



A Guide to
using your
TABLET
to connect to
Internet,
to Use Email,
and to Join Video
Calls



JOHNS HOPKINS
SCHOOL of NURSING

ADD2PCOR 

The ADD2PCOR Team

Call us at (443) 492-9598 or email kgleaso2@jhmi.edu with any questions.



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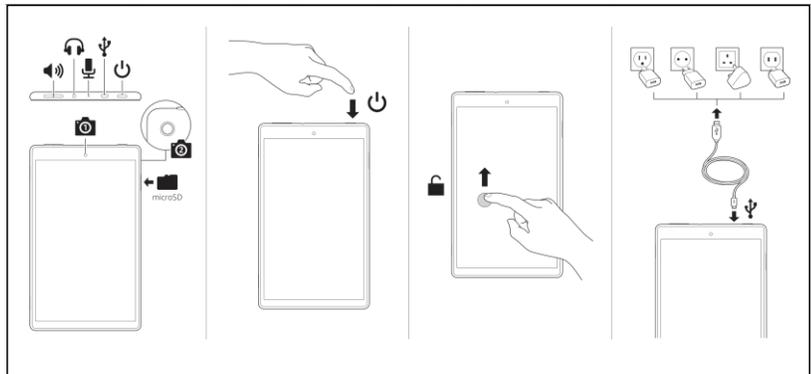
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Familiarize yourself with your Amazon Fire 8 Tablet

**For detailed set up of your Amazon Fire tablet read your user manual.*



¹ Amazon Fire 8, source: https://customerdocumentation.s3-us-west-2.amazonaws.com/Fire+Tablet+8th+Gen/Fire8_8th_Gen_Start_INTL.p

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Familiarize yourself with your Amazon Fire 7 Tablet



What's in the box	Fire 7 overview	Getting started	Charging your tablet
<p>Fire tablet</p> <p>Micro-USB cable (for power)</p> <p>Power adapter</p>	<ol style="list-style-type: none"> Volume up/down Headphone jack Microphone Micro-USB port Power button Front camera Speaker Rear camera MicroSD slot (sold separately) 	<ol style="list-style-type: none"> Power on your tablet. Swipe up to unlock. Follow the on-screen instructions to complete setup and enable features. 	<p>For troubleshooting tips and Amazon Customer Service, visit www.amazon.com/devicesupport.</p>

² Amazon Fire 7, source: https://customerdocumentation.s3-us-west-2.amazonaws.com/Fire+Tablet/22-001551-01_Fire7_Gen9_Online_QSG_US.pdf

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Getting Started

1. Plug micro-USB cable into tablet, and then plug the USB cable directly into the wall charger or charging device (computer or power pack).
2. To turn on Fire tablet, press and hold the power button. (see images above)

How to set up your Comcast Internet Essentials Service: Comcast Internet Details

*****Read carefully*****

***If you are new to Internet Essentials:**

1. You will be provided a promo code for your Internet Essentials account.
2. Call the Sponsored Service care team (**844-963-0178**) to have your account connected to Sponsored Service. *A promo code can only be used once.*

***For existing Internet Essentials customer:**

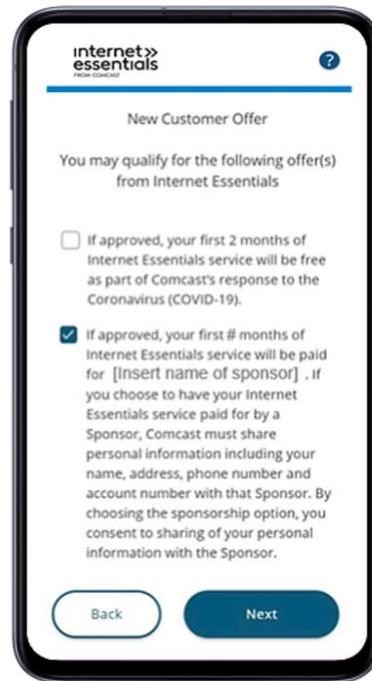
1. Have your promo code ready; you will then call the Sponsored Service care team (**844-963-0178**) to have your account moved over to Sponsored Service.

***If you are applying online:**

1. go to InternetEssentials.com.

*The promo code must be entered on page 4 of the online application.

*When you enter your promo code you will see two offers appear, make sure you select the offer that says "John Hopkins University School of Nursing."



Call Comcast Representative at **(844-963-0178)** for any questions.

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Access Wi-Fi by following these steps

1. Open the **Settings** menu.
2. Tap on the Internet icon.
3. Set **Airplane Mode** to **Off**.
4. Set the toggle next to **Wi-Fi Mode** to **On**.
5. Select network you want to connect to.
**** See instructions on previous page for how to connect to the Comcast Sponsored Internet Essentials Service****
6. A lock icon means that you need a Wi-Fi password: enter your Wi-Fi password then select **Connect**.

Access the User Guide on Your Fire Tablet

Find support for your Fire tablet with the on-device user guide.

-
1. Open the **Settings** menu by tapping the Settings icon on your Home screen.
 2. Select **Help** then **User Guide**.

