This section looked at three different ways of keeping in touch with friends and family

- ✓ Web Mail (Gmail or Outlook)
- ✓ Skype / VOIP
- ✓ Social Media

Because social media is included in more detail in other sections, this handout looks at E-Mail and Skype.

Skype

Skype allows you to call people. To use it you will need to have

- ✓ Set up a Skype or Outlook profile
- ✓ Have run the Skype App or loaded Skype on your laptop
- ✓ Have headphones and microphone attached (or use the built in ones if available)
- ✓ In most cases you will need WiFi as you cannot connect using a mobile phone data signal

Next (this is correct for most devices):

- ✓ Click "People" to find which of your friends is online or select your contacts list (Click the '+' button to search for / add new friends)
- ✓ Select the person you want to call
- ✓ Click the blue or green "Call" button (normally has a telephone in a circle)
- ✓ The call starts – during the call you can
    - o Press the red telephone to hang up
    - o Press the microphone button to toggle whether your microphone is muted or not
- ✓ After the call, if you leave Skype running in the background, it will ring if someone calls you and you can press the green button to answer (on some devices you may need to swipe the green button)

WhatsApp

- ✓ Download WhatsApp to your phone and set up an account
- ✓ Click on "Chats" to then the speech bubble and chosen contact(s) to send a text message
- ✓ Click on "Calls" then the telephone and chosen conacts(s) to make a phone call

Webmail

Webmail is email you can access from any computer connected to the internet. To access it:

Go to www.gmail.com or www.outlook.com depending on where you set up your webmail account

- ✓ Enter your login details (username is normally your email address. Only you know your password)

Once in the email account you can see a list of emails. How this looks will be different on different devices.

- ✓ Click on the subject of an email to read it
- ✓ When reading an email look for the following arrows: ↰ reply ➡ forward it to some else
- ✓ Click the "+" or "Compose" button to write an email to someone