



iDemocracy



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of the European Union

ACTIVITY 2

ID.0.2.1. Connecting, searching and communicating

Module 0. Digital Skills

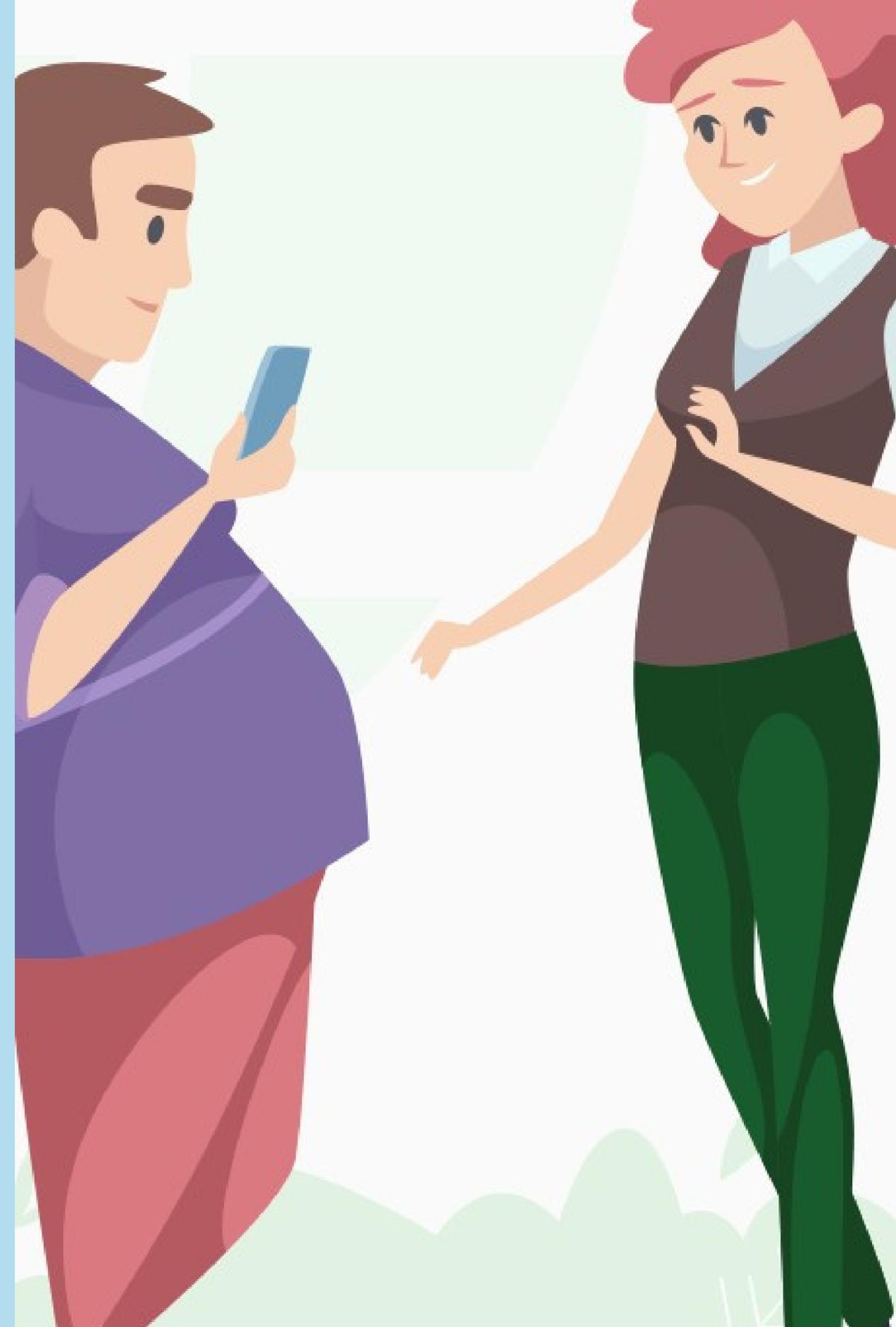
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Summary

We will talk about:

- Wifi and browser.
- E-Mail.
- Sending voice messages.
- Online research.
- Downloading an app.





WIFI

Wifi is a tool to connect to the internet from a computer, smartphone or tablet.

The steps to connect the wifi from a computer are as following.



WIFI

Step 1.

Search the internet logo on the computer screen.

This is the internet logo
and it's in the bottom bar
of the computer screen.

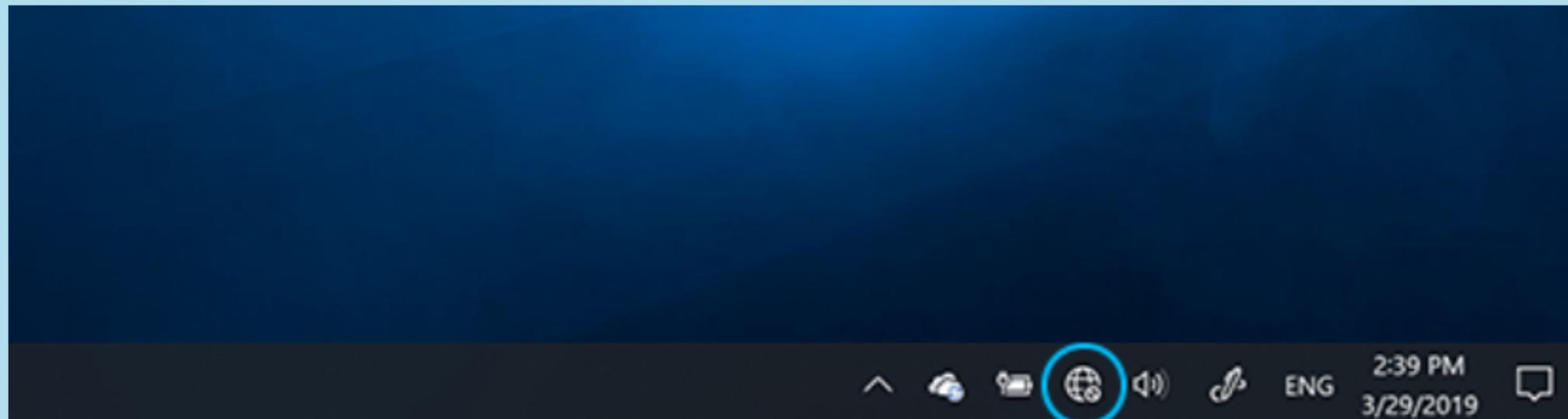




WIFI

Step 2.

