



wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

A beginners guide to staying digitally connected



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Digital Connectivity

Search Engines

Google Yahoo
Yandex AOL
Ask.com
Bing



Browsers

Internet Explorer
Google Chrome
Mozilla Firefox
Safari Opera

Welcome to Waterford and Wexford Education and Training Board Digital Connectivity Guide, created by the Adult Learning Centre, Wolfe Tone Road, Dungarvan This guide will help you improve your literacy and numeracy skills through technology. It is a step-by-step action guide to allow you to get started with your phone, laptop, and other devices.

This guide will help you with the following skills:

- **How to manage Information** – using a [search engine](#) to:
 1. Look for information
 2. Download information
 3. Saving and sharing things found online


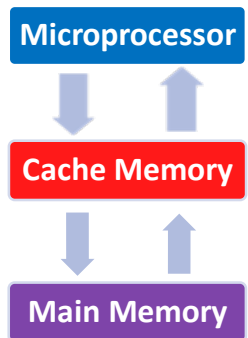


- **Communicating** –
 1. Sending a text message & making phone calls
 2. Using messaging services such as WhatsApp & Zoom for video chats






- **Paying online** – help with:
 1. Staying safe online
 2. Buying items or services online
 3. Using internet banking and downloading apps







- **Creating** – completing:
 1. Finding images and sharing them.
 2. Creating text messages using your voice dictation on your devices.

Chapter One

Common words you may come across when using technology:

Anti-Virus	An Anti-Virus is something you download, designed to find, and destroy computer viruses.	
Browser	A Browser is used to view a website e.g., Internet Explorer, Firefox, Safari, and Google Chrome.	Google Bing Yahoo
Caching/Cache	Cached files are information that are downloaded on your device by a site the first time you visit it. When the person visits the site the next time, the cached files are used to quickly load information about the app or website. The page loads faster using cached information.	
Cookies	Cookies are files with small pieces of data. If you 'accept' cookies on a website, it will save and remember the information you entered.	
Consent	Consent is about allowing someone to do something. You may be asked to consent to share information or access camera.	

Data	Data is the collection of facts or information, stored by computer, phone or other devices.	
Digital Footprint	Digital Footprint records your online activity. Everything you do on the <u>internet</u> can be traced .	
eLearning	Electronic Learning is learning online using a device (laptop, phone, iPad etc.)	
Email	Emails are messages sent online from one person to another. You can attach files and send them anywhere in the world.	Gmail , AOL Outlook Yahoo! iCloud
GDPR	General Data Protection Regulation is a European Law to protect personal data. It gives everyone the right to know why and how their data is being used.	
Internet	The Internet is a worldwide computer network that provides information.	

Mobile Data	Mobile data is the internet connectivity provided by your mobile network provider (Vodafone, 3, Eir, etc.)	
Search Engine	A search engine is where you look things up on the internet e.g., Google, Yahoo, Bing etc.	
URL	The Uniform Resource Locator is also a name for the address of a web page e.g., https://www.ageaction.ie . You have the option to save a URL to use again.	
Wi-Fi	Wi-Fi connects our devices to the internet. Wi-Fi connections can be found in the settings on your device. Caution: Do not connect to Wi-Fi in public areas if you do not know where the connection is coming from as it may be unsafe and unsecure.(protect your data & details)	
Website	A website is a page designed by someone with specific information on it. e.g., Waterford and Wexford Education Training Board have their own website that provides a lot of information on courses available and much more.	
World Wide Web	World Wide Web is the 'www' part of the internet which contains webpages and sites.	

Stop, Think, Check:

How to trust information.

You should not engage with any information online unless you know it is true. There is a lot of false information out there.

Before you believe or share this information you should **stop**, **think**, and **check**.



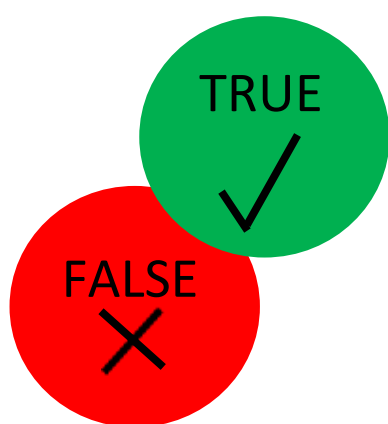
Ask yourself these questions:

- Did someone you know send it?
- Where did they get the information from?
- Do you trust where the information is coming from?
- Look for more information and details.
- Read the whole piece of information, get as much information as possible.
- Do not share or believe information until you take these steps to help yourself understand more about it.

Remember:

Do not engage with any information
online until you have followed these
steps and you know it is true.

If you do not believe the information or if
you find out it is false, delete and ignore.



Digital Footprint

Digital Footprint records your online activity. Everything you do on the internet can be traced.

Please Note:

- Creating a positive digital footprint is very important. It will help you to keep a good reputation online and in person.
- It is important to be kind online. Everything you do can be shown back to you again, so think before you click
- When you put anything online, it can be seen by others. Make sure you have permission to post online if it involves another person (information, photos etc.)



Remember: *Everything leaves a trail.*

Chapter Two

Types of Phones:

Smartphone: A Smartphone is a mobile phone that works like a computer. It has a touch screen, internet access and can download apps.

iPhone: An iPhone is a type of smartphone. iPhones are made by Apple.



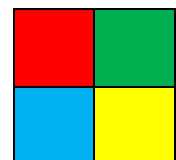
iPhone

Android: An Android phone is also a type of smartphone. They are made by companies like Samsung, Sony, Motorola, HTC and LG.



Android

Another type of Smartphone is a Windows Phone. Popular models of Windows phones are Microsoft, Nokia, and HTC.



Windows Mobile

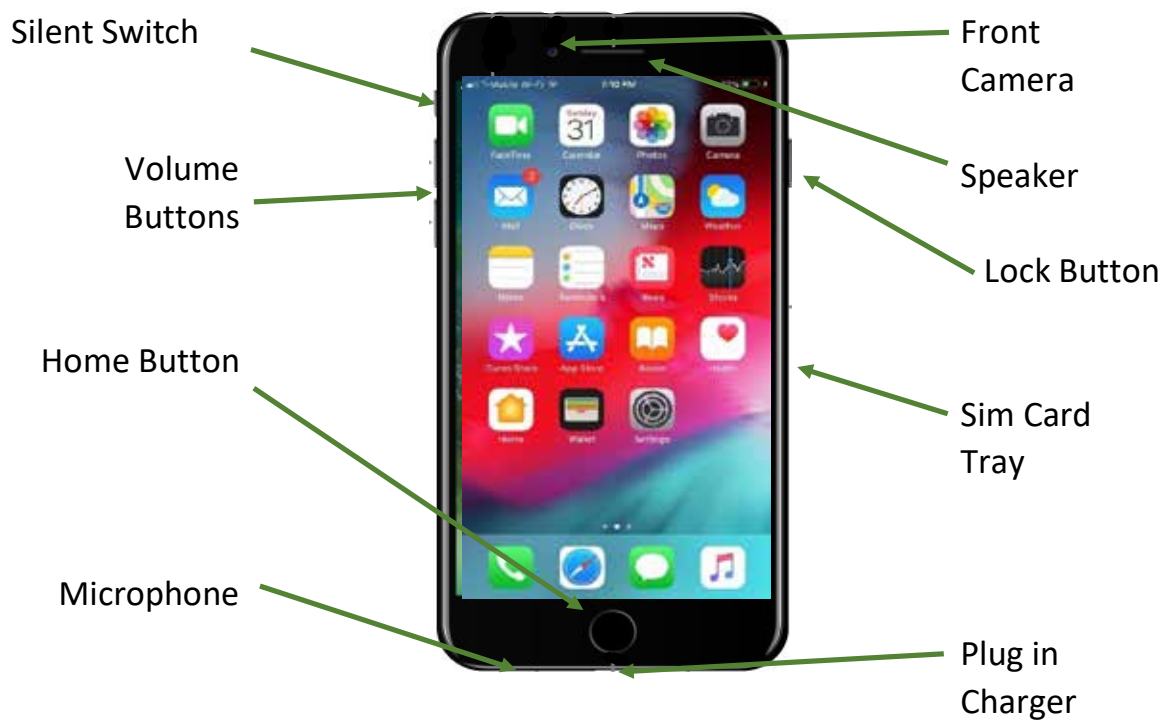
iPhone Icons to become familiar with:

Although there are many iPhone models, they have a lot of the same icons and apps to look out for.

