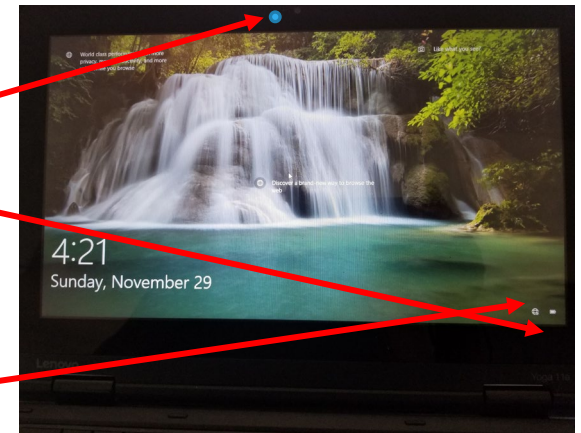
**HDMI** stands for High-Definition Multimedia Interface. **HDMI** cables transmit digital video and digital audio signals between devices.

# Elements of a Laptop



- Power Plug
- Ethernet Port
- HDMI Port
- SSD Card

- Webcam
- Battery Level Indicator
- Wifi Access



# Elements of a Laptop



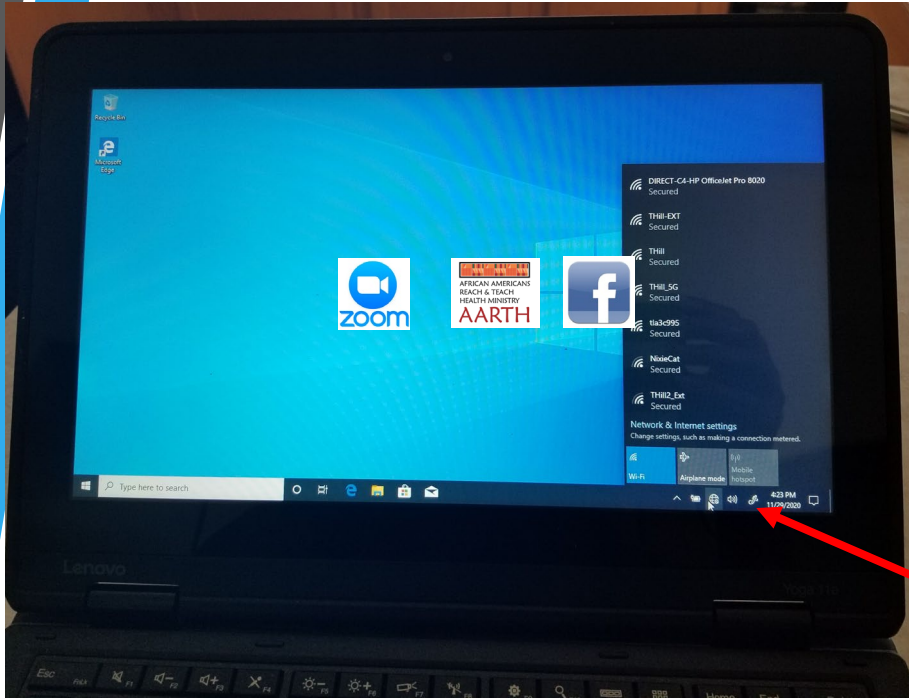
- Mouse Pad
- Charging Light



Tablet Mode



# Turning on your Wifi



Your laptop has 3 shortcuts on the desktop.