Click on the internet logo with the cursor and choose the wifi network to connect.





WIFI

Step 3.



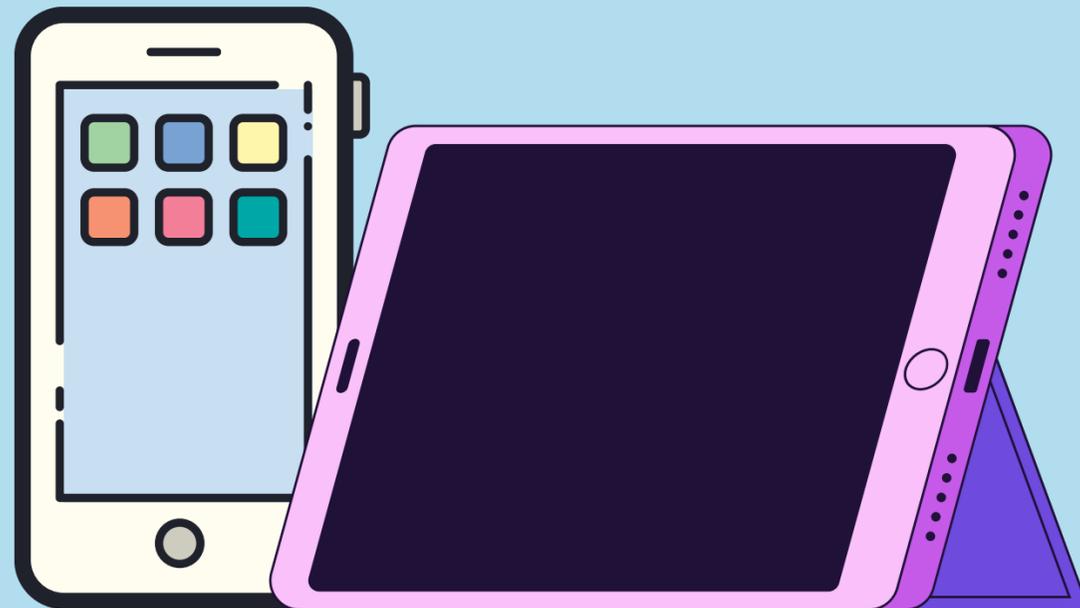
Enter the wifi network password
and click on the word **Next**.

You are now connected!



WIFI

The steps to connect the wifi on your mobile or tablet are as follows.

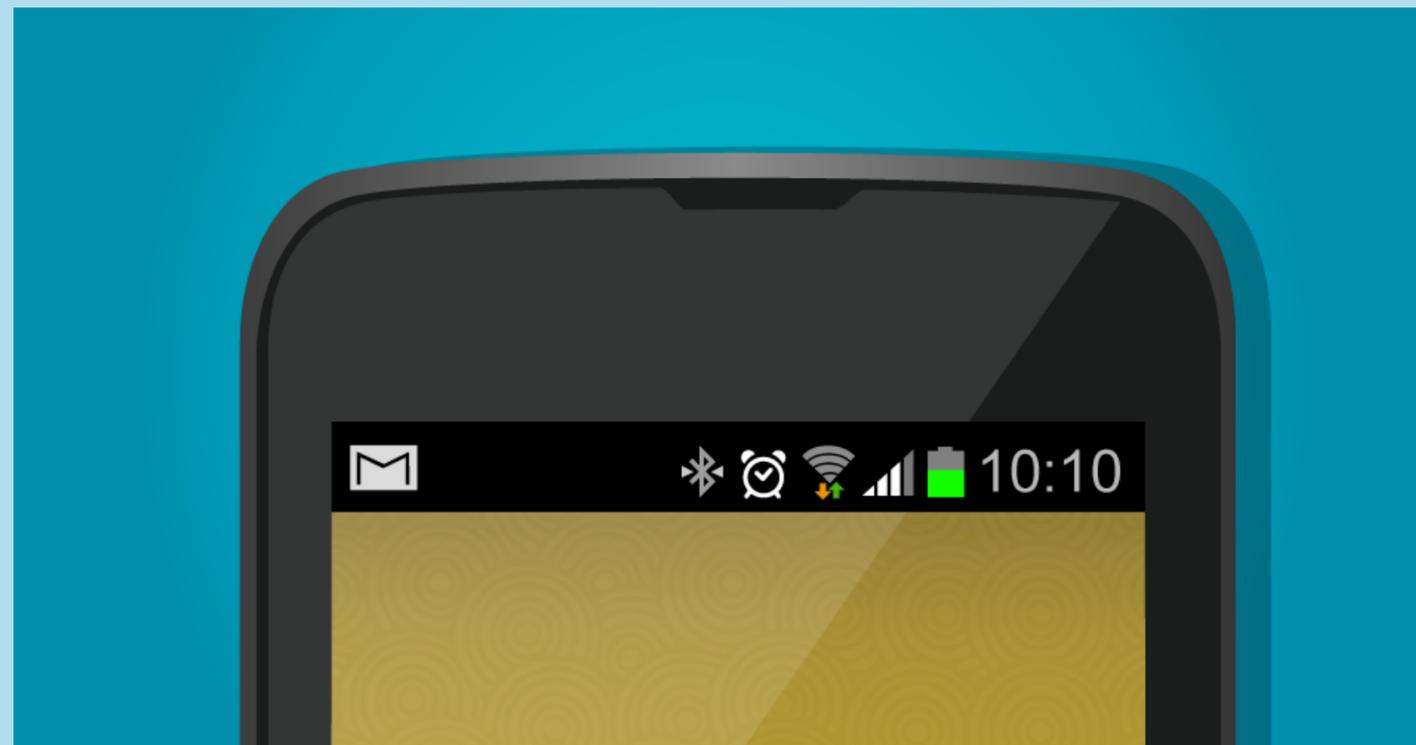




WIFI

Step 1.