Home Screen

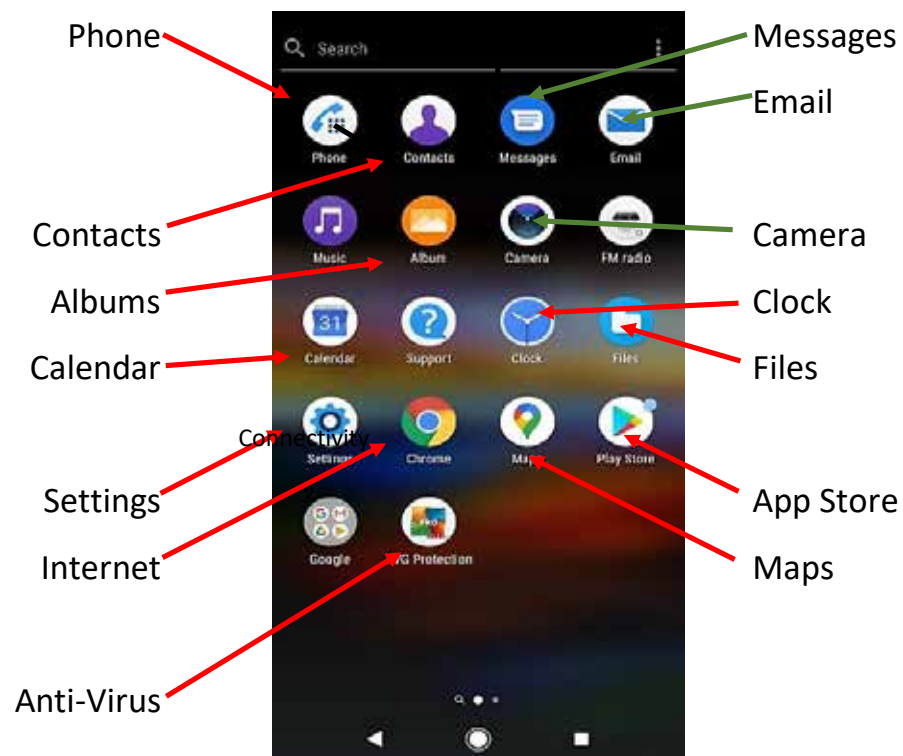


Buttons/Icons on Phone



Symbols to become familiar with on Android Phones

Although there are many Android models, they have a lot of the same features, symbols, and apps to look out for.



Phone Plans

Pay as you go: Pay as you go is a contract free option. Credit is bought every month before you use your phone. Once you have bought your credit, it is then used to pay for the service you use.

E.g., €10 a month gets you 3GB of data, 250 call minutes and unlimited texts. (every bundle is different, each phone provider offers different amounts of data, calls & texts)



Pay As You Go Bundle

Bill Pay: Bill pay allows customers to get a phone at a cheaper price by signing up to an 18 or 24-month contract. You are then paying out the money you saved in the long run by having a monthly payment that covers the cost of your service and device.

Bill Pay contracts offer certain amounts of data, phone calls and texts for a fee each month. (You set up your data, calls & text allowance with your phone provider and it is important not to go over this allowance as extra charges may apply)



Bill Pay Contract

What is in my settings?



How to connect to Wi-Fi:

Wi-Fi connects our devices to the internet. Wi-Fi connections can be found in the settings on your device.

Caution: Do not connect to Wi-Fi in public areas if you do not know where the connection is coming from as it may be unsafe and unsecure.

Download everything you can on to your phone before leaving the house. Use Mobile Data in public if you can.



Connecting to Wi-Fi on an iPhone:



6.

1. Go to Settings. Click on Wi-Fi.
2. Turn on Wi-Fi by tapping the **icon** beside Wi-Fi.
3. Tap the name of the Wi-Fi network that you want to join.
4. Most Wi-Fi connections need a password. Enter this password
5. Click 'Join'. You can now browse the internet and use your apps.

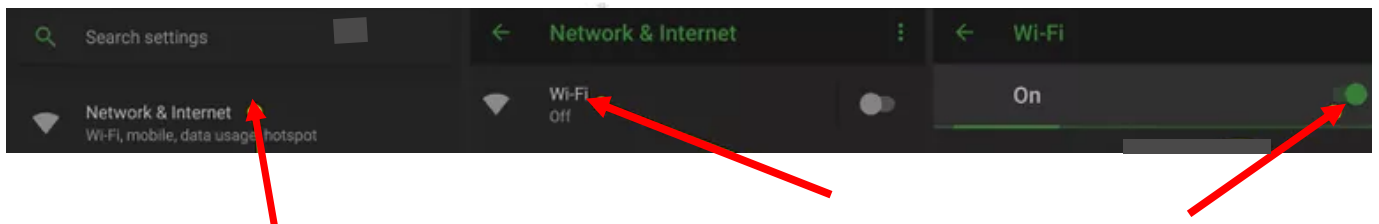


Connecting to Wi-Fi on an Android Phone:



1. Open your device's Settings app.
2. Tap 'Network & internet', then Wi-Fi (shown below)
3. Click on the Wi-Fi name you want to connect with.
4. Most Wi-Fi connections need a password. Enter this password.
5. Click 'Join'. You can now browse the internet and use your apps.

Caution: Do not connect to Wi-Fi in public areas if you do not know where the connection is coming from as it may be unsafe and unsecure.



How to Turn on Mobile Data:

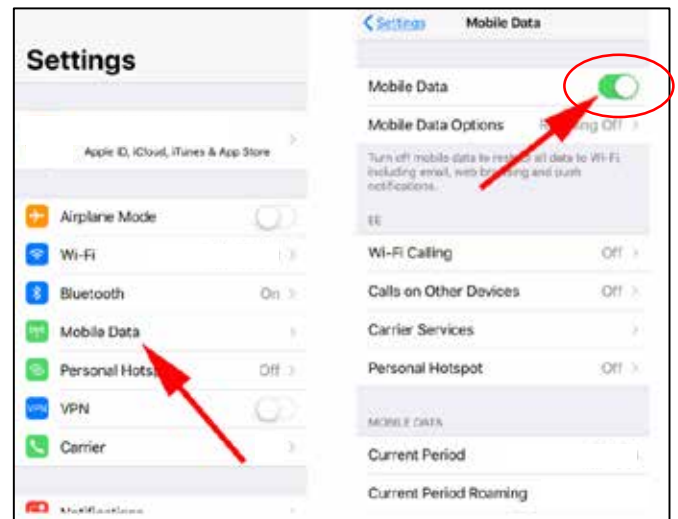
Mobile data is the internet connectivity given by your mobile network provider (Vodafone, 3, etc.). Each phone plan will provide different amounts of data (internet) to use each month. It is important you check your plan before using your mobile data.(mobile data can be used when there is no Wi-Fi to connect to) Be careful as you may have a limited data allowance.

Turning on Mobile Data on an iPhone:



1. Go into Settings.
2. Click 'Mobile Data'
3. Turn mobile data on or off by tapping the **symbol** next to "Mobile Data".