1. Zoom
2. AARTH Website
3. Facebook

To access any of these shortcuts you **MUST BE CONNECTED TO WIFI.**

1. Click on the Wi-fi Icon
2. Select your Network
3. Enter your network password



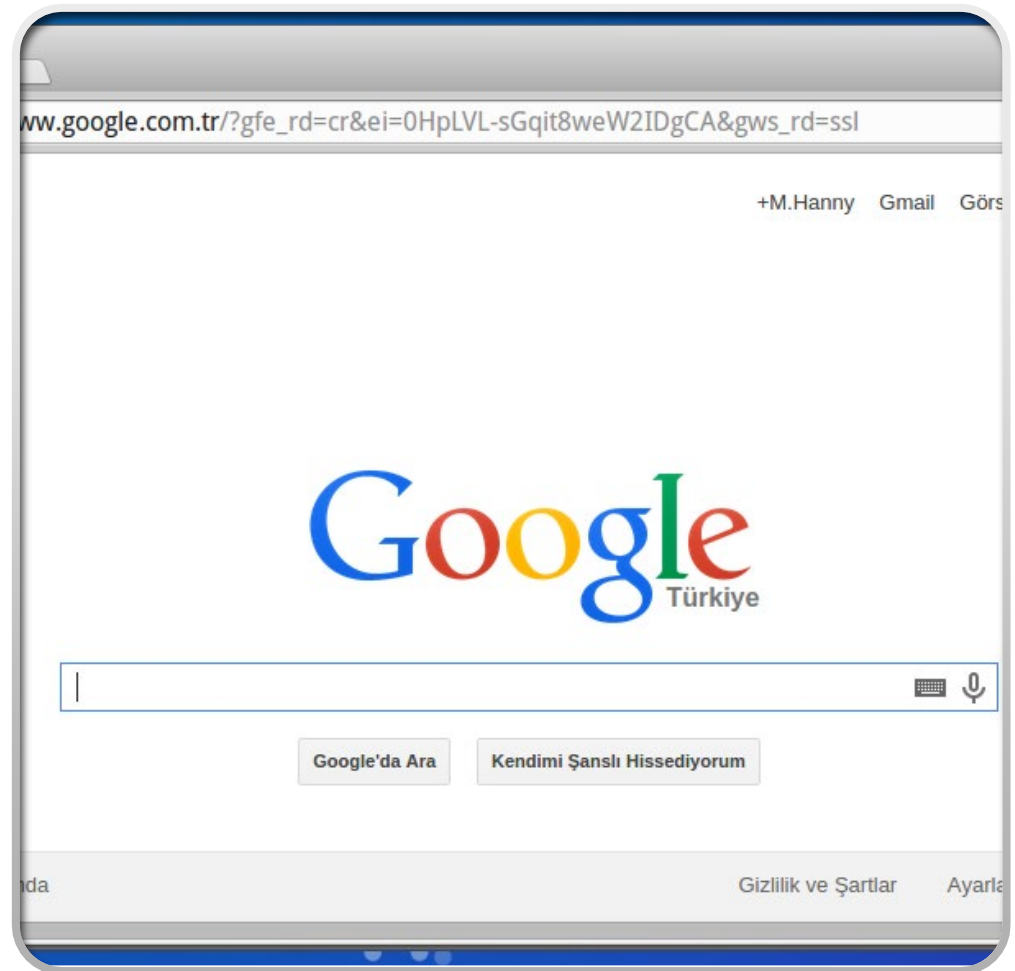
It's a good idea to place your login and passwords in one book so you can refer to them as needed.



Google Chrome Browser shortcut -takes you straight to the internet  
Start Button - access other apps

# Searching the Internet

- Use the search bar to find items on the internet. You can search by category or by web address
- www is the world wide web
- Let's check out the AARTH website





# Computer Terms





## Learning the language

To assist in being inclusive it's helpful to know the language that is being used to discuss technology. The National Institute on Aging has produced a 17 page glossary of terms which is available to download from AARTH's website.

<https://www.aarth.org/digital-equity-project>

### 8 Cursor

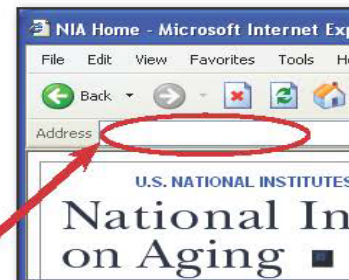
A small image on the screen indicating where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms, including:

-  An arrow, which indicates where you are positioned on the screen.
-  An I-beam, often blinking, which marks a place on the screen where you can enter or select text.
-  A pointing hand, which indicates that you are hovering over a link. (See **Link**.)
-  An hourglass, which indicates that the computer is doing a task. You must wait until it disappears before you can proceed.

### Address Box

A narrow, rectangular box in the browser window where you can type in a web address. Typing in the web address in the address box and hitting Enter on the keyboard will take you to a website.