Look for the wifi logo
at the top of the screen.





WIFI

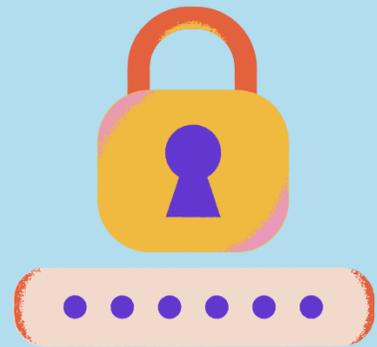
Step 2.

Swipe down with your finger,
click on the wifi logo
and choose the wifi network to connect.



WIFI

Step 3.



Enter the wifi network password
and click on the **Next** button.

You are now connected!

PRACTICAL ACTIVITY



0.2.1A.Steps to connect to the wifi.

The Browser

A browser is **software** that is used to access the internet.

The **software** is the program or application that you have on your computer, mobile or tablet to use the internet.

The Browser

The browser allows you to visit websites and do things on them.

For example, you can search for information, download and print information, view or listen to multimedia content or send and receive email.

The Browser

Some of the browsers available are:



Chrome



Firefox

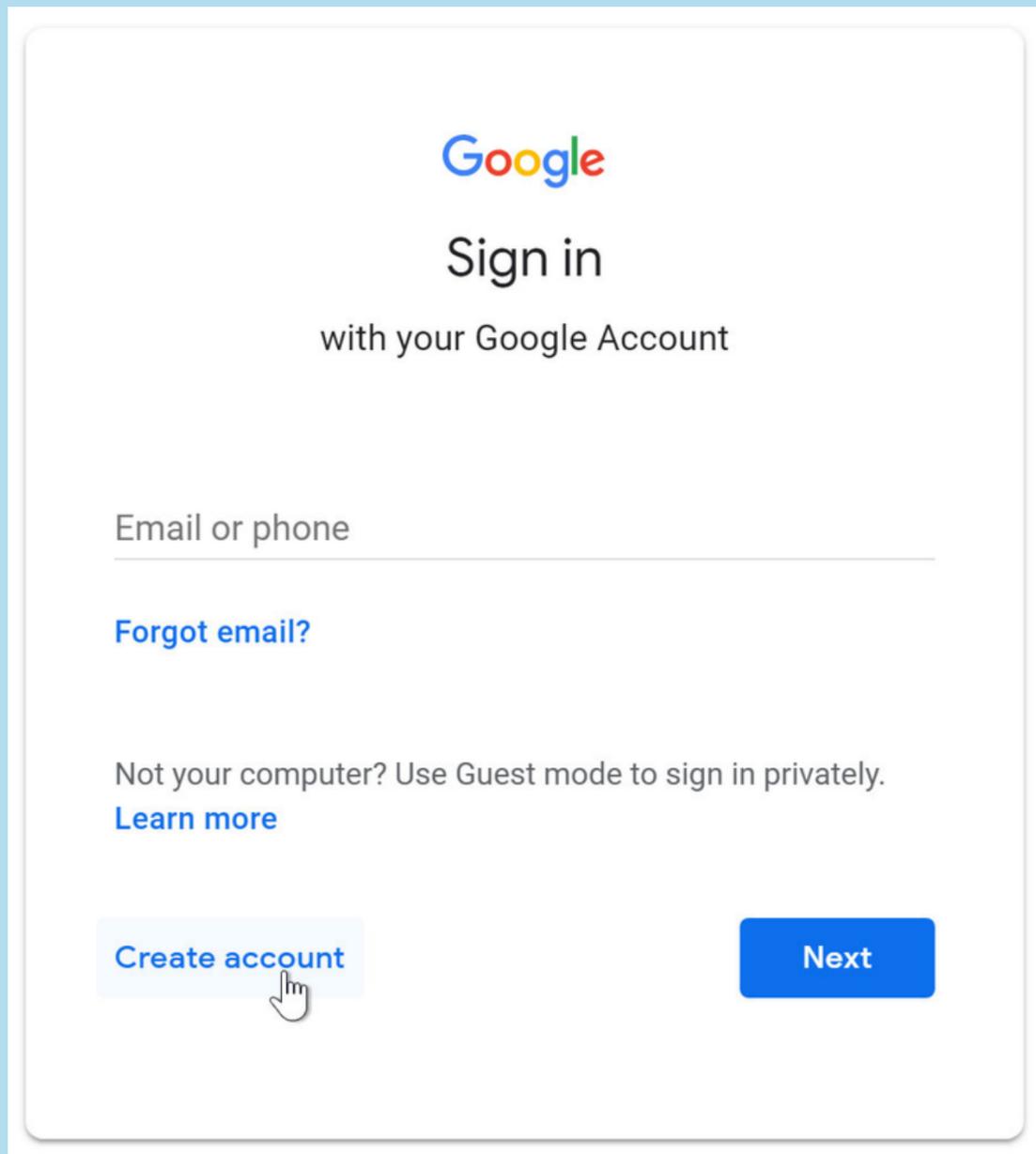


Safari



Explorer

How to create your email account?



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text 'Sign in with your Google Account'. Below this is a text input field labeled 'Email or phone'. There are two links: 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom, there are two buttons: 'Create account' (highlighted with a mouse cursor) and 'Next'.