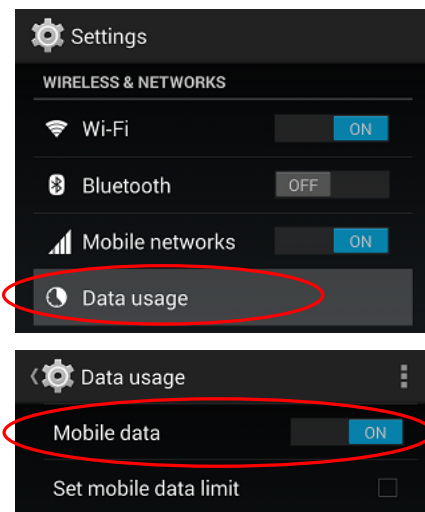
You can now use the internet on your phone.



Turning on Mobile Data on an Android:



1. Open the Settings.
2. Select 'Network & Internet'.
3. Tap "Data usage".
4. Tap the "Mobile data" slider to turn it on and off.
5. You can now use the internet on your phone



How to turn on hotspot:

A Hotspot is an internet connection that you can share to nearby devices. Others can connect to the internet through this hotspot.

CAUTION: make sure you have a password on your hotspot to protect your personal information.

On an iPhone:



1. Go to Settings
2. Click on **Personal Hotspot**.
3. Tap of the **icon** beside Personal Hotspot to turn it on or off.
4. You can set up a **password** by clicking Wi-Fi Password.

This is the password others need to connect to the Network.

To connect to a hotspot network, others will find this in their Wi-Fi options in settings. Follow the same procedure as explained above (how to connect to Wi-Fi section)

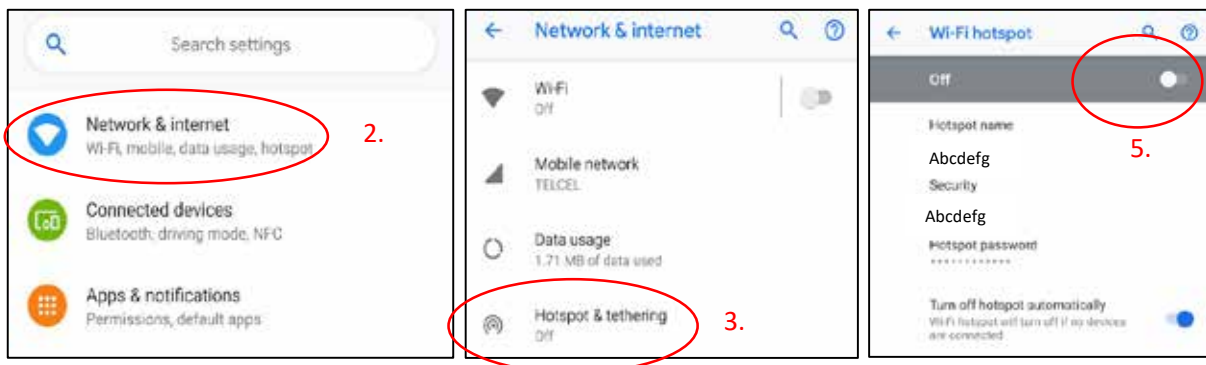


On an Android:



1. Open Settings.
2. Tap the '**Network & internet**' option.
3. Select '**Hotspot & tethering**'.
4. Tap on Wi-Fi hotspot.
5. Tap the **symbol** at the top to turn it on and off.
6. Here you will find your hotspot name and password. Others need this information to connect to it and use it.

Others will be able to connect to this Network in their Wi-Fi option in settings. (They will need to follow the same procedure as explained above in the “how to connect the Wi-Fi section



Caution is needed when sharing your Wi-Fi with others.

How to add a contact

Contacts is where you will find all your friends and families phone numbers. This is how you will be able to contact them by text or call.

How to add a contact on an iPhone:



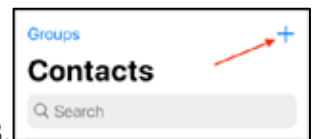
1. Open Phone app.
2. Choose “Contacts” for adding new contacts to iPhone.
3. Tap “+” on the top right corner of your iPhone.
4. Enter in their details
 1. First name,
 2. Surname.
5. Enter the new phone number by clicking ‘+add phone’.
6. Tap “Done” to save a contact on iPhone.
(Top right-hand corner).



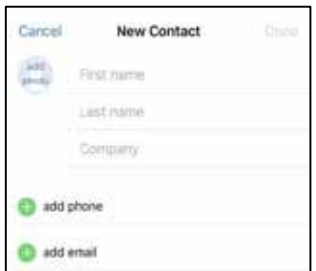
1.



2.



3.



4.

Adding a contact on an Android:

1. Open the Phone app.

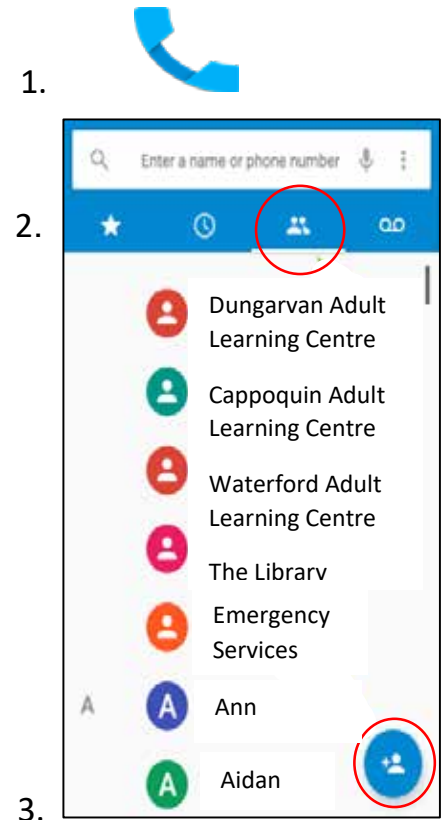
2. Open the contact's option.(circled in the image shown)

3. Tap the +, usually at the bottom right of the screen to add new contact.

4. Select where you want this number to be saved.

5. Add the person's name and phone number.

6. Click 'save' when you are finished.



How to make a phone call:

How to make a phone call from an iPhone:



To call a contact:

1. Tap on the call app.

1.



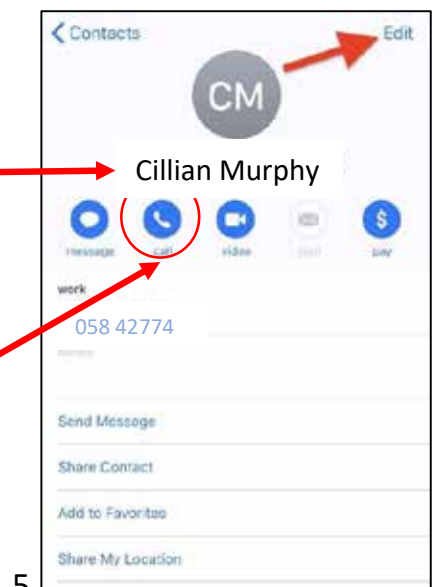
2. Click on **Contacts**.

2.



3. Scroll up and down until you find the name of the person you wish to call.
(e.g., Cillian Murphy)

4. Tap on his name.



5.