Address Box



Web Address (URL)



# Getting Started in ZOOM

Create a FREE Zoom Account at <https://zoom.us/signup>

- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

## 2 Ways to Log into Zoom

1. Click link that someone sends you
  - You can sign in to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin). Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.
2. Enter Meeting ID & Passcode



# Getting to ZOOM

**Video Chat:** Video chat is the new way to safely connect with family, friends, church, and the community.

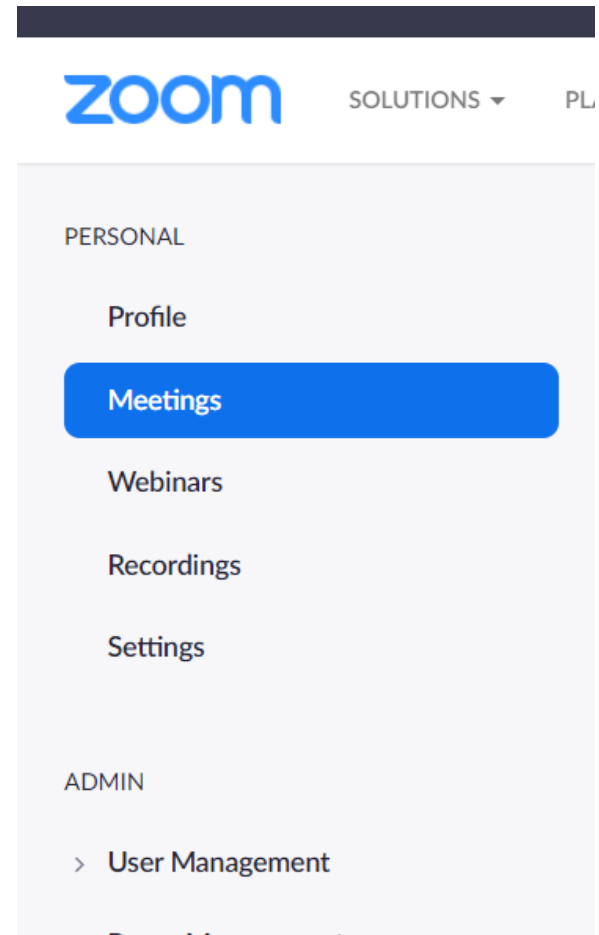
## Training 2

1. Signing in to your Zoom account on the web
2. Updating your profile
3. Scheduling your first meeting
4. Starting a test meeting
5. Starting your first meeting as the host
6. Inviting others to join your meeting
7. Joining another user's meeting

# Sign in to your ZOOM account

<https://zoom.us/signin>

1. Enter your email address
2. Enter password
3. Click on Profile



# Updating Your Profile

[REQUEST A DEMO](#)[1.888.799.5926](#)[RESOURCES ▾](#)[SUPPORT](#)[SOLUTIONS ▾](#)[PLANS & PRICING](#)[CONTACT SALES](#)[SCHEDULE A MEETING](#)[JOIN A MEETING](#)[HOST A MEETING ▾](#)

## PERSONAL

[Profile](#)[Meetings](#)[Webinars](#)[Recordings](#)[Settings](#)

## ADMIN

[> User Management](#)[> Room Management](#)[> Account Management](#)[> Advanced](#)[Change](#)[Delete](#)

## Twanda Hill

Twanda Hill

Account No. 3002639629

Personal Meeting ID

\*\*\* \*\* \*072 [Show](#)

<https://us02web.zoom.us/j/2062486072?pwd=Z1c0WG1zcTVKREFwL3hFT3p>

× Use this ID for instant meetings

Sign-In Email

tw\*\*\*@twandahill.com [Show](#)

Linked accounts:

License Type

Licensed ⓘ

Meeting

100 participants ⓘ

Language

English

# Schedule Your 1<sup>st</sup> Meeting

One way to schedule a meeting is through the Zoom web portal Zoom client.

1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**



# Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting and is also available for manual download [here](#).

[Download](#)

We have already downloaded Zoom Client on your laptop and have placed a shortcut on the Desktop .



New Meeting ▾



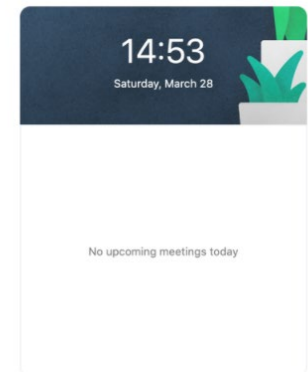
Join



Schedule



Share Screen ▾



# Starting a Test Meeting

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting.