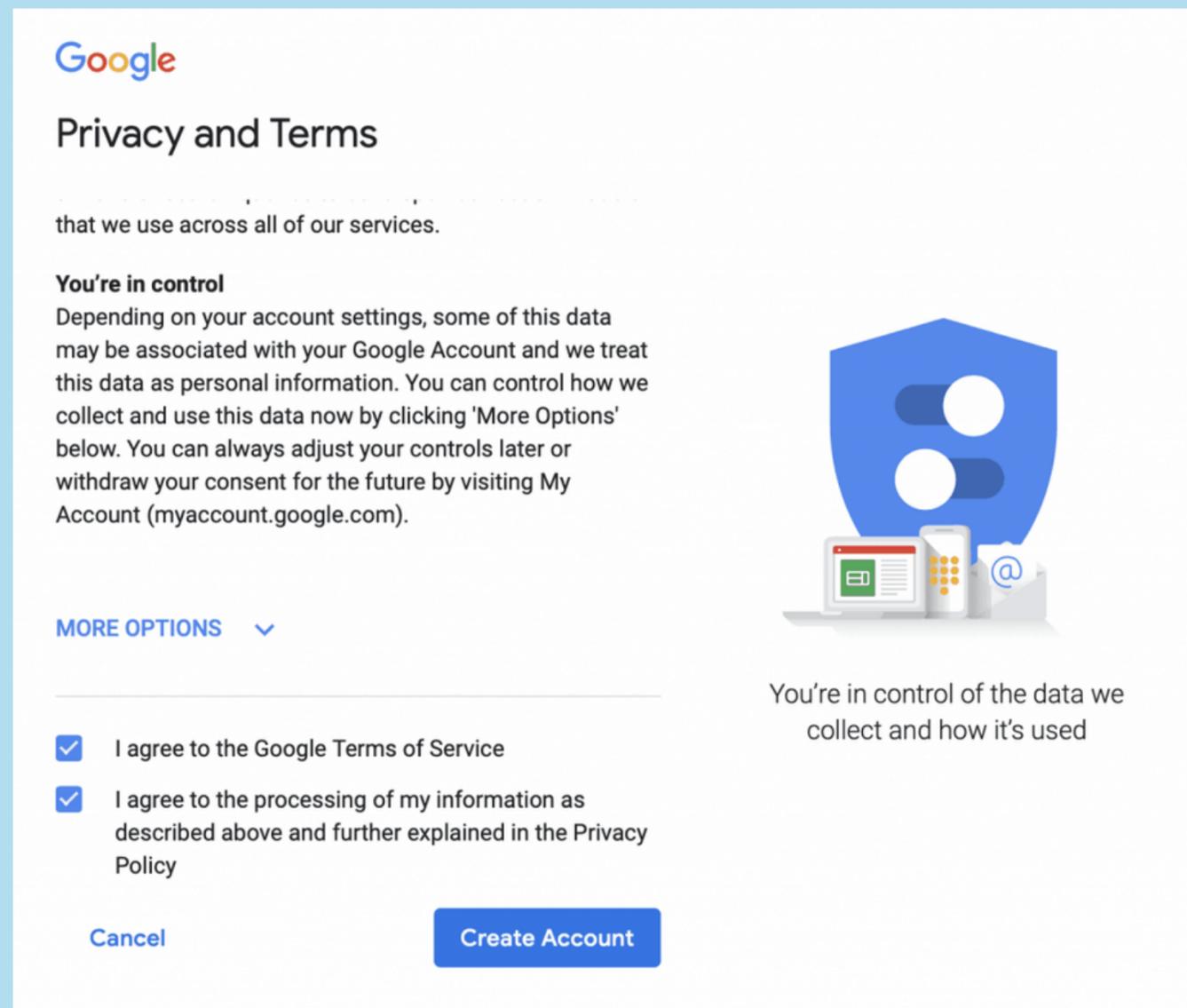
Step 1.

Go to your email programme or application.

You can go for example to gmail, hotmail or yahoo.

And click on Create account.

How to create your email account?



The screenshot shows the Google account creation interface. At the top left is the Google logo. Below it is the heading 'Privacy and Terms'. A line of text reads 'that we use across all of our services.' Below this is a section titled 'You're in control' with a paragraph explaining data control options. To the right of this text is an illustration of a blue shield with two white toggle switches, a laptop, a smartphone, and an '@' symbol. Below the illustration is the text 'You're in control of the data we collect and how it's used'. At the bottom left, there are two checked checkboxes: 'I agree to the Google Terms of Service' and 'I agree to the processing of my information as described above and further explained in the Privacy Policy'. At the bottom, there are two buttons: 'Cancel' and 'Create Account'.

Google

Privacy and Terms

that we use across all of our services.

You're in control
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking 'More Options' below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ▾

I agree to the Google Terms of Service

I agree to the processing of my information as described above and further explained in the Privacy Policy

[Cancel](#) [Create Account](#)

Step 2.

Complete the form with your information.

Accept the terms and conditions.

PRACTICAL ACTIVITY



0.2.1B. Steps to create an email account.

How to send an email?