5. Click on the telephone **icon** to call them.

6. To hang up press the red phone icon.



To Dial a number to call in iphone : (not saved in your contacts)



1. Open the phone app on the front of your phone

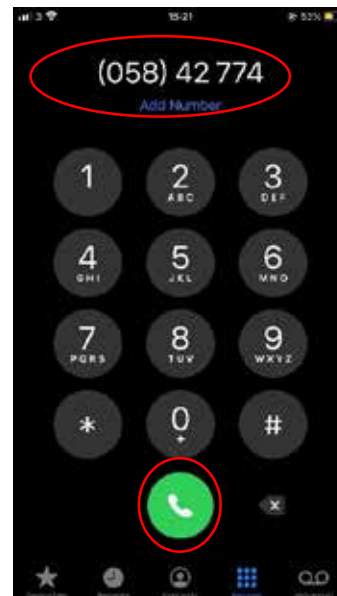


2. Tap on the **Keypad**.



3. Dial the number you want to call.

4. Click on the phone **icon** to call them.



5. To hang up press the red phone



How to make a phone call from an Android Phone:



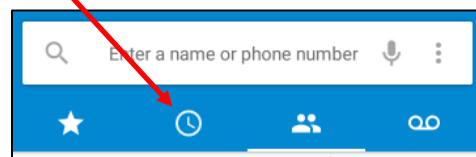
1. Open the Phone app.



2. Choose who you want to call:

- To ring someone you have recently called, tap **'Recents'** .

Tap their name to call them.



- To call a saved contact, tap **'Contacts'** .

Search their name and press the phone option to call them.

- To dial a phone number, tap the Dialpad at the bottom of the screen.



Enter the phone number and press the phone option to call.

3. To end the phone call, tap End call.

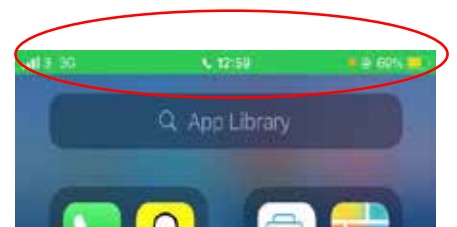
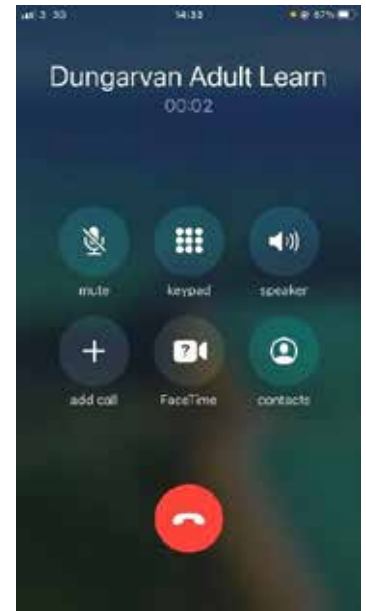


How to use your phone while already on a phone call:

iPhone:



1. While on the phone to someone, your screen will look like this.
2. Click the menu button (circle at end) to get onto your home screen.
3. You can now use any of your apps while staying on the call (putting the caller on speaker allows you to still converse and use your apps)
4. To know you are still on the line to someone, the top of your screen will appear green like this with the phone call symbol



For example, if you wanted to send on someone's number while on the phone:



1. Go into contacts, while still on the phone call (press menu button top of screen is green)
2. Search and click into the name of the contact you want to share.

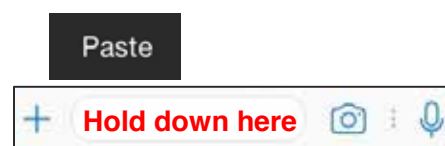
3. Hold down on the phone number for 2 seconds, 'select copy'.

4. Click on the menu button.



5. Go into the app you want to send the number on. (Text message/email/WhatsApp etc.)
6. Select your contact who you want to share the number with.

7. Go to the text area where you type your messages. **Hold down on the screen, click 'paste'.**



8. Send off number.

How to use your phone while already on a phone call:

Android: 

Using other services when already on a call

1. While on the phone to someone,
2. Click the menu button at the bottom of your screen to get to your home screen.



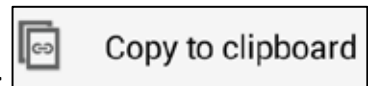
3. You can now use any of your apps. (while you are still on the line to someone)

For example, if you wanted to send on someone's number while on the phone



1. Go into contacts.
2. Search and click into the name of the contact you want to share.

3. **Hold down on the phone number for 2 seconds and Select**



4. Click on the menu button.




5. Go into the app you want to send the number on. (Text message/WhatsApp etc.)
6. Select your contact who you want to share the number with.
7. Type message. **Hold down on the screen for 2 seconds, click 'paste'.**
8. Send off number.

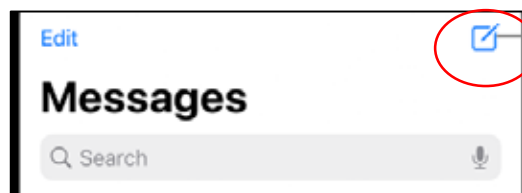
How to Send a Text on iPhone:




1. Open messages by clicking the green envelope below icon on the main menu of your

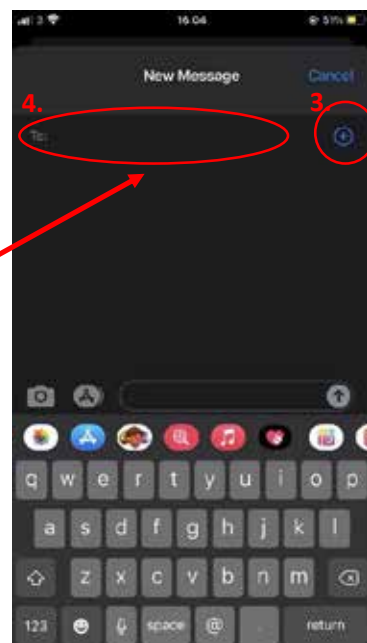


2. Tap  at the top of the screen to start a new message.






3. At the top of the screen, type the contact's name or press  to choose a person from your contacts.

4. If you are texting someone who is not in your contacts, type the phone number here. 'To:'







To reply to someone who has already sent you a text on iphone:



1. Go into messages icon. 
2. In the Messages list, tap the conversation name that you want to reply to e.g., Cillian Murphy.
3. Tap the text field, then type your message .
4. Tap  to send your message.
5. To exit a text conversation, click '←' at the top left side of the screen. This will bring you back to the main text menu.


How to Send a Text on Android:

1. Open Messages. 
2. To create a new conversation, tap the blue button with a white plus "+" sign in the bottom right corner of the screen.  or 'start chat' option  (depending on android phone type)
3. Choose who you want to send the text message to, click their name under the 'To' section
4. To type your message, click the box that says, "Text message" or 'add text' e.g as below

5. When you are happy with what you have typed, click ➤ to send the text.

To reply to someone who has already sent you a text on Android:

6. Go into messages icon. 

7. In the Messages list, tap the conversation name that you want to reply to e.g., Cillian Murphy.

8. Tap the message field, then type your message .

9. Tap  to send your message.

10. To exit a text conversation, click '←' at the top left side of the screen. This will bring you back to the main text menu.

Using your voice to text (Dictation):

- On phones you have the option to speak to your phone and it will type what you are saying.
- If you have difficulty with spelling/typing or seeing your screen, this is a great option for you. You use your voice to create a text.