1. Visit <http://zoom.us/test>.
2. Click the **Join** button to launch Zoom.

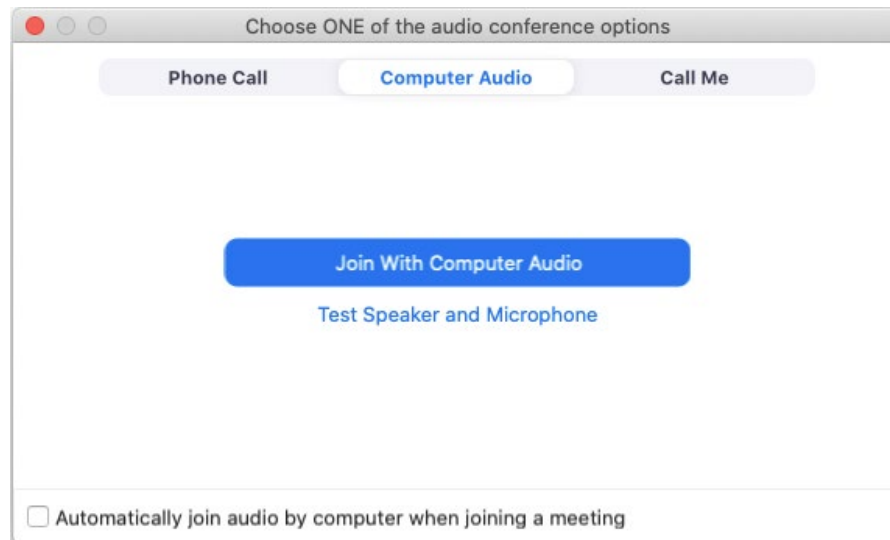
## Join Meeting Test

Test your internet connection by joining a test meeting.

Join

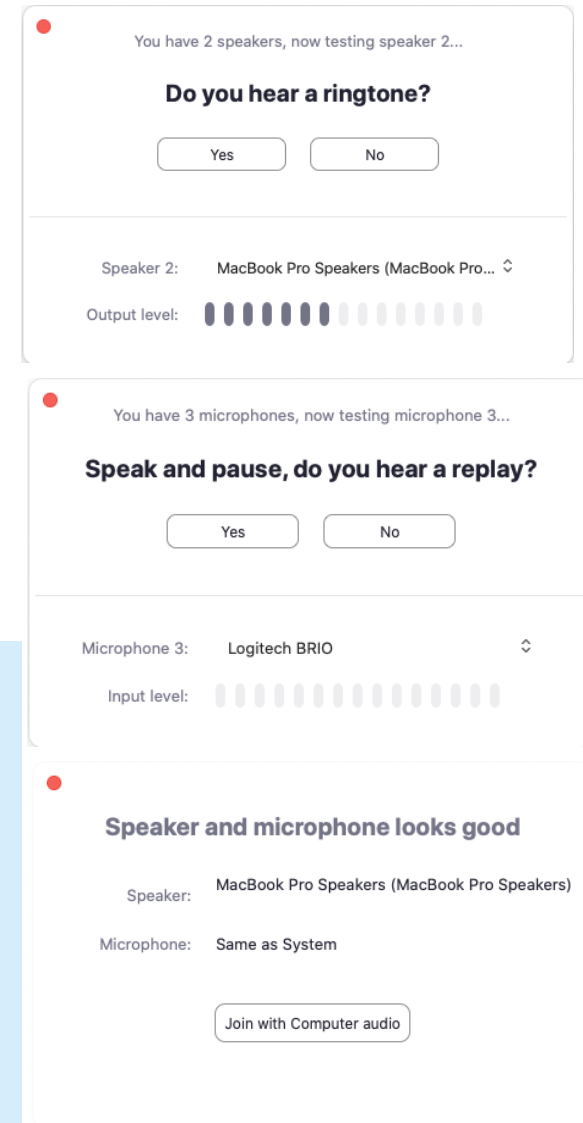
We are already in a Zoom meeting but feel free to use this link to practice entering a Zoom meeting.

2. The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



If you have the Zoom desktop client installed on your computer, click Open zoom.us to launch Zoom. If you don't have the Zoom desktop client installed on your computer, click download and run Zoom to download, install, and then run Zoom.

