

TECH SAVVY SENIORS WORKSHOP
FIRST PEOPLES DEVELOPMENT INC. (FPDI)
Thursday, October 13 and Friday, October 14, 2022

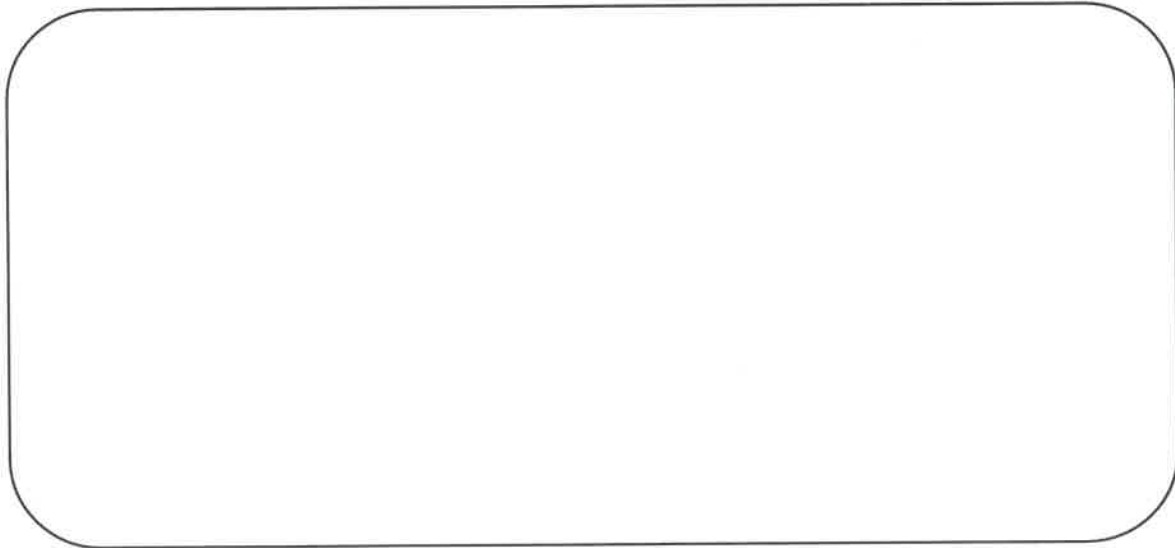
Andrea Canada
Canada Consulting and Training



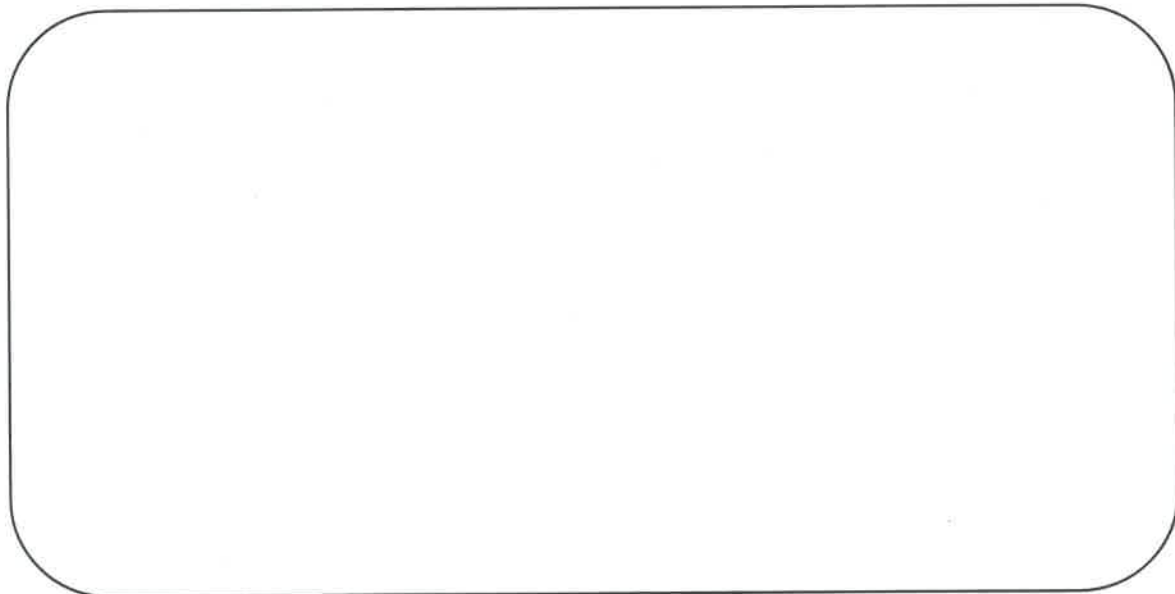
Welcome to the Tech Savvy Seniors Workshop where learners will increase their comfort and confidence using Apple or Android devices. This manual is intended to be a resource and reference guide for during as well as after the training session. Learners are encouraged to take notes and ask questions throughout the session. Resource information is contained at the back of this manual

What do I want to get out of this session?

What are you hoping to learn / practice? Note your hopes and expectations below:



What are you currently using your device for? Note your common uses below:



Let's get familiar with some terminology!Device

Broadly speaking, cell phones and tablets can be classified as “electronic devices” or just “devices”. iPhones and iPads are Apple devices which work on an Apple operating system called iOS. Androids run on Android operating systems (and there are hundreds of Android devices).

My device is: _____

Locked or Unlocked

Sometimes people talk about whether their phone is locked or unlocked. That simply refers to if the phone is tied to one network or another (eg. Bell MTS, Rogers, etc.) You can use your phone or any device without a cellular network by connecting to local wifi. You can purchase a phone from a cell phone provider or from Amazon, etc. and choose the provider you work with.

Operating System

The OS is the heart of any electronic device - it is what enables the device to function and works with applications to perform a variety of functions. Computer operating systems (your desktop or laptop) is Windows (unless you are using a Mac which uses the MacOS operating system).

SIM Card

The SIM card is the brains of your device. When you purchase a new phone, your box will include a small pin that allows you to open up the tray that holds the SIM card. The SIM card needs to be inserted into a new phone. If you get a new device, you can remove your SIM card and put it in the new phone.

Apps

Apps are a shortened version of the word Applications. In “tech” language, applications are software programs that are designed to perform a specific function directly for the user or, in some cases, for another application program. Other words for application is software or program.