To turn on Dictation on iphone:



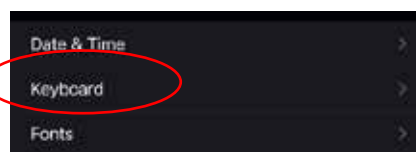
1. This must be done before using dictation (voice to create text)

2. Go to Settings on the front of your phone .

3. Scroll down, select 'General'.

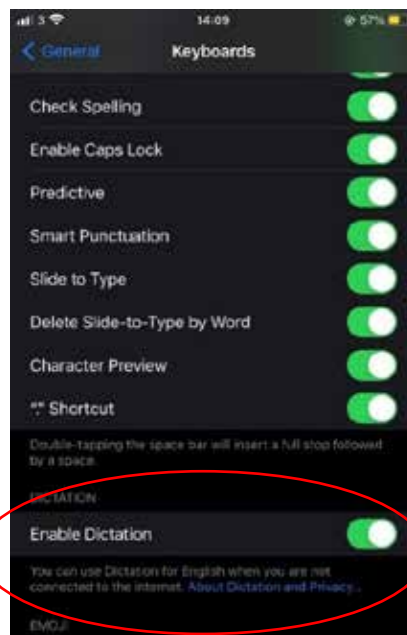


4. Select 'Keyboard'.




5. Scroll down to Dictation.

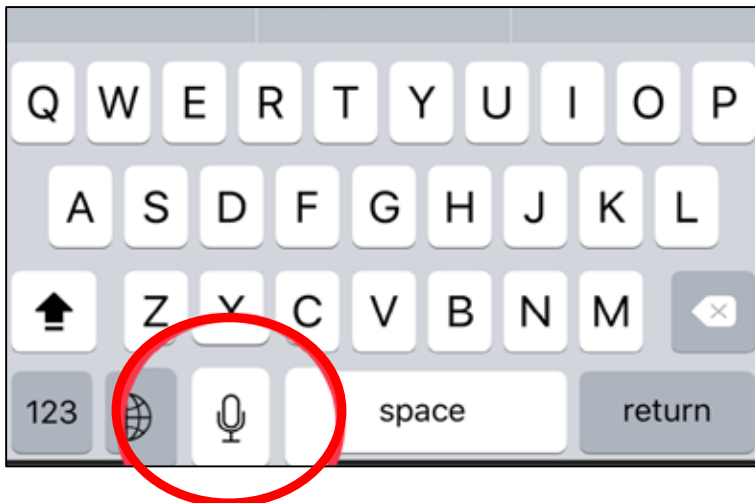
6. Turn on Enable Dictation. (Green light is on)



Using Dictation – Voice to text on Iphone



1. Go to your keyboard
2. Tap the microphone icon on the keyboard see below, to the left of the spacebar.
3. Speak what you want to say in your text, this will type into text what you have said.
4. When you finish, tap. 
5. Your text should be typed in the message box. To edit, click on the word and make changes.
Send text when ready.



Using Dictation – Voice to text on an Android:

1. Go to type a text as normal.
2. Tap the microphone icon on the keyboard.
3. Speak directly to your phone, it will print what you say into a text message.



4. Once your text is typed out and you are happy with it, click send.

How to take and send a screenshot:

A screenshot is an image of what is on your screen that you want to keep or share.

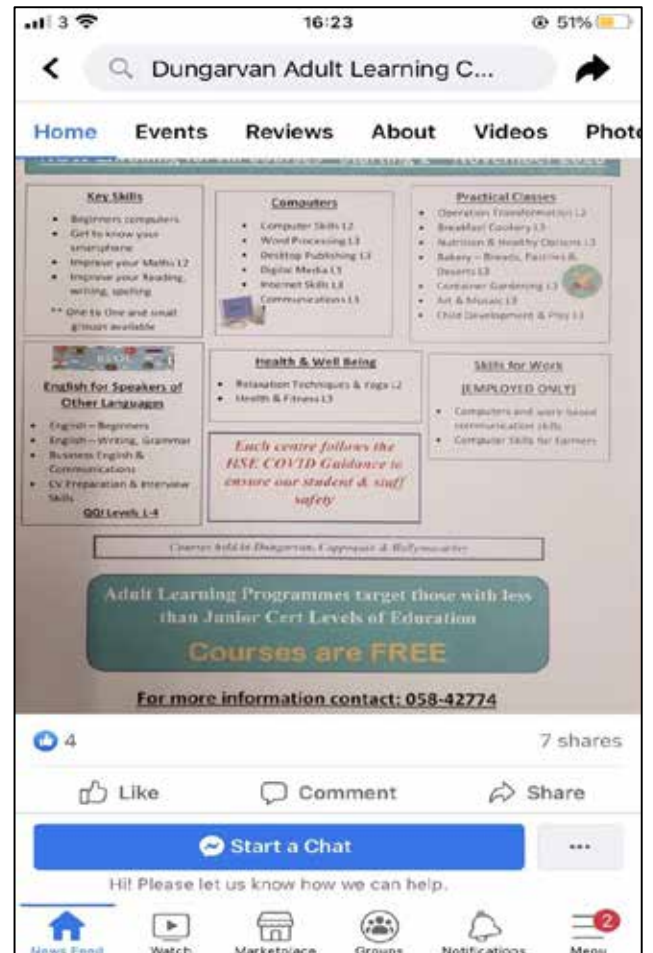
iPhone: 

1. Go onto the page you want to screenshot e.g., a website, notes, text message, maybe a recipe.


For example, here I went onto 'Dungarvan Adult Learning Centre's Facebook Page. Here is a photo of courses available. I want to keep this for future reference and share with my friends.

I decided to take a screenshot,



The screenshot looks like this:



2. To take a screenshot, hold the menu button (circle at end) and lock button (at side of phone) at same time to screenshot. (see p14) Make sure this is a simultaneous movement. Only click buttons for 1 seconds, do not hold down the buttons

3. The screenshot goes straight into photos. 

If you would like to share this screenshot and send it on:

1. Go into the screenshot photo you want to send (open image in your photos).
2. Click the share button (in left hand corner). 
3. Select how you want to send it (email/WhatsApp/facebook etc.)
4. Select your contact who you want to send it to found in your contact email or whatapp
5. Click next.
6. Add message underneath photo (if you want to)
7. Click the blue send button.  and your message will be delivered.

Android:

1. Go onto the page you want to screenshot e.g., website, notes, text message etc.
2. Depending on your phone:
 - Press and hold the Power button (at the side of your phone) for a few seconds. Click Screenshot.
 - Or press the Power button and the Volume **down button** at the same time (buttons on the side of your phone) for one second, do not hold it down any longer.



3. To find the screenshot, go into photos.

If you would like to share this screenshot and send it on:

1. Go into the screenshot you want to send.




2. Click the share button (in left hand corner).
3. Select how you want to send it (email/WhatsApp etc.)
4. Select your contact who you want to send it to.
5. Add message underneath photo (optional).
6. Click the send button.



How to delete a photo:

iPhone:



1. Go into your photos. 
2. Press the photo you want to delete.
3. Click the 'bin' button on the bottom right corner. 
4. Select 'delete photo'.


To get a photo back:

1. Go into photos.
2. Go into albums.  positioned at the end of screen
3. Scroll down to the bottom, find 'recently deleted'.
4. Select the photo you want to get back. (for the available images)
5. Select 'recover' in the bottom right corner. 
6. Your photo will go back into your photos.


Recently Deleted

Android:



1. Go into your photos.
2. Open the photo you want to delete.
3. Click the 'bin' button on the bottom right corner. 
4. Select 'move to the bin' or 'delete'

To recover a photo:

1. Go into photos.
2. Go into albums or library
3. Find 'bin'. 
4. Select the photo you want to get back.
5. Select 'restore'.
6. Your photo will go back into your photos.

Chapter Three

The Internet

Stay Safe Online

Protect your data and information online:

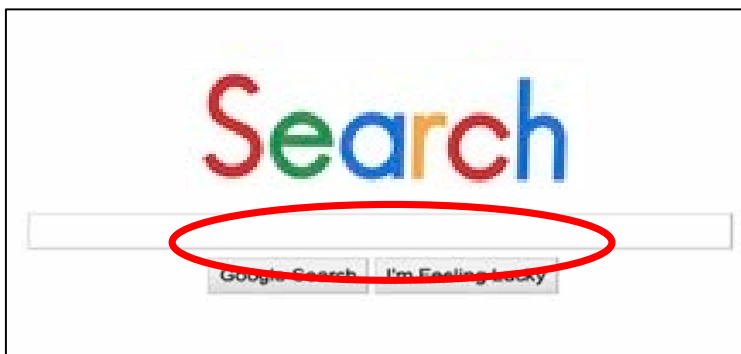
- Do not share any personal information with anyone online.
- Do not click on links in bogus emails or text messages. These messages pretend to be banks, credit card companies and other companies, looking for your personal information or giving bogus links to hack your laptop or phone.
- Create strong passwords for your accounts to keep your personal data safe.
- Be careful of offers that sound too good to be true or websites that ask for too much information. (Stop, Think, Check.)
- When buying and shopping online, inputting personal or financial information check the site's address.
- To show a website is secure, the address should always start with "https," not "http,". It will have a padlock icon in the URL field.
- Be kind online, remember everything you do online can be traced
- Do not speak to anyone you do not know online, do not give them any personal information.