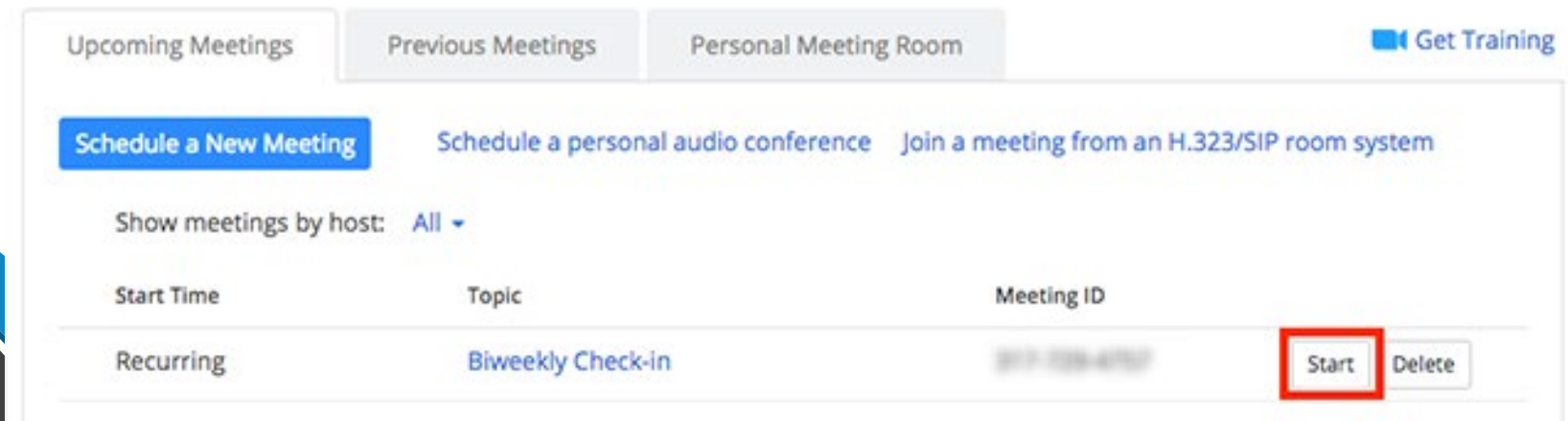
If you cannot download or run the Zoom desktop client on your computer, click join from your browser.



# First Meeting as Host

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to **My Meetings**.
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.
3. The Zoom client should launch automatically to start the meeting.



# Invite Others to Join You

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy Invitation**.

My Meetings > Manage "All Hands"

Start this Meeting

Topic All Hands

Time

Sep 29, 2017 9:45 AM Central Standard Time (US and Canada)

Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) [Show all occurrences](#)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID

[REDACTED]

Invite Attendees

Join URL: [https://kczoomtest.zoom.us/j/\[REDACTED\]](https://kczoomtest.zoom.us/j/[REDACTED])

Copy the invitation

Video

Host

Off

# Joining Others Meeting

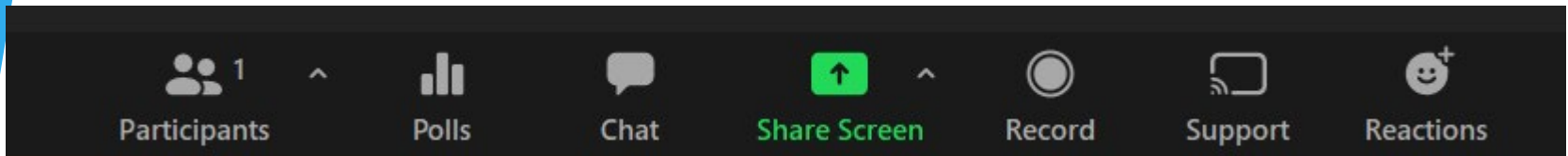
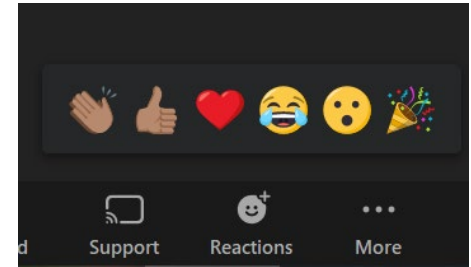
There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID and passcode.



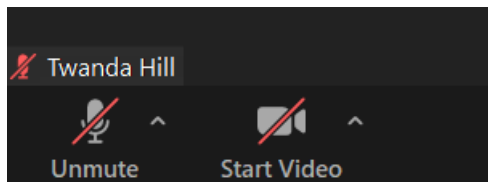
Join



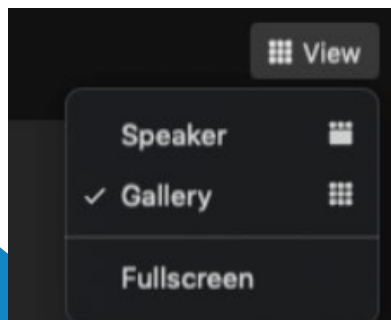
# Zoom Extras



While on a Zoom meeting you can still communicate by using the **Chat** feature or by sending a **Reaction**.