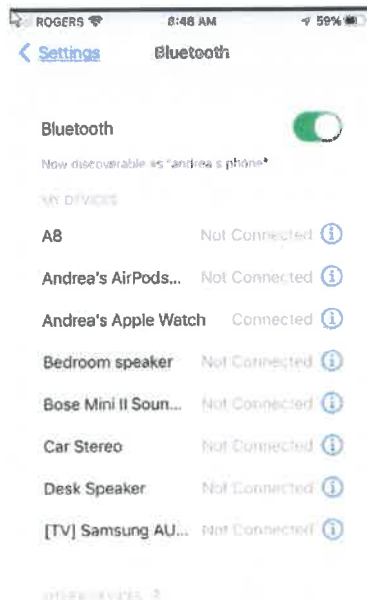
Wifi

Wifi stands for Wireless Fidelity and it is a family of wireless network protocols (Wikipedia). It allows for internet connectivity through a network.

Activity → Connect to the local WiFi

FPDI Wifi Name:

Wifi Password:



Bluetooth

If you want to connect to an external blue tooth speaker, go to Settings -> Bluetooth. The blue tooth needs to be on and in range. In settings you can search for the Bluetooth device. Check the instructions for the device as it will tell you the name to look for in the list. You can turn Bluetooth on or off.

Knowing Your Device

Whether you are using an Apple or Android device, the *settings* button is extremely important because it allows you to customize your phone, manage alerts and notifications (among many other functions).

Activity: Settings

1. Locate the settings button on your phone
2. For Iphone scroll down and select General; for Android scroll down to About tablet
3. Go to About



Question: What is your Software or Android Version?



Put your settings button on your home screen, if it is not already there.

Passwords

Your device can store your passwords for various apps and accounts.

Iphone → Settings - Passwords

Android →

- Launch the Google Chrome browser on your Android phone and tap the three dots in the top-right. On some devices, these three dots will be in the bottom corner instead.
- Tap the word "Settings" in the pop-up menu.
- Tap "Passwords" in the next menu. You may need to enter your password, or provide a face or touch scan.

Customizing Your Device

You can use settings to customize your device including applying closed captioning for videos you watch, increasing font and icon size as well as putting a picture of your choosing on locked screen.


Settings → Accessibility

- Voice over allows for users to use the device without needing to see the screen. It uses audible descriptions to tell you what is on your screen.

According to Apple Support:

You can practice VoiceOver gestures in a special area without affecting iPhone or its settings. When you practice a gesture, VoiceOver describes the gesture and the resulting action.

Try different techniques to discover which works best for you. If a gesture doesn't work, try a quicker movement, especially for a double-tap or swipe gesture. To swipe, try brushing the screen quickly with your finger or fingers. For best results using multifinger gestures, touch the screen with some space between your fingers.

1. Go to Settings  > Accessibility > VoiceOver.
2. Turn on VoiceOver, tap VoiceOver Practice, then double-tap to start.
3. Practice the following gestures with one, two, three, and four fingers:
 - Tap
 - Double-tap
 - Triple tap
 - Swipe left, right, up, or down
4. When you finish practicing, tap Done, then double-tap to exit.

Voice Assistant

You can audibly interact with your device with the device assistant. For Iphone it is Siri. Call on Siri by saying "hey Siri where are you?" On Android you can use Google assistant - but it may need to be downloaded from the Play Store. Call on Google Assistant by saying "Hey google..."

Funny things to say to Siri....

- Tell me a joke
- What's up
- How much can a woodchuck chuck?
- How do I look?

Changing the voice of your voice assistant

Iphone → Siri and Search - Siri Voice

Android (google) →

1. On your Android phone or tablet, go to Assistant settings, or open the Google Assistant app. and say, "Assistant settings."
2. Under "Popular settings," tap Voice Match.
3. Turn on Hey Google. If you don't find Hey Google, turn on Google Assistant.

Display and Text Size


On Iphone go to Settings → Accessibility and select "Display and Text Size". From here you can bold text and change the text size.


On Android go to Settings → Accessibility and select "Font Size". From here you can change the size of the font. "Display Size" allows you to increase/decrease the size of items you see on your screen.

Sounds



Go to settings to change the sounds your device plays when getting a call, text, voicemail, email, reminder or other type of notification.

IPhone

1. Go to Settings  > Sounds & Haptics.
2. To set the volume for all sounds, drag the slider below Ringtone and Alert Volume.
3. To set the tones and vibration patterns for sounds, tap a sound type, such as ringtone or text tone.
4. Do any of the following:
 - Choose a tone (scroll to see them all).
Ringtones play for incoming calls, clock alarms, and the clock timer; text tones are used for text messages, new voicemail, and other alerts.
 - Tap Vibration, then choose a vibration pattern, or tap Create New Vibration to create your own.

You can also change the sounds iPhone plays for certain people. Go to Contacts , tap a person's name, tap Edit, then choose a ringtone and text tone.



Tip: If you're not receiving incoming calls and alerts when you expect them, [open Control Center](#), then check whether Do Not Disturb is on. If  is highlighted, tap it to turn off Do Not Disturb. (When Do Not Disturb is on,  also appears in the status bar.)

Android

Change volume, sound, & vibrate settings

You can make your phone's volume louder or quieter. You can also change your ringtone, sound, and vibration.

Turn your volume up or down

1. Press a volume button.
2. At the right, tap the Menu "...".
 - If you don't find Settings, go to the [steps for older Android versions](#).
3. Slide the volume levels to where you want them:
 - Media volume: **Music, videos, games, and other media**
 - Call volume: **Volume of the other person during a call**
 - Ring & notification volume: **Phone calls, and notifications**
 - Alarm volume

Lock Screen

The lock screen function allows you to protect your device with a password, finger print, pattern or face activation (depending on the device).

Custom wallpaper - wallpaper is the picture that appears behind your icons. You can take any photo that is on your phone and make it your wallpaper background. You can have a different photo as your lock screen or same photo. Lock screen is the screen that shows up before you put your password in to access your phone.

Activity → Find a picture online or from your photo library and make it your wallpaper and lock screen background

Iphone → Settings - Wallpaper and select picture you want for your wall paper / lock screen. Alternatively, from the lock screen hold down the middle of the screen with your paper until the “customize” button appears. Select the plus symbol. Select your choice of wall paper from your photos, do a photo shuffle, emoji, featured pictures.

Android → Settings - Display - Wallpaper. Select from Galary allows you to select your photos from your Google drive or photo album. Once you select the picture you want, you can set is as your wall paper, home screen or both.