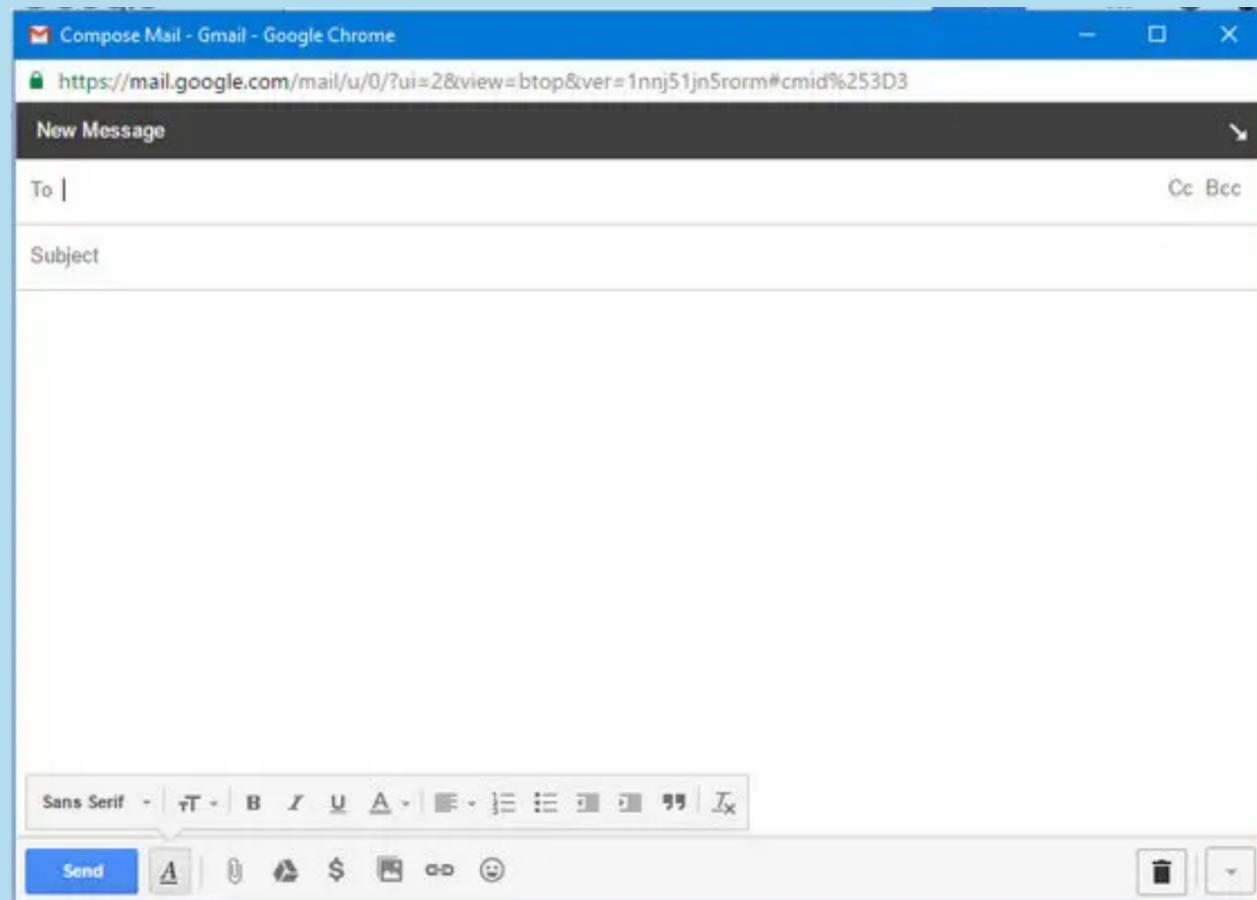
Step 1.

Enter the inbox of the email account.

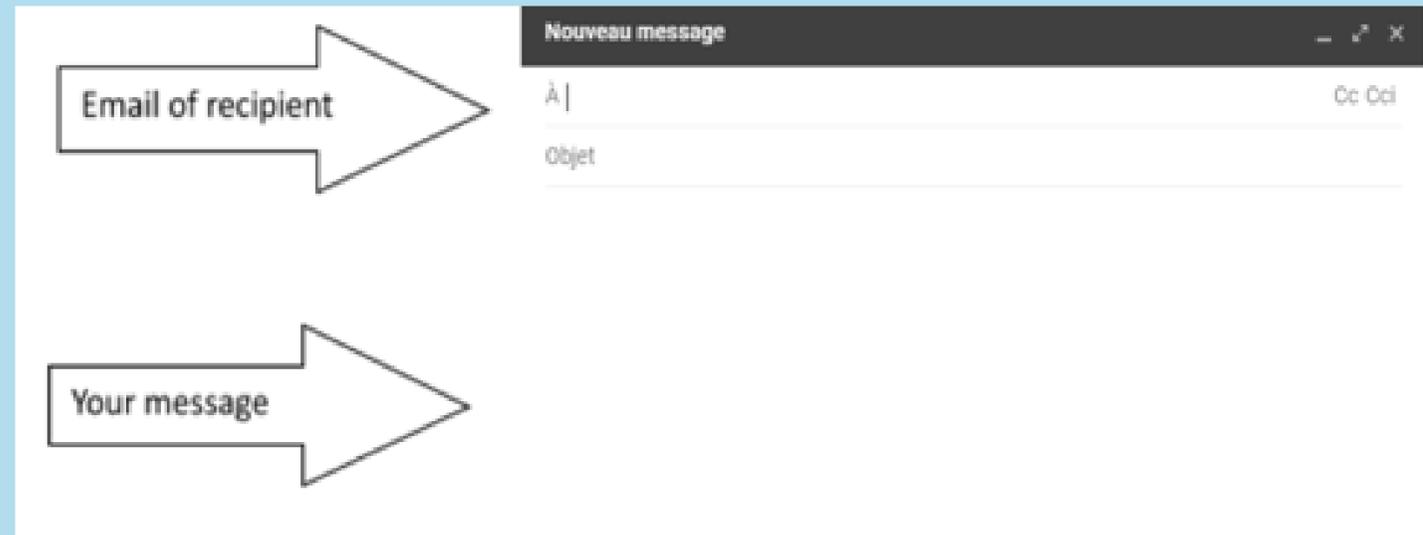
Search at the top of the page

the button **Create new message**

and enter.



How to send an email?



Step 2.

Write the other person's email address in the section **To**.

Write the title of the email in the **Object** section.

And write the message in the main box.

How to send an email?

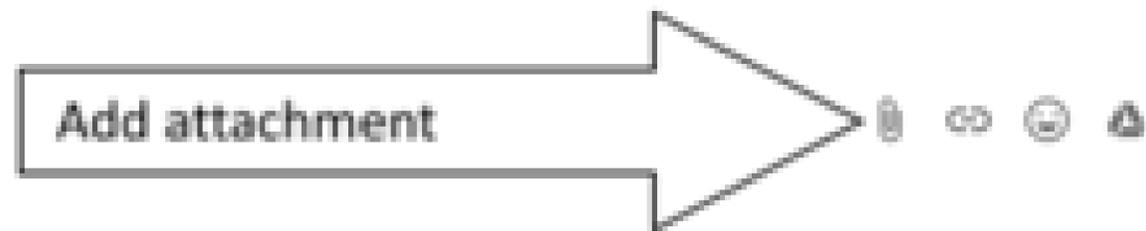
Step 3.

You can also send a document or image in the email.

To attach it, click on the icon shown in the image.

This icon is at the bottom of the page.

Then search for the document or image to send.



How to send an email?



Step 4.

Click on the Send button

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0.2.1C. Steps to send an email.

How to research online?

Step 1.