**Muting** your mic is a great idea if you are not speaking. If you have to answer a quick question, you can press the space bar and hold it while you speak, similar to a walkie talkie.



**Speaker View:** Allows you to see the speaker only  
**Gallery View:** Allows you to see everyone in the meeting. Click view in top corner of screen and select your view.



# Face – it Facebook

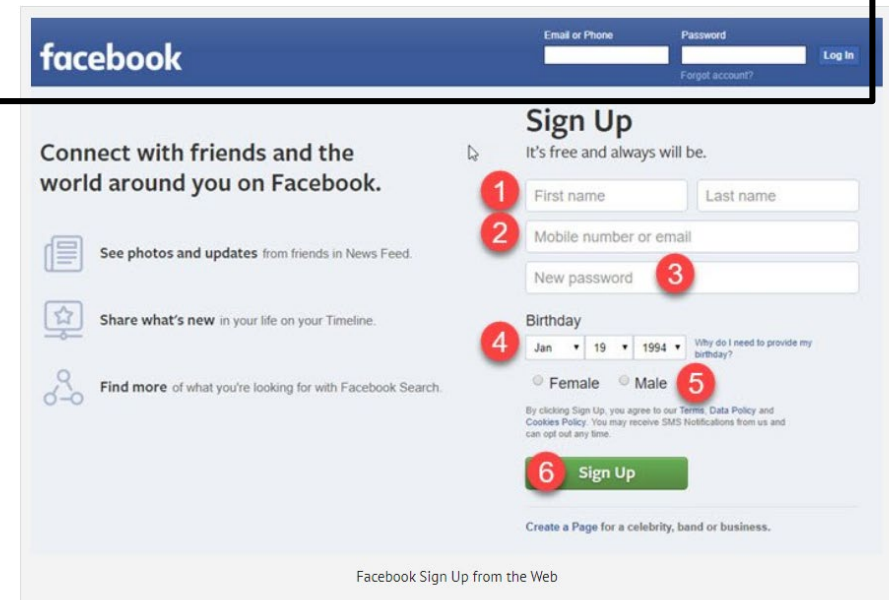
**It's not just for kids. Learn how to use Facebook and see the many happenings**

## **Training**

1. Create your Facebook account
2. Set-up Profile
3. Posting
4. Find Friends
5. Interactions on Facebook
6. Safety & Privacy
7. Facebook Messenger & Video Chat

# Create your Facebook account

1. First and last name.
2. Phone number or email as your primary login.
3. Password – enter a strong password that you can remember.
4. Birthday
5. Gender
6. Tap or click **Sign Up**.



The screenshot shows the Facebook Sign Up page. At the top, there's a blue header with the Facebook logo, a search bar, and links for 'Email or Phone', 'Password', 'Log In', and 'Forgot account?'. Below the header, the main content area is divided into two columns. The left column has three sections: 'Connect with friends and the world around you on Facebook.' with a 'See photos and updates' link, 'Share what's new in your life on your Timeline.' with a 'Share' link, and 'Find more of what you're looking for with Facebook Search.' with a 'Search' link. The right column is titled 'Sign Up' and contains the registration form. The form has six numbered steps: 1. First name and Last name fields; 2. Mobile number or email field; 3. New password field; 4. Birthday (Month, Day, Year dropdowns); 5. Gender (Female/Male radio buttons); 6. A green 'Sign Up' button. Below the button, there's a link to 'Create a Page for a celebrity, band or business.' and a footer link 'Facebook Sign Up from the Web'.

At the end of the process, you will be asked for your mobile phone number or an email where Facebook will send you a confirmation instructions. This step is to ensure that this is a valid account application.

# Set-up Profile

Profile Picture

[Edit](#)



Set up a profile for yourself. Let the world know who you are! You can share your life's accomplishments: family, education, work and other activities, such as travel adventures, interests, and hobbies.

You can also edit and update your profile.

Cover Photo

[Edit](#)








Bio

[Add](#)

Describe yourself...