Rotate Screen

Rotate screen allows you to set the orientation so that if you turn your phone, the screen will turn with it (or will not).

Iphone - scroll up from the bottom of the home screen and located this icon →



Android → go to Settings - Accessibility - Auto-Rotate Screen

Display & Brightness

Change the brightness and tone of the screen. You can set Night Shift here which automatically shifts the colors of your display to the warmer end of the color spectrum after dark. This may help you get a better night's sleep.

Activity → Set the Night Shift for your typical bed time and wake up time (eg. 10:00 p.m. to 6:00 a.m.)


Edit the Home Screen

Iphone → Hold down on an app until the menu shows up. Then select *Edit Home Screen*. All of your apps will start to wiggle and have an (X) icon in the corner. Tap-and-hold apps to move them around, drag them on top of each other to make a folder. Tap the (X) icon to delete them. From the home screen, tap Done in the upper right to return your screen to normal.

Add Widgets

Widgets are like apps but they use up more space on your screen and allow you to access information without having to open the whole app. Examples of widgets include your calendar, the weather and music.

Iphone (source: <https://support.apple.com/en-ca/guide/iphone/iphb8f1bf206/ios>)

1. Go to the Home Screen page where you want to add the widget, then touch and hold the Home Screen background until the apps begin to jiggle.
2. Tap  at the top of the screen to open the widget gallery.
3. Scroll or search to find the widget you want, tap it, then swipe left and right through the size options.
 1. The different sizes display different information.
4. When you see the size you want, tap Add Widget.
5. While the apps are still jiggling, move the widget where you want it on the screen, then tap Done.

Android → Press on a blank section of your home screen. A pop up menu will bring up an option to select widgets.

Activity → Add a widget to your home screen. (if you have a weather app, that's a good widget to add. You can also add the clock as a widget!)

Camera and Photos

“Selfies” are a word for the technology age. Our phones have allowed us to capture pictures depicting all aspects of life from the mundane “this is what I had for supper tonight” to the spectacular like the northern lights or the smile of a baby.

Activity → Take some photos and then search for the location of the photo on your device. Send your photo via text to the instructor at (204)898-0222 and/or via email at andreacanada639@gmail.com

Screen Shots

You can easily take a picture of your screen.

Iphone → hold the home button and the side button. If your Iphone is newer and does not have a home button, press the power and the volume up button at the same time.

Android → (different versions may have different functions) Press Power and Volume down buttons at the same time. If that does not work, press and hold the Power button for a few seconds. Then tap Screenshot.

Introduction to Apps

Common apps you will use include calendar, texting, social media, camera, etc.

App Store and Google Play

If you are using an Iphone, you can download apps from the App Store. Some are paid apps and others are free (but be mindful of the fact that you may face in app purchases).

You can connect your credit or debit card to either store for ease of purchase if you feel comfortable doing so. If you do not purchase often, you may chose to not to save your credit / debit card information.

Contacts

Iphone → click on the telephone app - type in a telephone number - select **Add Number** - create new or add to existing contact. Fill in the required information. Alternatively, go to Contacts and select the + to add a new contact.

Andrea Canada

Trainer

(204)898-0222

Andreacanada639@gmail.com

Activity → Add Andrea as a new contact

Texting

Source: <https://www.senioradvisor.com/blog/2014/12/the-seniors-guide-to-texting/>

1. **You don't have to have a reason to text.** Sometimes just sending a quick "I'm thinking of you" text message will get your granddaughter or loved one to phone you up to express their excitement at receiving your text. I know if I saw a text from my grandma, the first thing I would do is phone her up and say, "Awesome job, grandma! I'm saving this text forever!" And I really would save it, because it priceless.
2. **There is no fixed deadline on responding to a text,** though same day response is pretty much expected and if you wait longer than two days, people will think you dropped off the face of the earth.
3. **Many companies include unlimited texting plans.** You can always increase or decrease your texting plan to accommodate your actual usage.
4. **Texting an address, a save-the-date, or phone number** is a great way to create and save a memo on your phone for future reference.
5. **If you don't particularly enjoy texting but do want to send messages,** downloading an app like Voice Actions can help you dictate your voice into text making it that much easier to keep in contact with your loved ones.

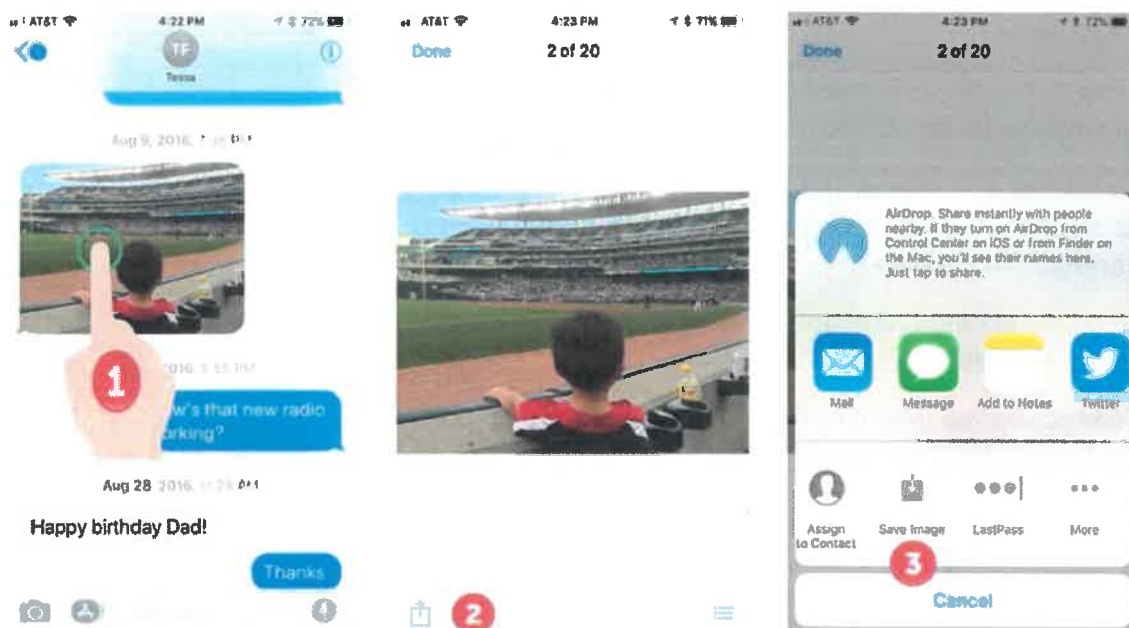


Activity → Send Andrea a text! (204)898-0222

Activity → Send a text to multiple people (group text)

Save a Picture you Receive via Text

If a friend or family member sends you a picture, you may wish to save the picture to your Photo Library. It then sits alongside the picture you have taken and you can display it or print it or send it to someone else. Here are the three steps to save a picture that you receive in an email:



Tap the picture that you have received. The picture will display in a screen by itself.