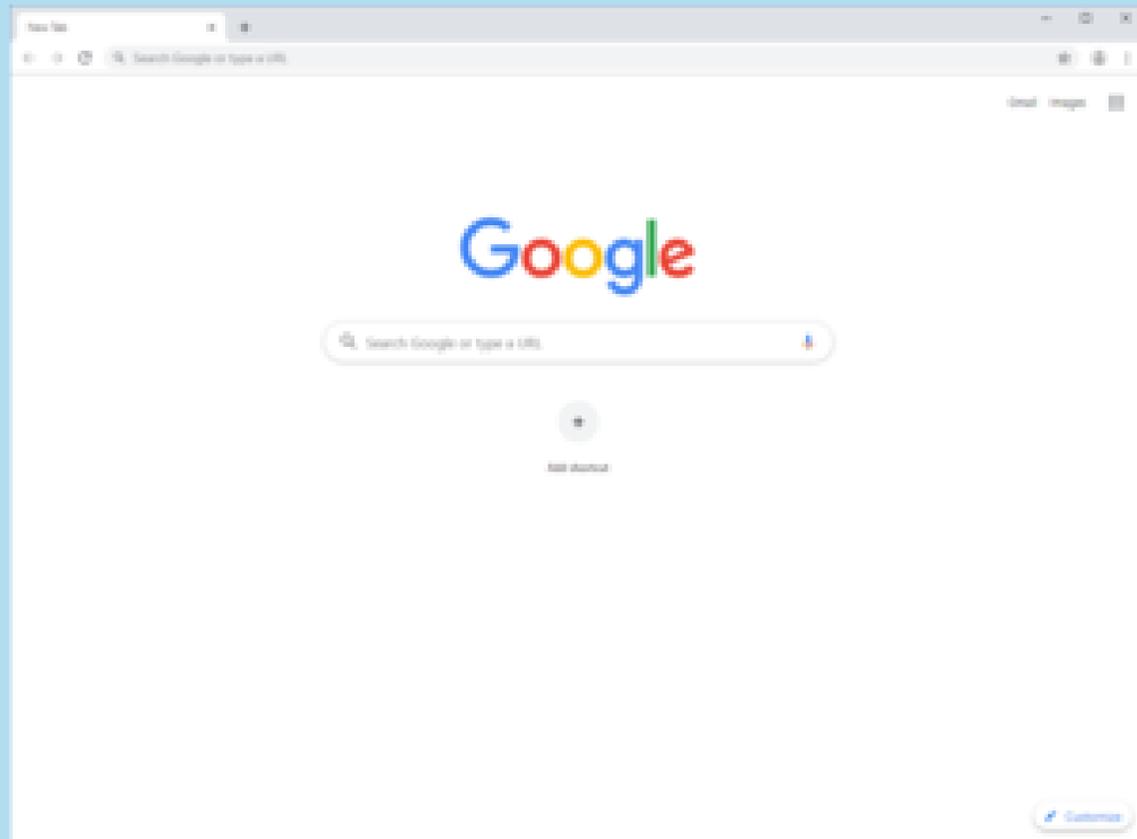
Enter the browser.

The browser is the program or application for searching in internet.

Step 2.

Write the word, page

or question you are looking for.



How to research online?

Step 3.



Click on the search icon.

The icon is a magnifying glass.

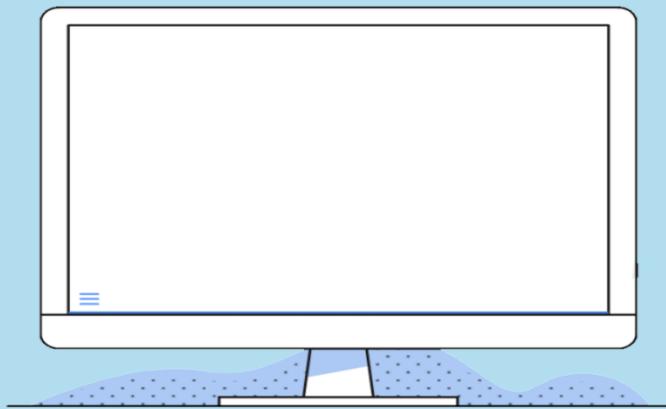
A list of possible pages appears,

enter the page or pages you are interested in

until you find the information

you are looking for.

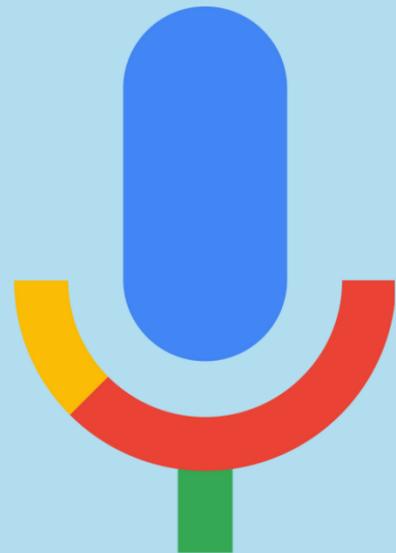
PRACTICAL ACTIVITY



0.2.1D. Steps to research online.

How to research online?

Microphone



You can also search with a microphone.

Click on the microphone icon

and say what you want to search for.