To search for information on the internet:



1. Click on and open your internet browser.
2. If you open google on your laptop or phone, it will look something like this.



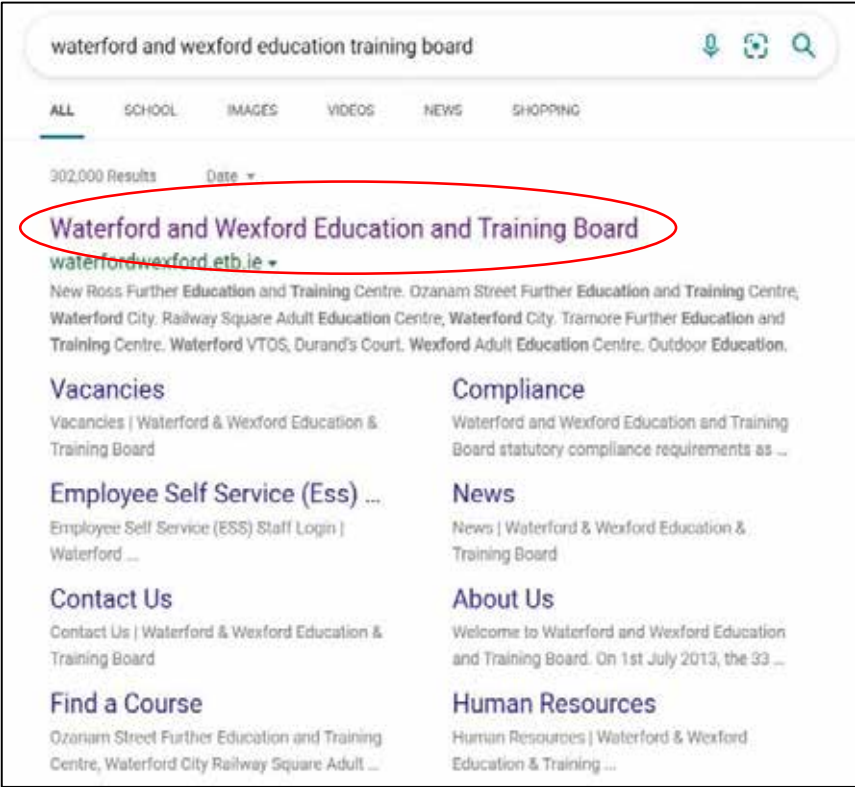
Laptop/Computer/Phone

3. Type key words in the search bar (red circle) what information or website you are looking for, for example if you search 'Dungarvan Adult Learning Centre', it will bring up the option to view our facebook page which includes many delicious easy recipe videos.
4. Before clicking on the website, look out for secure and reliable websites ('https' and padlock icon).



STOP THINK CHECK

When you are happy that the website is safe, click on the **name** of the website to browse it.



Reliable websites to look out for:

<https://www.waterfordwexfordeducationandtrainingboard.ie>

<https://www.google.ie>

<https://www.youtube.com>

<https://www.facebook.com>

<https://www.rte.ie>

<https://www.Netflix.com>

<https://www.DoneDeal.ie>

<https://www.Hse.ie>

<https://www.Rip.ie>

<https://www.Zoom.us>

<https://www.IrishExaminer.com>

<https://www.MyGovID.ie>

<https://www.GAA.ie>

<https://www.ageaction.ie/>

<http://www.wwetbtraining.ie/>

<https://www.samaritans.org/>

Chapter Four



APPS

- App is short for 'application'. An app is downloaded on to your phone from the app store.
- An App is a faster way to get to a service or website.
- Apps you may have heard of are WhatsApp (sending text messages, making phone and video calls, sharing images and attachments) RTE Player (watching television programmes), Spotify (listening to music), MapAlert (for local road works and closures, floods, severe weather, water disruptions and other topics that impact your local area).

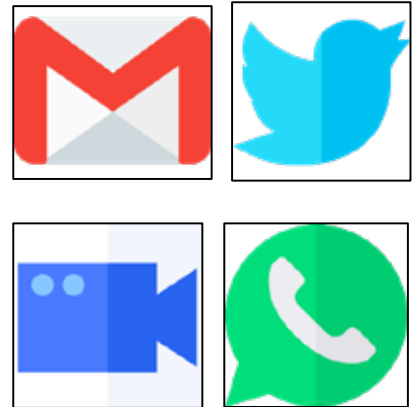
How safe is an App?

- It is very important that you download your apps through your App Store (iPhone) or Google Play Store (Android).
- This is the safest way to download an App. Do not google or internet search an app to download.
- If you would like to download Internet Banking, it is safest to go into your local Bank and they will help you through the process. The banking app allows you to access your bank account quicker and safer through the app.

Popular FREE apps to download:

Communication:

- WhatsApp
- Zoom
- Facebook
- Twitter
- Instagram
- Gmail



FREE Games and Activities:

- Word Search
- duolingo
- Solitaire



Music and Videos:

- RTE Player
- youtube
- Spotify
- Netflix



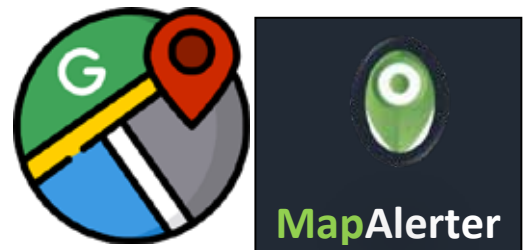
Online Food Shopping:

- Tesco
- Dunnes Stores
- SuperValu.



Navigation:

- MapAlerter,
- Google Maps





Online Banking:



- AIB (Allied Irish Banks)
- BOI (Bank of Ireland)
- Revolut

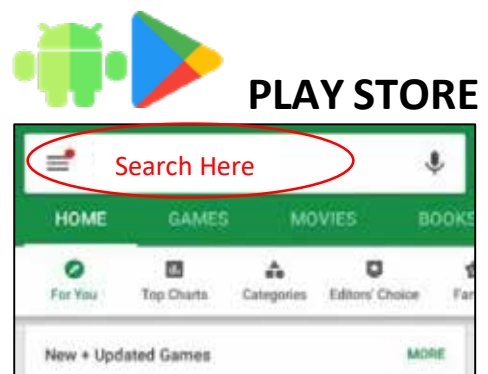
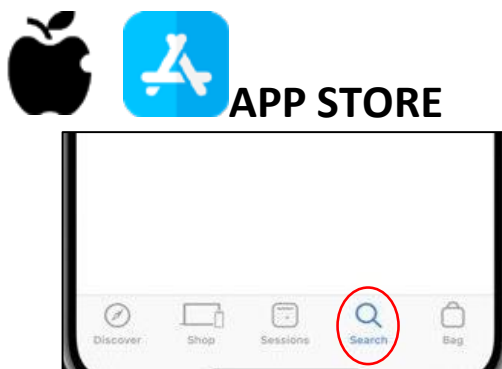


How to download an App:

- It is very important that you download your apps through your App Store (iPhone) or Google Play Store (Android).