Tap the **Share** icon at the bottom of the screen.

Swipe left to scroll through the bottom row of **Share** actions until you see **Save Image**. Tap and the picture will be transferred to your Photo Library.

Email

The Android devices work best with a Gmail account. Gmail works fine on Apple devices as well.

Add Outlook, Gmail or another email provider to your device by finding it in the app store / play store.

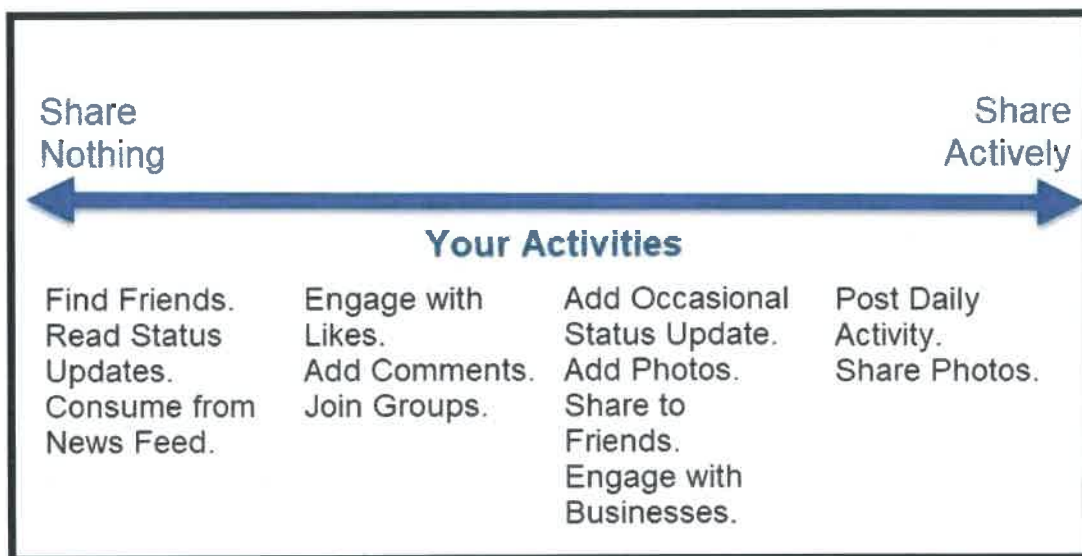
Facebook

<https://www.seniortechclub.com/tech-recipe/getting-started-with-facebook/>

Facebook is a one of the older social media platforms. It is a great tool for keeping in touch with friends and family.

You can access Facebook as an app or through your device's web browser.

How active you intend to be on FB and what you do is entirely up to you. The scale below shows the degree to which might be engaging on the platform.



FACEBOOK TERMINOLOGY

Facebook uses terminology that may seem a bit foreign to our generation. Here are some common Facebook terms and their definitions.

- **Timeline:** Your **Timeline** is the information you share. It is your personal page and will contain whatever you post including your photos, your friends list, your activities and interests, and any information like schools, jobs and family that you wish to share. Your timeline is where you will share any information and where friends will post information for you.
- **News Feed:** The **News Feed** is NOT news as we would read in a newspaper or the evening TV news. Rather it is the stream of updates and photos posted by your friends that appears on your Home page. Your News Feed is personalized and ever-changing and will include updates from friends, family, businesses and group that you've connected to on Facebook.
- **Home Page:** Your **Home Page** is what you see when you log into Facebook. It presents your News Feed.
- **Friend:** A **Friend** is someone you're connected to on Facebook. A **Friend Request** *starts the process of "friending*. All friendships must be confirmed by both people in order for the friendship to be official on Facebook. You do not have to accept a Friend Request from someone you do not know well.
- **Status Update:** A **Status Update** is something that you wish to share. A status update is often a short post or a picture. The label for the Status Update is "What's on your mind?" People can do a status update on any range of topics including what they are eating for breakfast to a treatise on a political position.
- **Story:** A Facebook Story is a photo or video uploaded to your Facebook. Your story is intended to be a fun and quick addition to your updates and will only appear for 24 hours.
- **Facebook Ads:** As you use Facebook you will be presented with **Facebook Ads**. Facebook Ads will present information and enticements about products

and services that Facebook thinks interest you. Ads are a fact of life and the price we pay to support the platform.

SET UP A FACEBOOK ACCOUNT

The first time you access Facebook, you will be given an opportunity to sign up for a Facebook account as you see here.

The screenshot shows the Facebook sign-up interface. At the top is a blue header with the Facebook logo on the left and login fields (Email or Phone, Password, and a Forgot account? link) on the right. Below the header, on the left, is a section titled 'Connect with friends and the world around you on Facebook.' with three icons: a photo for 'See photos and updates from friends in News Feed', a house for 'Share what's new in your life on your Timeline', and a magnifying glass for 'Find more of what you're looking for with Facebook Search'. On the right is the 'Sign Up' section with the text 'It's free and always will be.' Below this are six numbered steps: 1. First name (with 'Last Name' next to it), 2. Mobile number or email, 3. Please password, 4. Birthday (with a dropdown for 'Jan 19 1994' and a link 'Why do I need to provide my birthday?'), 5. Gender (with 'Female' and 'Male' radio buttons), and 6. A green 'Sign Up' button. At the bottom of the sign-up section is a link 'Create a Page for a celebrity, band or business.'

The Facebook app will guide you through the setup process. During this process expect to enter the following information:

1. First and last name.
2. Phone number or email as your primary login. It is better to use a personal email rather than a business email.
3. Password - enter a strong password that you can remember. Please write this down.
4. Birthday
5. Gender
6. Tap or click **Sign Up**.

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. Additionally, there will be steps for you to follow to **find friends**, upload a **profile picture**, learn about **privacy settings**, and more. Skip steps that you are uncertain about. You can do these steps later. For example, the setup process will ask you to start the process of finding friends. Skip that process for a later time.