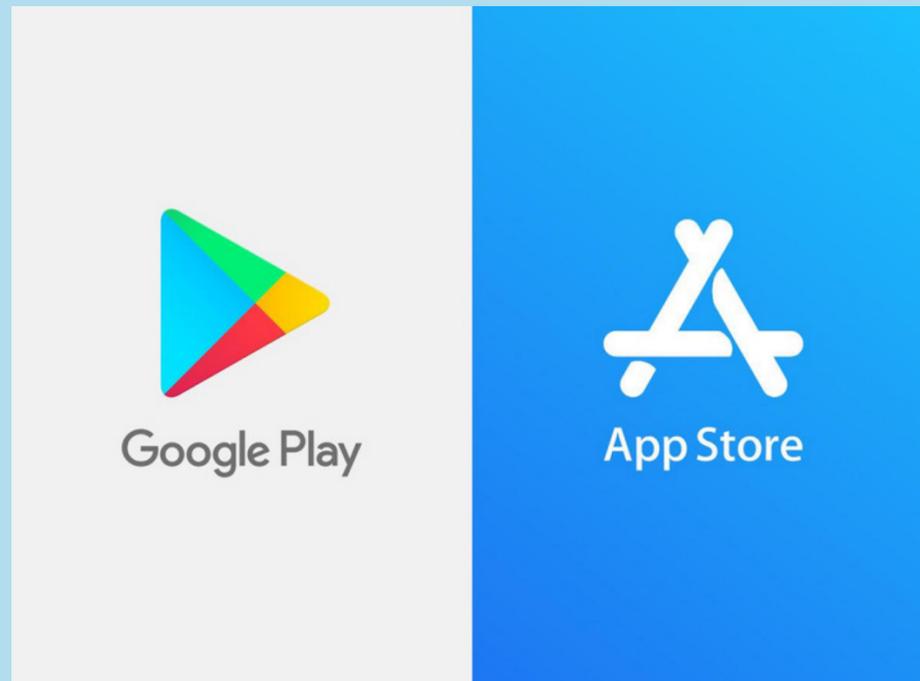
You will also be able to hear the answer

to the information you are looking for.

How to install an app?

Step 1.

Open the app shop on your mobile or tablet.



On iPhone it's called the App Store and on Android Google Play Store.

How to install an app?

Step 2.

Write in the search box the name of the app you are looking for.

For example, write Whatsapp.

You can also search by voice.

Click on the microphone icon and speak.



How to install an app?



Step 3.

Click on the icon of the app.

How to install an app?



Step 4.

Click on the button **Install**

How to install an app?



Step 5.

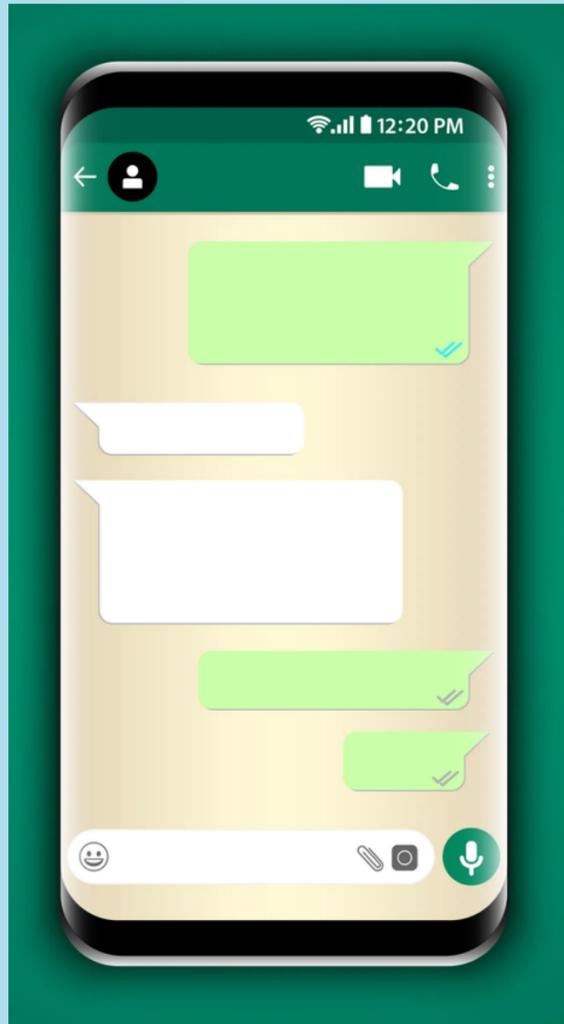
Click on the button **Open**.

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0.2.1D. Steps to download an app.

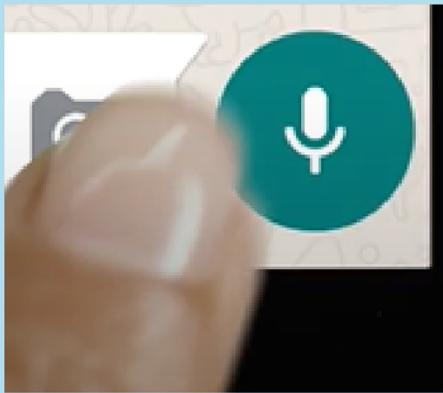
How to send a voice message by Whatsapp



Step 1.

Open a chat

How to send a voice message by Whatsapp



Step 2.

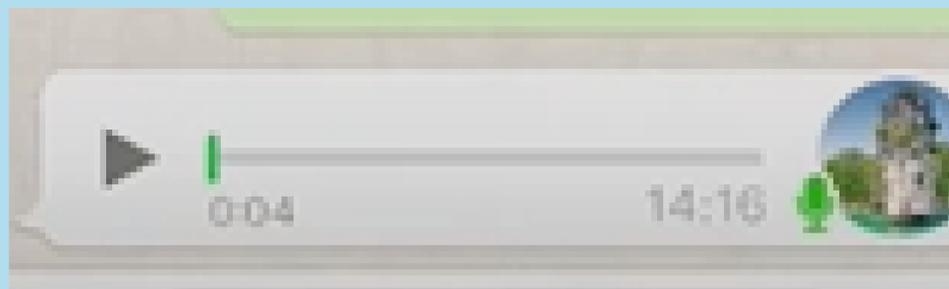
Click on the microphone icon,
press and hold to record.

Step 3.

Speak and release the button to send.

How to send a voice message by Whatsapp

Step 4.



Press the play icon to listen to voice messages.