1. Open your App store on an iPhone  , 

2. Or Play Store on an Android.  



- Use the **Search here bar** to look for the app you want to download/get.
- Click 'Get' or 'Download' or 'Install'.
- Once the download is complete, click 'open' to use the app.

NOTE: DO NOT put in your card details.

- This will make sure you are not charged for any apps or extras.
- Be careful downloading Apps with free trials, you will be charged full cost once the free trial ends.

Stay Safe Online 





Step action guide for getting popular Apps

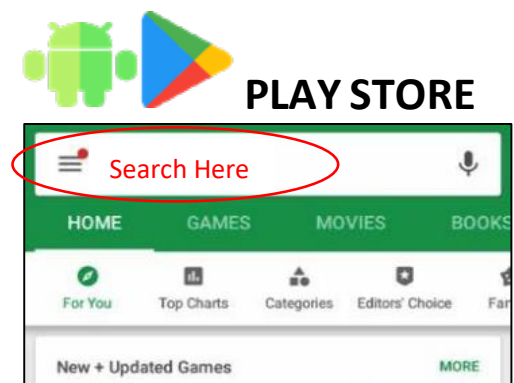
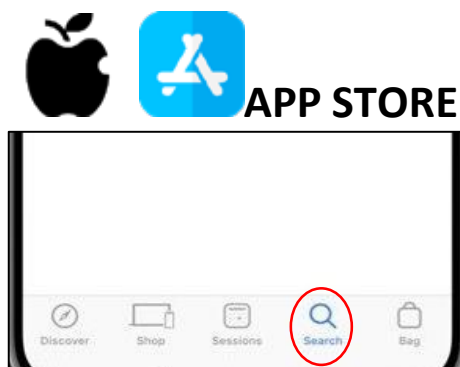


What is WhatsApp?

Is a communication app where you can send text messages, make phone, and video calls, share images and attachments to everywhere in the world for FREE. You need a internet connection to use Whatsapp (Wi-Fi or mobile data)

How to download WhatsApp:

1. Open your App store on an iPhone  ,
2. Or Play Store on an Android.  







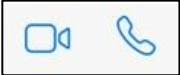


1. Use the **Search bar** to look for WhatsApp .
2. Click 'Get' or 'Download' or 'Install'.
3. Once the download is complete, click 'open' to use the app.

How to set up a WhatsApp Account

1. Once WhatsApp is downloaded, open the App. Follow these instructions:
2. Enter your phone number. (WhatsApp will send you a 6-digit verification code by text message). Click Next.
3. Enter the 6-digit code to verify your phone number.
4. Allow storage and contact access from your phone for WhatsApp (this will help you send photos and send messages to your contacts).
5. Enter your name for your profile and display photo (optional). Click Next.
6. Google Drive Backup (optional). This is to save and backup your messages and information.


How to use WhatsApp.

How to make a phone call

1. Go into WhatsApp . 
2. Select the contact you want to call, go into their conversation.
3. If you want to start a new conversation, click the 'new message'  sign at the top right-hand corner.
4. Search the contacts name and click on them.
5. When their conversation opens you will see their name at the top, and the video and phone call symbols beside it. 
6. Click the video call if you want to be able to see them and they can see you. 
7. Click the phone call if you just want to be able to hear them. 

How to type and send a text message



1. Go into WhatsApp.
2. Select the contact you want to send a message to, from your chats list, go into their conversation. (press their name)
3. If you want to start a new conversation, click the 'new message'  sign at the top right-hand corner.
4. Search the contacts name and click on them.
5. Type your message in the text field box, like sending a phone or text message.



6. Click the blue send button.








How to send photos and videos:



iPhone:



1. Go into WhatsApp.
2. Select the contact you want to send photos to, press their name and go into the conversation.
3. Click the 'plus' button, beside where you type your message.  at the end of the screen
4. To take a live photo, click 'camera'. 
5. To share an existing photo, select 'Photo & Video Library'. 
6. Select the photo you want to send.
7. If you want to send more than one photo, click the plus again. 
8. Select up to 30 photos from your gallery
9. Click 'Done.'(top right hand corner)
10. Add your message (optional) and write in 'add caption' field at the end of the screen
11. Click the blue send button. 

Android:

1. Go into WhatsApp. 

2. Select the contact you want to send photos to.

3. Tap the **attach button**. (The paperclip icon next to where you type your message).



4. Tap Gallery.

5. Select your photo.

6. If you want to send more than one photo, click the plus again.



7. Select up to 30 photos.

8. Click 'Done.' (top right hand corner)

9. Add your message (optional) in the 'add a caption' field

10. Click the send button.

Revolut

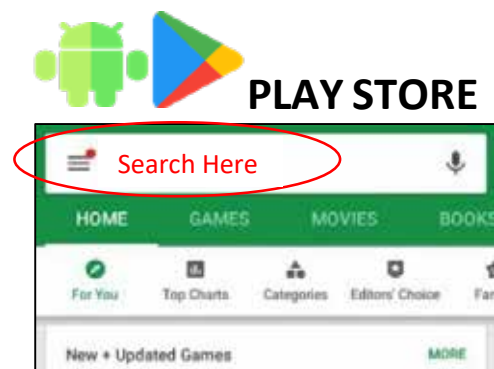
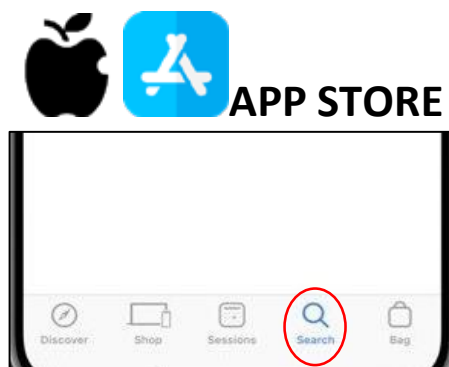
Revolut is a mobile app that makes banking, transfers and buying online easier and safer.

Features of Revolut:

- Free transfers between friends/family on Revolut, with the choice of over thirty currencies. No hidden fees.
- Split and settle bills in one place. The app will split it evenly for you.
- Request or exchange money with anyone.
- Send money to local bank accounts: Hassle and fee free.
- Set limits to help you stick to your budget. You can see how much you spent on a daily, monthly, and yearly basis.
- Pay like a local with excellent exchange rates. You can use your card to pay in over 150 currencies with no hidden fees.
- Stay in control of your card's security. You can freeze your card, set spending limits, and turn these options on or off with a tap on your screen.
- Get instant payment notifications: You can see your payment or transfer was successful with instant notifications to your phone.

How to Download the Revolut App:

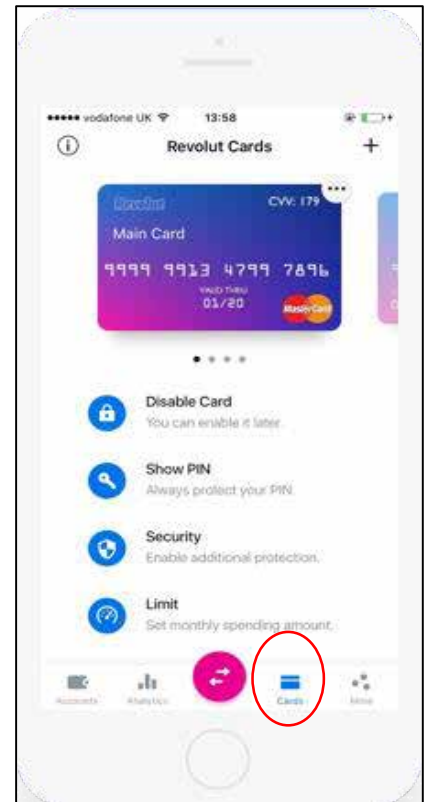
1. Open your app store or Play Store and search for 'Revolut' at the top.