USING THE IPHONE/IPAD FACEBOOK APP

The following screen will provide information about basic app navigation and the process of sharing and reading your newsfeed. The numbers on the screen correspond to the list below.

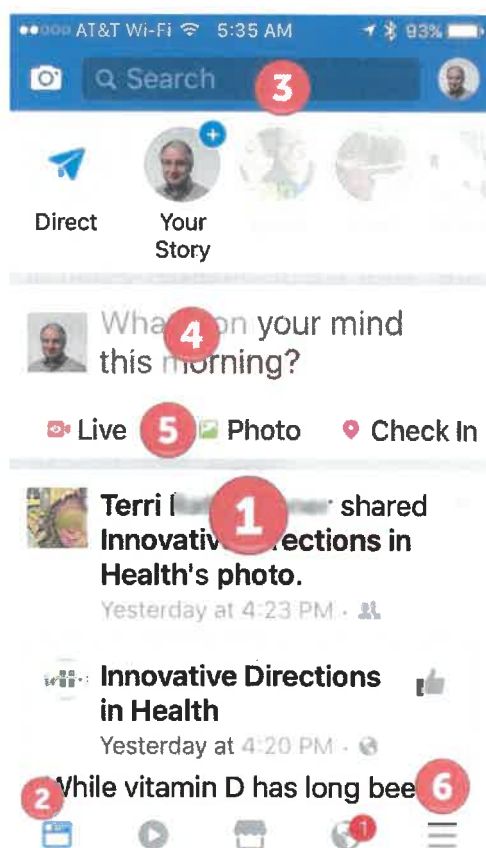
1 Newsfeed - Your Newsfeed is the central element of your Facebook app and presents your stream of information comprised of Status Updates from your friends and Pages that you like in addition to Ads or Promoted updates. Swipe up to scroll down your newsfeed to read additional items.

2 Newsfeed Icon - Access your newsfeed by tapping the Newsfeed Icon.

3 Search - Use the search bar to search for people, businesses or organizations.

4 Status Updates - When you are ready to provide a Status Update about your life or interests. Tap **What's on your mind** where you can type post information. Status Updates often include photos or videos or can be simply text that you type.

5 Photo A photo is a great way to get started with sharing. In addition to adding a photo to a Status Update, you can also upload photos to a photo album that you can



share with Friends. If you are a parent or grandparent, you actually hope that your children are sharing photos on Facebook. Tap **Photo** in order to access your photo library. Or you can tap the Camera icon in order to post a new picture from your camera.

6 More - The More icon provides access to your profile, shortcuts and settings.

ADD FRIENDS

Adding Friends or “friending” is an essential Facebook step. So stay connected with other people you need to have Facebook “freinds.”


There are several ways to add friends but as a beginner use this simple step. To add a friend:

1. Enter your friend’s name, email or mobile phone number in the top search bar
2. Select their name to confirm details about the friend. Make sure it is the right “friend.” Their picture should help.



1. Tap  Add Friend

Someone cannot be your Facebook friend until they approve the request. It is truly a two part process, the request and approval. As you build your membership list, Facebook will recommend friends based on mutual friends and assumed connections. You can also explore the friends of your friends looking for mutual friends. Keep your Friends Close! An standard privacy tip, do NOT accept friend requests from people


you do not know. On the iPhone app, explore these friendship ideas by tapping  **More, Friends.**

LIKING A POST

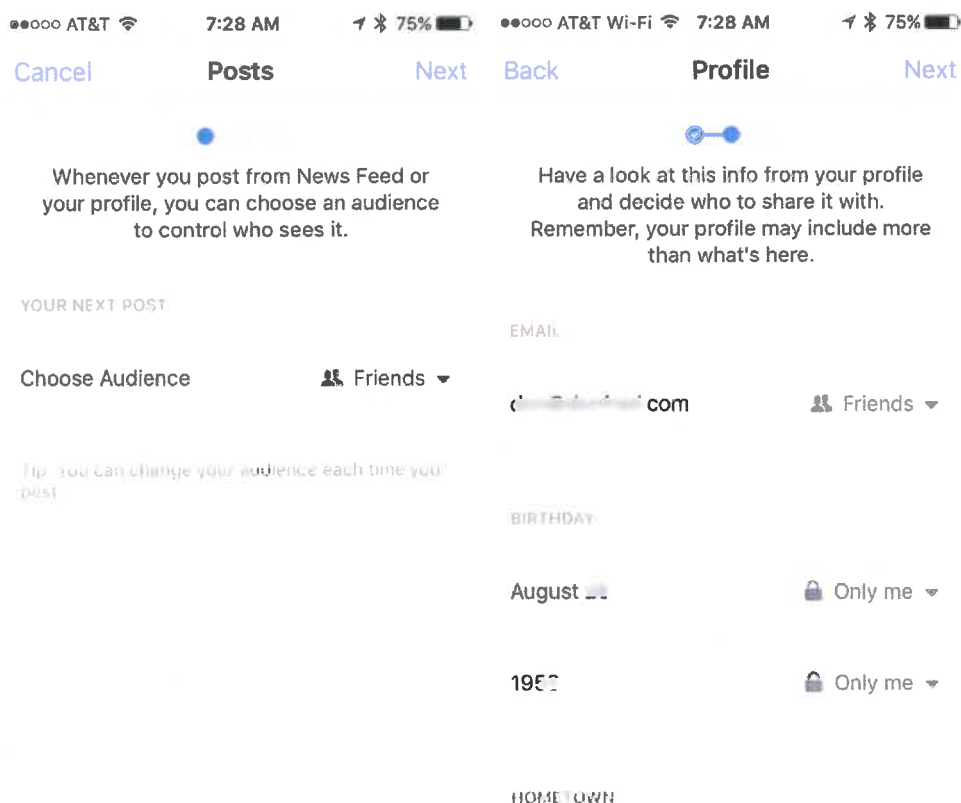
As you read the posts and photos shared by your friends, one of the most basic ways to engage with the information is to simply “Like” the update. It is a simple way to provide feedback to your friend and tell them that you engaged with the information. Below a post that you wish to respond to, press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



FIVE SIMPLE PRIVACY AND SHARING TIPS

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 Privacy Checkup function. Tap  More, Scroll down and tap Privacy Checkup. Tap Continue on the Welcome to your Privacy Check! screen.

Use this function regularly to identify who sees your information.