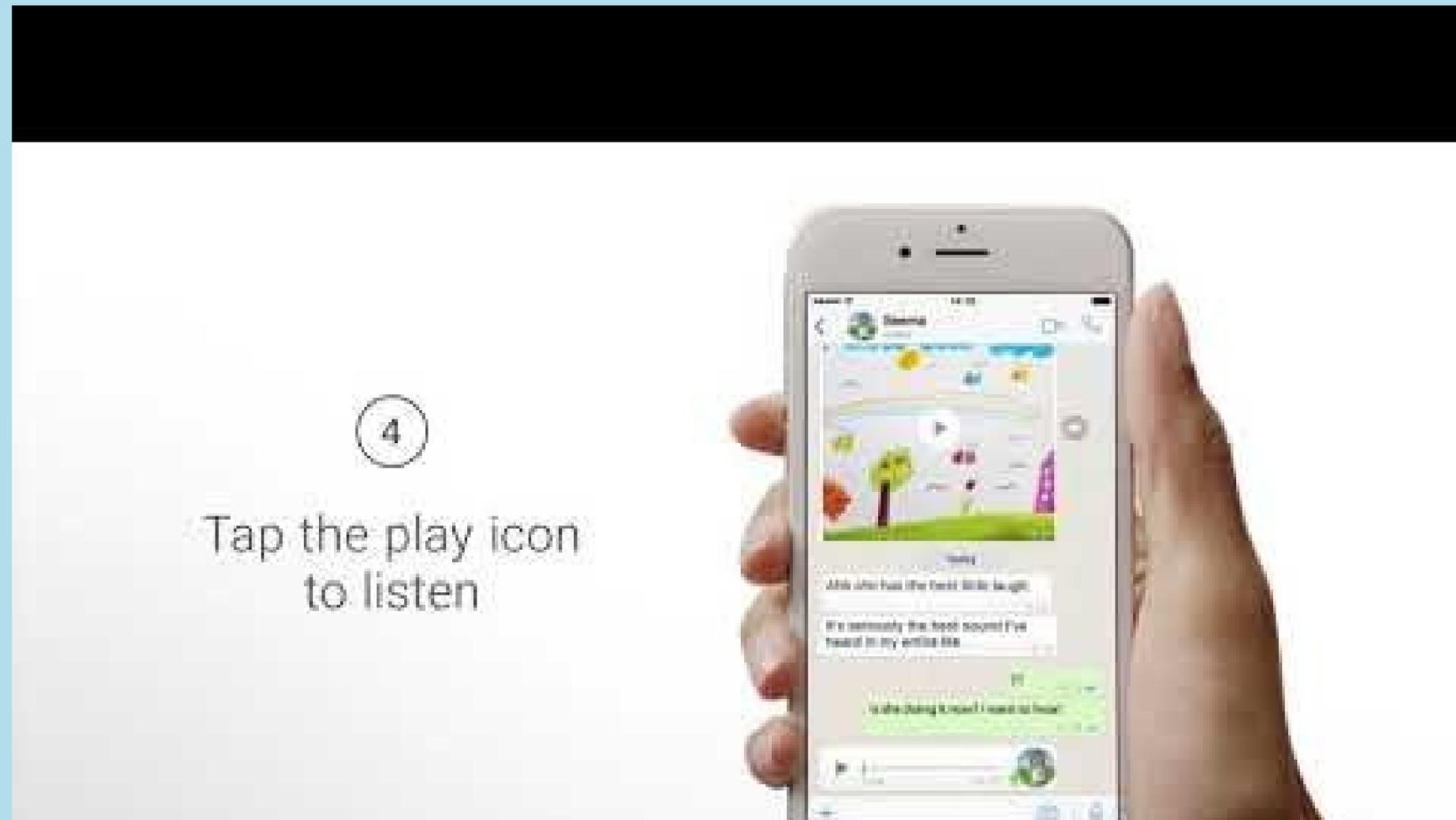
For more privacy, turn down the sound and hold the phone to your ear when listening.

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0.2.1F. Steps to send a voice message.

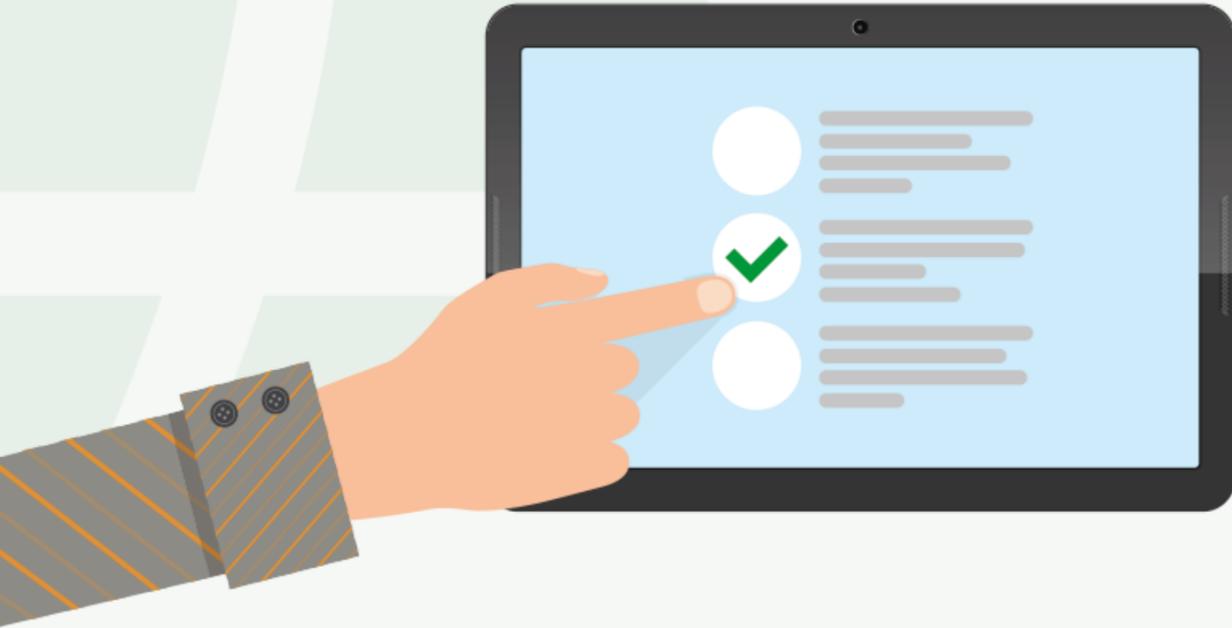
Click on the image and watch the video demonstration





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iDemocracy



Rights and technologies,
united by citizen participation

THANK YOU
FOR YOUR ATTENTION



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

