

How to Join a Zoom Call

1. Open your email inbox (for example, Gmail).
2. Find the email with the Zoom meeting invitation.
3. Click the blue link that says "Join Zoom Meeting."
4. This will open your internet browser (like Chrome or Safari).
5. If Zoom asks for permission, click "Allow" or "Open Zoom."
6. Wait a few seconds. You will see a screen that says "Waiting for host" or "Connecting."
7. When you're in the meeting, you'll see other people on your screen.

Tips:

- Click the microphone icon to mute or unmute yourself.
- Click the camera icon to turn your video on or off.
- Do not worry if you make a mistake you can always try again!



How to Create an Email Account (Gmail Example)

1. Go to www.gmail.com in your internet browser.
2. Click the button that says "Create account."
3. Choose "For myself."
4. Enter your first and last name.
5. Create a username. This becomes your email address (like `yourname123@gmail.com`).
6. Create a password that you will remember. It should be at least 8 characters.
7. Write your password down and keep it safe.
8. Click "Next" and follow the steps to verify your phone or recovery email.



Gmail

How to Use an Apple Smartphone

Smartphones are mobile phones that can access the internet and run apps.

1. To turn it on, press and hold the power button.
2. To unlock it, swipe up on the screen or enter your PIN.
3. Tap any app icon (like Phone or Messages) to open it.
4. Swipe left or right to view other pages of apps.
5. Use the Home button (or swipe up) to return to the main screen.

Tips:

- The 'Settings' app lets you adjust volume, Wi-Fi, and brightness.
- If you get stuck, ask us or someone to guide you through it slowly.



How to Shop Online Safely (Amazon Example)

1. Go to www.amazon.com using your browser.
2. Click "Sign In" or "Create Account" to log in.
3. Use the search bar to type what you are looking for (like headphones).
4. Click on the item you want. Scroll down to read reviews.
5. Click "Add to Cart," then click the cart icon.
6. Click "Proceed to Checkout."
7. Enter your shipping address and payment information.
8. Confirm your order by clicking "Place your order."

Safety Tip: Always check the address bar starts with <https://> this means the website is secure.

amazon.com[®]

The Amazon logo, which is a thick orange curved arrow pointing from the letter 'a' to the letter 'z'.