RECIPE FOR GETTING STARTED WITH FACEBOOK

The Facebook platform with all of its terms, privacy elements, ads, games, news and groups can be daunting for a beginner. On top of this, family members often pressure Seniors to use Facebook. But with a methodical recipe as your guide, you will soon be able to experience the level of Facebook engagement that is right for you.

1. Understand Facebook role and basic terminology. Before you sign up, have some basic understanding of what Facebook is and why you might want to use Facebook.
2. Install the App or use www.facebook.com on your desktop or laptop computer. You can use both with the same account.
3. Create a Facebook account. Use your email as the login and record your password. Skip the step to add friends in order to perform this step later with more control over the process. Add your picture to your profile to help your friends identify you.
4. Find a few friends. Look them up in the search bar by name, email or mobile phone number. Send a friend request. As a privacy approach, keep your friends

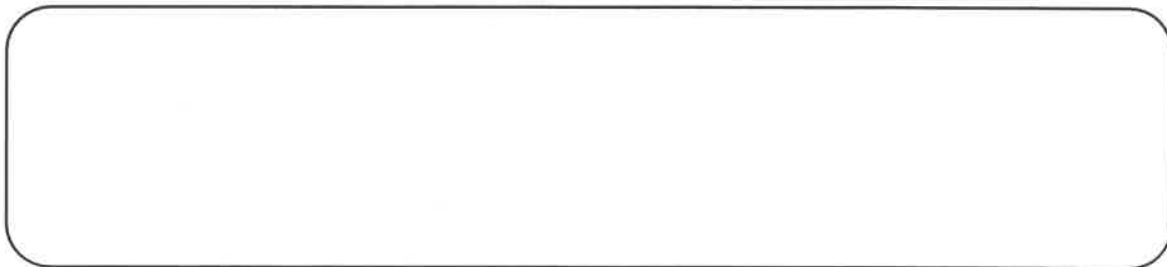
list to good friends at the beginning. You can expand later after you are more comfortable with the application.

5. Find and follow some Facebook Pages from the businesses and organizations you like. This will place their updates on your News Feed.
6. Spend some days, even weeks only reading updates from your friends. It is OK to be a lurker while building your confidence.
7. "Liking" the updates of your friends is a easy way to let people know you are there. It also you to learn good Facebook etiquette while engaging.
8. Consider using photos from your phone for your initial status updates. It's a good way to get started with events and only requires a few words of text. See that you are only sharing your updates with friends.
9. Expand beyond friends by engaging with one or more Facebook groups. Search for community groups of interest to you and join or request membership. Be a lurker until you have confidence to engage. Search for groups associated with your hometown, school alumni, former employers, churches and community groups.
10. Keep exploring as you are comfortable. Your Facebook experience can include much more like games, events and more.

Using Zoom

Zoom is a video conferencing software that exploded onto the world scene with the onset of the global pandemic in 2020. It allowed people to work from home and still connect with work and with friends and family. Today, Zoom is still widely used.

Have you used Zoom? What was the purpose?

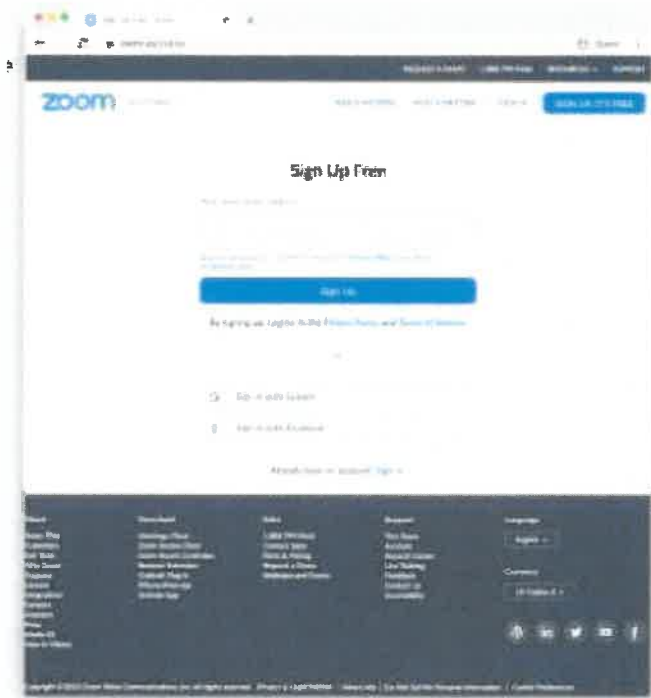


Beginners Guide to Zoom

Source <https://www.theverge.com/21506307/zoom-guide-how-to-free-account-register-sign-up-log-in-invite>

1. Go to Zoom's signup page. You might first be asked to enter your date of birth. That's because if you are younger than 16, you aren't eligible to make a Zoom account unless it's for school.
2. You'll next be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address." If you do this, move on to step two. Even though Zoom asks for a work email, a personal email should work fine. In March, it was reported that Zoom leaked some email addresses and user photos via Zoom's Contact Directory feature because the app could think people with certain email domains work for the same company, but Zoom removed that domain-matching feature in April.
3. You can also create an account by clicking the "Sign in with SSO," "Sign in with Google," or "Sign in with Facebook" buttons, after which you just download the Zoom desktop app and move on to step seven.
4. If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.
5. On the page that opens up in your web browser, you'll next be asked if you're signing up on behalf of a school. Assuming you aren't, click the "No" button and then click "Continue."
6. On the next page, fill in your first and last name and a password.
7. On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.
8. Next, you'll be given a link to your personal meeting URL and will have the option to click an orange "Start Meeting Now" button to start a test meeting. If you copy that URL into your browser or click that orange button, you should be prompted to download the Zoom desktop app. Follow the prompts to install the app.
9. After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In." To start your test meeting, click "Sign In."

10. On the next screen, enter the email and password you just used to sign up for Zoom in your browser. If you registered using the “Sign in with Google” or “Sign in with Facebook” buttons, click those buttons here and follow the prompts.
11. Once you’re logged in, make sure you’re on the “Home” tab, and then click the orange “New Meeting” button in the Zoom app. Your meeting will start.



If you sign up for Zoom using the mobile app, the process is similar to how it is on the web. (We tested the signup process using the iOS app.)