Customize Your Intro

[Edit](#)

-  chief Visionary at Twanda Hill & Associates
-  Former Events Planner at Seattle Tennis Club
-  Studied Sports Management at WSU Pullman
-  Went to Roosevelt High School
-  From New York, New York

# Posts

Posts can consist of photos, text, live video or life events

The screenshot shows a Facebook profile for Twanda Hill. The profile picture is a circular image of a woman with red hair, wearing a white top and a patterned skirt, posing with her hands. The cover photo is a close-up of a baby's face. The profile name is Twanda Hill, and the bio lists her roles: chief Visionary at Twanda Hill & Associates, Former Events Planner at Seattle Tennis Club, and Studied Sports Management at WSU Pullman. It also mentions she went to Roosevelt High School, is from New York, New York, and is in a relationship. The 'Posts' tab is selected, showing a post from November 26 at 6:58 PM. The post is a photo of the same woman from the profile picture, with the text 'What's on your mind?' above it. The post has 0 likes and 0 comments. The interface includes navigation tabs (Posts, About, Friends 1392, Photos, Archive, More), a search bar, and a 'What's on your mind?' prompt.

**Posts** About Friends 1392 Photos Archive More ▾

Edit Profile 🔍

**Intro**

- chief Visionary at Twanda Hill & Associates
- Former Events Planner at Seattle Tennis Club
- Studied Sports Management at WSU Pullman
- Went to Roosevelt High School
- From New York, New York
- In a relationship

**What's on your mind?**

Live Video Photo/Video Life Event

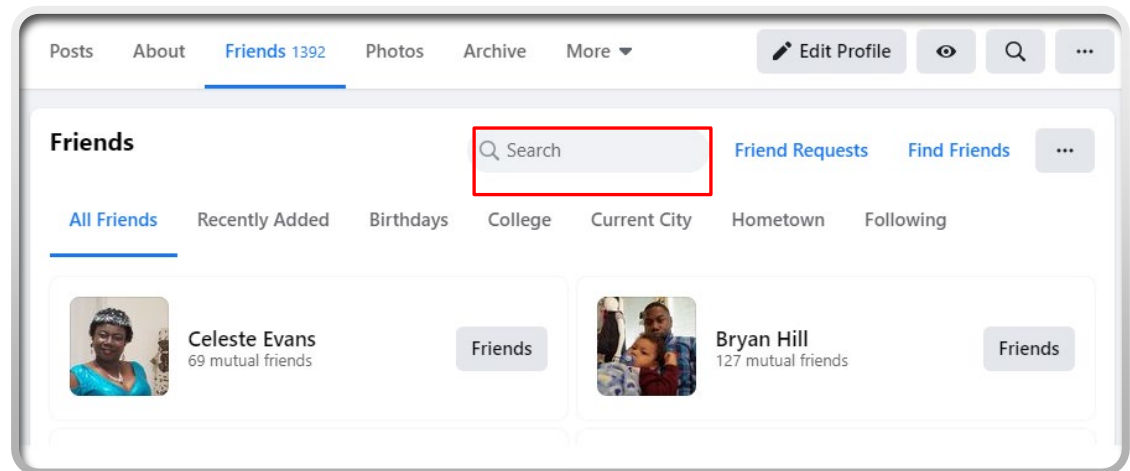
**Posts** Filters Manage Posts

List View Grid View

**Twanda Hill**  
November 26 at 6:58 PM · 🌐

# Find Friends

- Adding Friends or “friending” is an essential Facebook step. To stay connected with other people you need to have Facebook “friends.”
- There are several ways to add friends but as a beginner use this simple step. To add a friend:
- Enter your friend’s name, email or mobile phone number in the top search bar
- Select their name to confirm details about the friend. Make sure it is the right “friend.” Their picture should help.