2. Download the Revolut app from the Apple App Store or Google Play Store and click 'open'.
3. Enter your phone number and create a 4-digit code for your account create a code you can remember. (You will need this to log in to the app every time).
4. You will get a text message with a 6-digit pin to make sure you have entered the correct phone number. Enter this 6-digit pin into the app.
5. You will then be asked for your name, address, email, and PPS number. (You can continue the download of the app without entering you PPS number if you prefer.)
6. Finally you need to review and agree to the Cardholder Agreement

Accessing Card Details

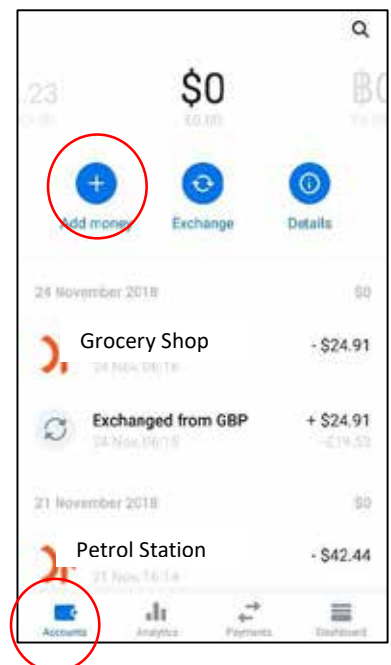
- You can keep on top of your card's security through the 'cards' option at the top/bottom of the screen.
- You will be given the options as shown. If you are buying something online, you can access your card details through this option by clicking on the card.
- You can use a virtual card, a disposal virtual card (for single use) or your original card (card sent to you in the post that you request)
- Click on which card you want to view the details of.
- Click the small "Eye icon on the tip of the card on the screen to view the card details. Enter 4 digit passcode and card details will appear

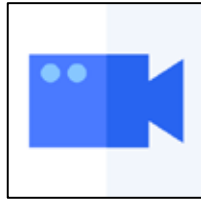


How to add money to your Revolut account:

To add money to your Revolut, all you have to do is the following:

1. Tap on '**Accounts**' tab.
2. Click the '**Add money**' button
3. Input your debit card or bank account information and tap 'Continue' (this will save as the account to take money from linked to the revolut account)
4. Enter the amount of money you want and then tap the 'Add money' button.
5. Your account balance will then appear on the screen.
6. If you are making a purchase for €20.00, you only have to add €20.00 to your card. This way you can control what you spend.





Zoom

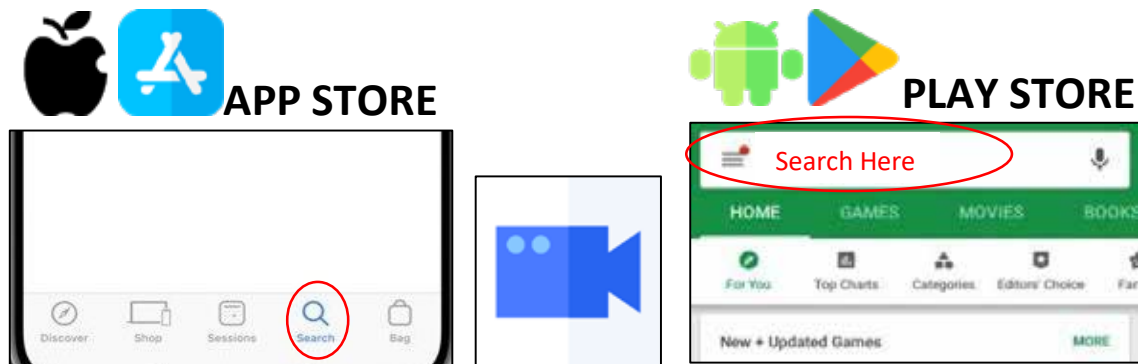
What is Zoom? (Laptop or Phone)

Zoom is an app that you can make calls and video calls from and send text messages, voice notes and images.

Zoom helps you connect and communicate with others. This App is sometimes used for classes by Tutors & Teachers.

How to download Zoom

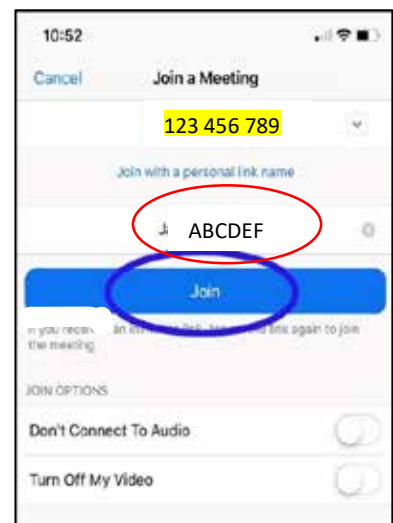
1. Open your app store or Play Store and search for 'Zoom' at the top.



2. Click on 'Zoom Cloud Meetings'.
3. Click on the 'Install' button.
4. When the download is complete, tap on "Open"/ (Open Zoom).

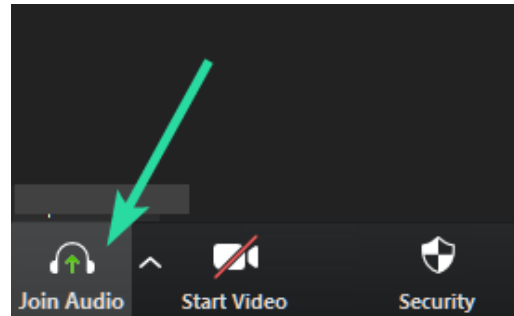
How to join a meeting

1. Tap 'Join a meeting'.
2. Type in your 9 or 10-digit join **code** e.g. 123 456 789 you were given by the person that set up the meeting, where it says, 'Meeting ID'.
3. Underneath this, tap on the name of your phone and **enter your name here**. (e.g Mary Smith) This is optional).
4. Once you have entered your meeting I.D and your name, tap on the blue 'Join Meeting' button.
5. At the end of call press the leave button in Red



Setting up your video and audio

1. When you join the meeting, you will see yourself on the screen. No one can see you yet.

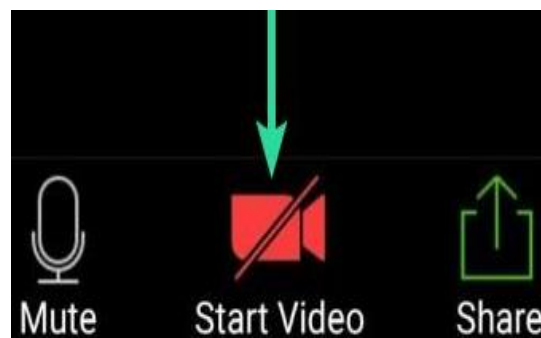


2. Tap on 'Join with Video'. You will see a large picture of the host; you will also see other Zoom meeting participants on screen.
In the bottom right corner, you will see a very small image of your own video feed, this is what the other participants can see of you from their device.
3. Now you need to press on the 'Join Audio' word or headset symbol in the bottom left corner.(so others can hear you and you can hear them)
4. When you have joined by audio, the microphone symbol (image to the right) replaces the 'Join Audio' symbol. Tapping this symbol gives you the option to mute (and then unmute) yourself.

5. If the red line is present, you are mute, and no one can hear you. If the red line is not there, you are unmute and you can be heard.



6. If you would not like to be seen by the other people in the zoom call, at the bottom of the screen, tap on the word 'Stop Video' or the camera symbol. Your video will then disappear. When your camera is off, it will appear in red like the photo shown. If you want to turn on your video again, click the 'start video' symbol.



7. If you would like to access Zoom from a laptop or computer(not in an App) please visit <https://www.zoom.us> and follow the steps to get connected
8. At the end of the meeting choose the read leave button or leave meeting.



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Co Waterford
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