1. Download the iOS or Android app. When you open the app for the first time, you'll be presented with the options to join a meeting, sign up for Zoom, or sign in to a Zoom account. Tap “Sign Up.”
2. You'll next be asked to confirm your age.
3. Once you've done that, on the next screen, you'll be asked to enter your email address, and your first and last name. Once you do, “Sign Up” and you'll then be sent an activation email.
4. Tap the “Activate Account” button in the email you receive, or copy and paste the activation URL into your mobile browser

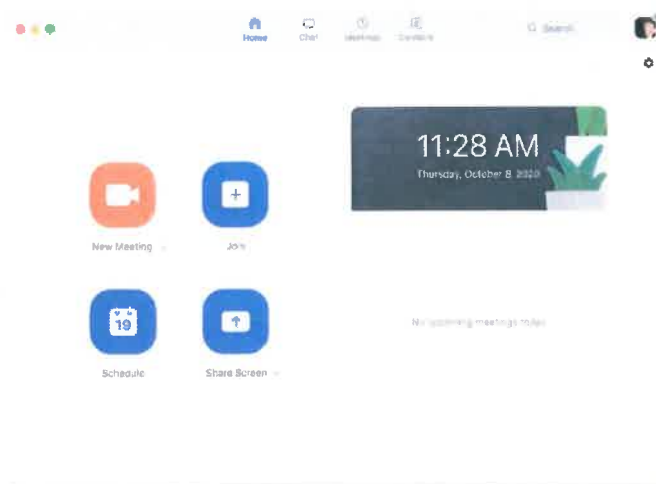
6. From there, you'll be asked to complete the same steps outlined above to make an account, just from your mobile browser
7. Once you get to the screen that has your personal Zoom meeting URL and orange "Start Meeting Now" button, tap either and you'll be taken directly to a waiting room for your test meeting in the Zoom app.
8. To open the meeting, tap the "Sign In" button at the bottom of the screen. On the next screen, enter your login information and tap the "Sign In" button.
9. Your test meeting will open up in the app

Start a Meeting Now

Once you've registered with Zoom and installed the app, it's simple to start a meeting.

Using the web app:

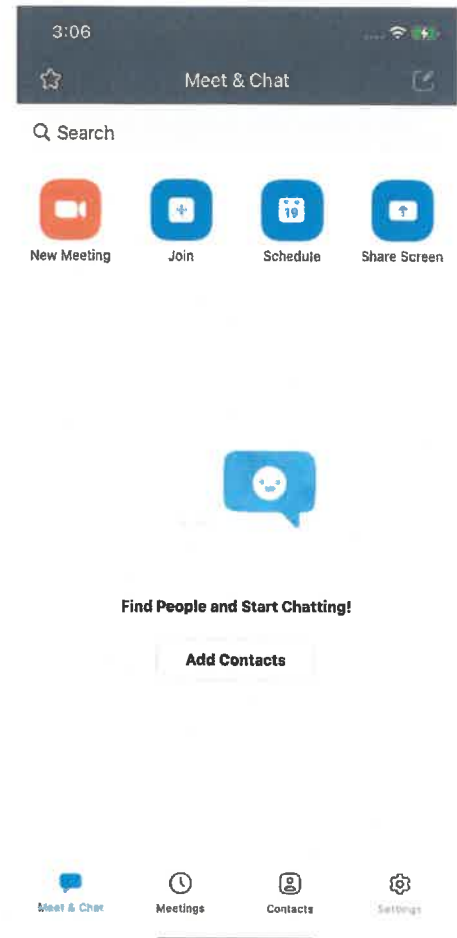
1. Open the app
2. Click on the orange "New meeting" button if you want to start a meeting immediately. A video window will open, and a pop-up window will ask if you want to join the meeting using your computer's audio and if you want to test the speaker and microphone.
(If you don't want to bother with that question anymore, check the box at the bottom of the pop-up.)
3. Click on the orange button to start a new meeting
4. Click on the orange button to start a new meeting
5. To invite people to the meeting, find the toolbar that shows up when you move your mouse in the meeting window and click the little arrow in the "Participants" button. When you do, Zoom will open a window where you can invite your Zoom contacts, send an email with information on how to access your Zoom meeting, copy your meeting URL to your clipboard, or copy a longer message with your meeting



URL and dial-in information to your clipboard. You can also find your meeting's password in this menu. When you're ready, click on the "Invite" button.

Using a mobile app

1. On the app, tap "New Meeting"
2. Choose whether you want to start it with the video on and whether you want to use your personal meeting ID (not recommended; see above). Then tap "Start a Meeting."
3. To invite people to the meeting, tap "Participants" on the bottom row of icons and then tap the "Invite" button on the bottom of the next screen. When you do, you'll be able to send a message invite via a variety of services such as Messenger, Messages, or Gmail; invite your Zoom contacts, or copy the invite link to your phone's clipboard.
4. Tap "Schedule" for a future meeting
5. Again, the orange button starts a new meeting
6. It's safest not to use the personal meeting ID
7. It's safest not to use the personal meeting ID



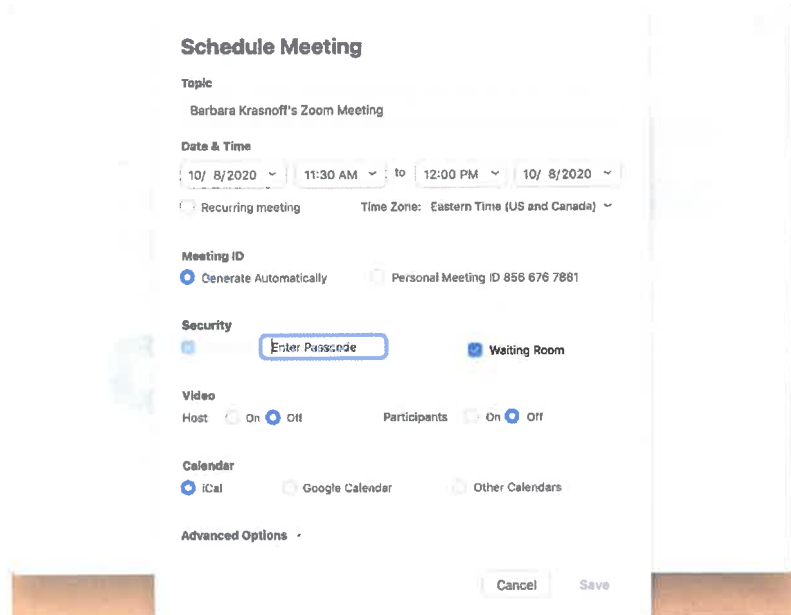
Schedule A Meeting

1. Using the web app
2. Click on "Schedule"
3. A pop-up window will give you a variety of options, including the meeting topic, timing, whether you will use a "waiting room" (in other words, whether each participant will have to ask permission to enter the meeting), and whether it's a recurring meeting

4. If you click on “Advanced options,” you can decide whether participants can join before the host gets there, whether participants should be muted on entry, and whether you want to automatically record the session

Note: you can choose whether to have a unique meeting ID to be generated automatically or whether to use your personal meeting ID (which doesn't change). We strongly suggest you do the former; by using a unique ID, you make it much less likely that you be subject to “Zoombombing,” which is when trolls take over your Zoom meetings.