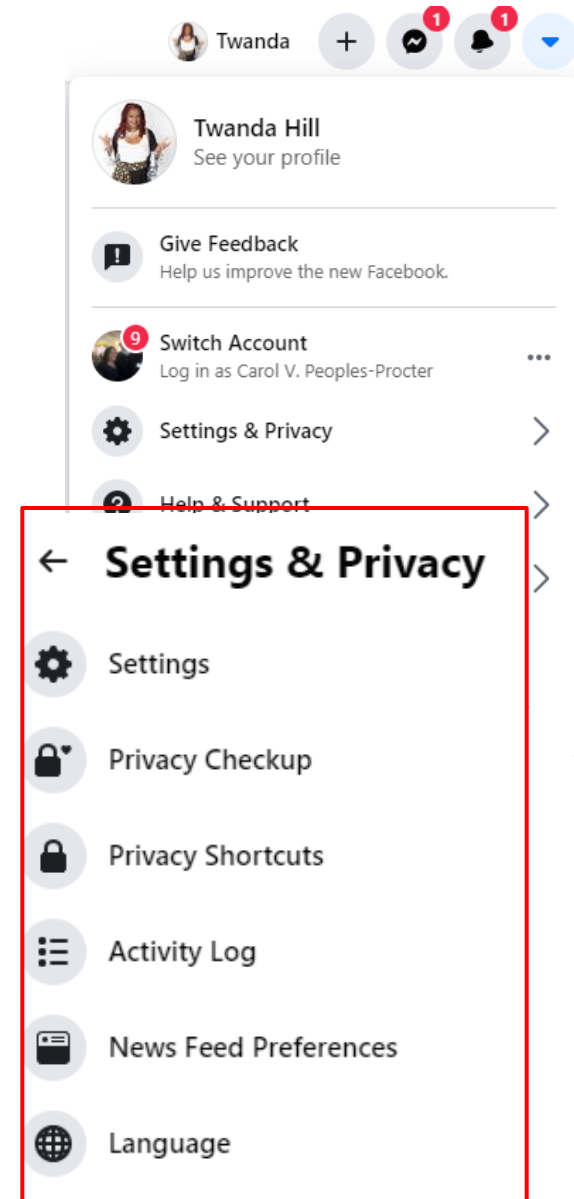
# Interactions

As you read the posts and photos shared by your friends, one of the most basic ways to engage with the information is to simply “Like” the update. It is a simple way to provide feedback to your friend and tell them that you engaged with the information. Below a post that you wish to respond to, press the Like (Thumbs Up) icon to get a selection of responses including Like, Love, Haha, Wow, Sad & Angry



# Safety & Privacy

1. Keep your friends list to real friends. This way you can generally share information with friends.
2. Understand that when you share or post, you can share with friends or the public. If you feel confident with your friends list, it makes sharing easier.
3. Don't share identity data. For example, don't share your birth date or if you choose to share your birth date, you do not have to share the year.
4. Generally don't share location information.
5. Use the Settings & Privacy menu to take a privacy checkup.
6. Use this function regularly to identify who sees your information.



# Facebook Menu Bar



Q Search Facebook

Search for friends, pages, organizations



Home



Pages



Watch Videos



Marketplace



Groups



Twanda



Create



Messenger



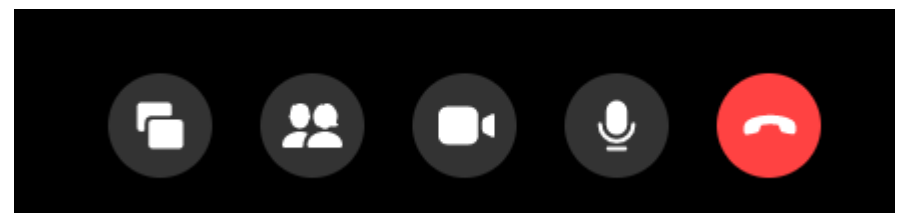
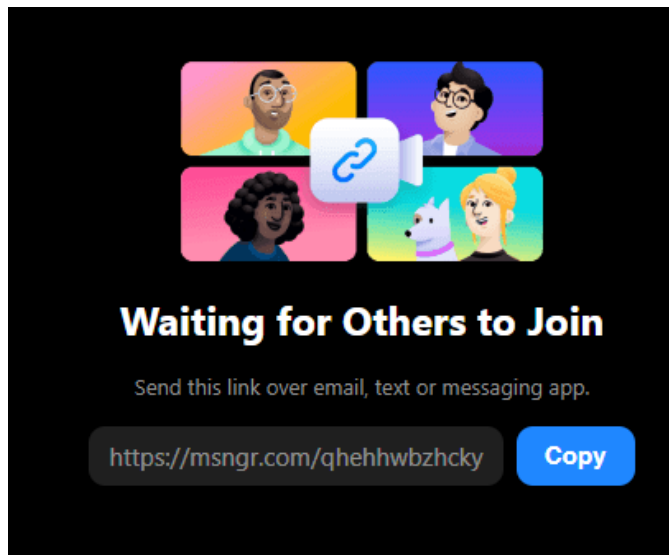
Notifications



Account

# Facebook Messenger & Video Chat

**Messenger** an instant **messaging** service owned by **Facebook** that **allows you** to chat with friends and family.



Share Screen

Call Participants

Video

Mic

Hang Up

# AARTH's Digital Equity Project

Thank you for participating .

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Remember to check out [www.aarth.org](http://www.aarth.org) and sign up to attend more FREE workshops.



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