The scheduled meeting will be visible on the initial Zoom window, where you can start it or delete it.



The screenshot shows the 'Schedule Meeting' form in the Zoom application. The form is titled 'Schedule Meeting' and includes the following sections:

- Topic:** Barbara Krasnoff's Zoom Meeting
- Date & Time:** 10/ 8/2020, 11:30 AM to 12:00 PM, 10/ 8/2020. There is a checkbox for 'Recurring meeting' and a dropdown for 'Time Zone: Eastern Time (US and Canada)'.
- Meeting ID:** Two options: 'Generate Automatically' (selected) and 'Personal Meeting ID 856 676 7881'.
- Security:** A checkbox for 'Enter Passcode' (selected) and a checkbox for 'Waiting Room' (selected).
- Video:** Two sections: 'Host' with 'On' and 'Off' (selected) options, and 'Participants' with 'On' and 'Off' (selected) options.
- Calendar:** Three options: 'iCal' (selected), 'Google Calendar', and 'Other Calendars'.
- Advanced Options:** A dropdown menu.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

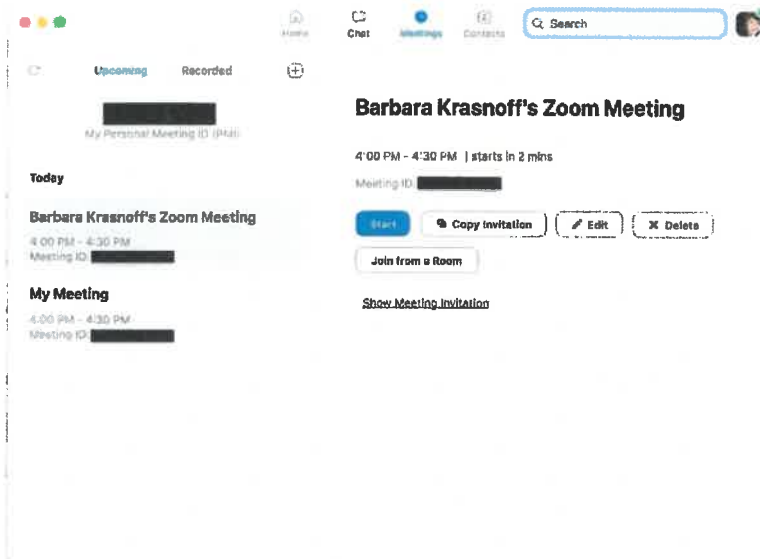
Using A Mobile App

1. Click on “Schedule”
2. Set the date, time, and time zone for the meeting, and whether it should be repeated. Choose whether you want to use your personal meeting ID; if not, a unique ID will be generated (we suggest you use the latter; see above).
3. Select various security options, such as passcodes and waiting rooms
4. Under “Advanced options” you can choose such options as allowing participants to join before the host, or automatically record the meeting. You can also add it to a calendar.
5. Tap on “Done” (Android) or “Save” (iOS) in the upper-right corner.
6. Tap “Schedule” for a future meeting

Invite People to your Meeting

You can invite people to a Zoom meeting in a few different ways. If you're using the desktop or mobile apps, click or tap on the Meetings tab. From there:

On the front page of the desktop app, you should see your scheduled meeting on the right side. Click the three dots to the right of the meeting title, and then select "Copy Invitation" to copy your Zoom meeting's URL, ID, and phone dial-in information to your clipboard. You can then drop it into an email or text message. You can also click the Meetings tab and click the "Copy Invitation" button on the screen.



On the mobile app, tap the "Meetings" app at the bottom of the screen. When you tap the "Send Invitation" button, you'll be able to send a message invite via a variety of services such as messenger, messages, or Gmail; invite your Zoom contacts, or copy the invite link to your phone's clipboard.

Online Banking Apps

Most banks and credit unions now have applications that allow you to do your banking online.

- Download the app (eg. If you use RBC, they have an app specifically for their bank)
- Be sure to have your debit card / account number handy to enter
- You can set the app to automatically sign you in



Tips for Secure Mobile Banking

Source <https://www.techfunnel.com/fintech/mobile-banking/>

The following are tips on how to make your mobile banking app more secure.

- Use strong passwords with a combination of letters, numbers, and symbols. With a strong password like that, an intruder will find it extremely difficult, if not impossible, to access your mobile banking platform.
- Change your password every few months. Reconstructing a new password every three to five months makes your mobile banking more secure.

- Don't share your passwords with anyone, be it your family member or friend, no one.
- Stick to your home network rather than public WIFI. It is recommended that you disable publicly accessible Wi-Fi and Bluetooth connections to your device before you make a mobile connection to your bank.
- Download the official app from your bank. Thoroughly research all apps or software before downloading to your phone and ask trusted peers for recommendations.
- Update your app every time there's an update available. Keep your device operating system and applications up to date. One way to do this is by ensuring automatic updates are enabled under settings on your phone.
- Log out of the app every time you are through with it.
- Regularly clear your browser cache so your information isn't stored. Also, delete emails and text messages from your bank when they are no longer needed so that your bank information is not sitting in your inbox.
- Use two-factor authentication (or facial recognition when available). If your bank supports it, enable two- or multi-factor authentication on your login like a code sent to your mobile or a question about your first school's name.
- Never automatically save passwords on your phone. Never let your browser automatically save your bank account's passwords, usernames, or credit card details, particularly if you are sharing your device with other people.
- Have a way to erase your phone's data immediately it is stolen. Consider using any free security software provided by your bank or download/purchase your own high-quality security software, preferably with remote deletion options that allow you to remotely wipe any data stored on your device in the event that it's lost or stolen.
- Sign up for online alerts each time account activity occurs.

Notes:

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