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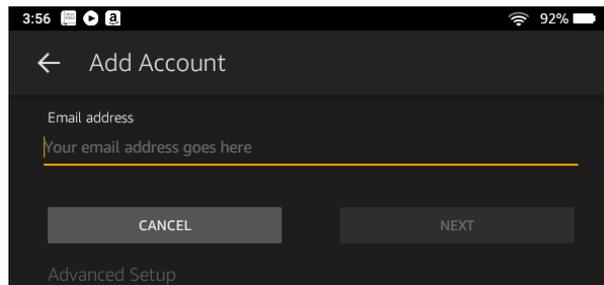


Set Up Email on Your Fire Tablet

Set up the Email app on your tablet using information from your **existing email account**.

Option 1

1. Select the **Email** app from the **Home** screen. 
2. You will be prompted to **Add an account**
3. Enter your email address.
4. Select Next and follow the onscreen instructions. *Your account will be saved and you can open your email directly from the Home screen from here onwards.



***Note:** Use the 3 bars on the top left corner to select different **Folders** e.g Inbox, Drafts and Send mail. You can also use the **Settings** option to customize your email account settings



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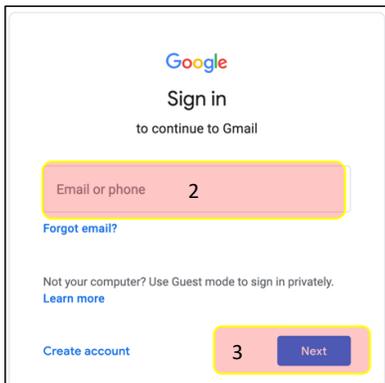


Set Up Email on Your Fire Tablet

Set up the Email app on your tablet using information from your **existing email account**.

Option 2

1. Type gmail.com in the search bar of your home screen (*you do not have to use gmail, Hotmail, yahoo, etc. are all options, these directions are for Gmail*).
2. Select the search result which says Gmail- email from Google
3. Select Sign in
4. Enter your email address then select **Next**.
5. Enter the password for your existing email account then select **Next**.
6. After signing into your email account select **Go to Inbox**.



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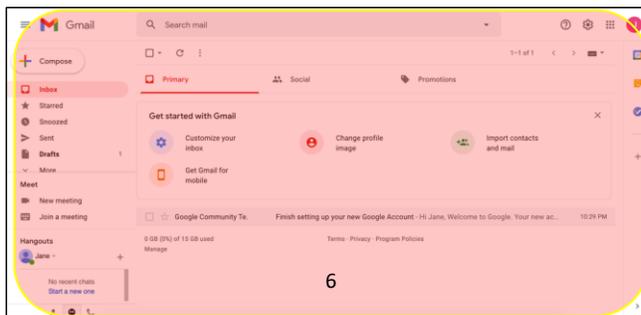
Need a Gmail account: how to set up new account

***** Follow steps (with images) below if you do not have a Gmail email account.**

1. Type **gmail.com** in the address bar in the search bar of your Home Screen.
2. Tap on **Create account** to begin signing up. Select “For myself”
3. Enter your **First name** and **Last name** and create a **Username** and **Password**.
Note the following:

- a. Username can be anything you choose, letters, numbers, symbols. Keep it simple. You will use your username to log into your account. If username is taken by someone else, think of something else.
- b. A more complicated password provides better security. Write your password down in your notebook. Keep on a desk near your iPad.”

4. Tap **Next**. Enter in your personal details. Tap **Next**.
5. Tap on **I Agree to google terms of service**. You will now be on the welcome page of your email account.



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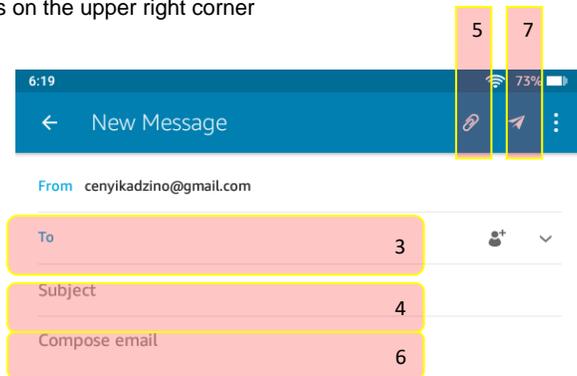


How to write an email

Option 1

1. Select the **Email** app from the **Home** screen. 
2. Tap the blue compose icon at the bottom right hand corner of your screen. 
3. In the **Recipients** box, type the email address you want to send to (eg x@gmail.com). Use a comma to separate multiple recipients.
4. In the **Subject box**, type in your email headline. This is the reason you are sending the email.
5. To attach a photo, document, file, or to capture a photo hit the **paperclip icon** and upload the files.
6. In the large white area below your subject line, type the main body of your email.
7. Hit the **mail icon** to send email.

***Note:** Gmail will automatically save your email. If you want to manually save or discard your draft hit the 3 dots on the upper right corner



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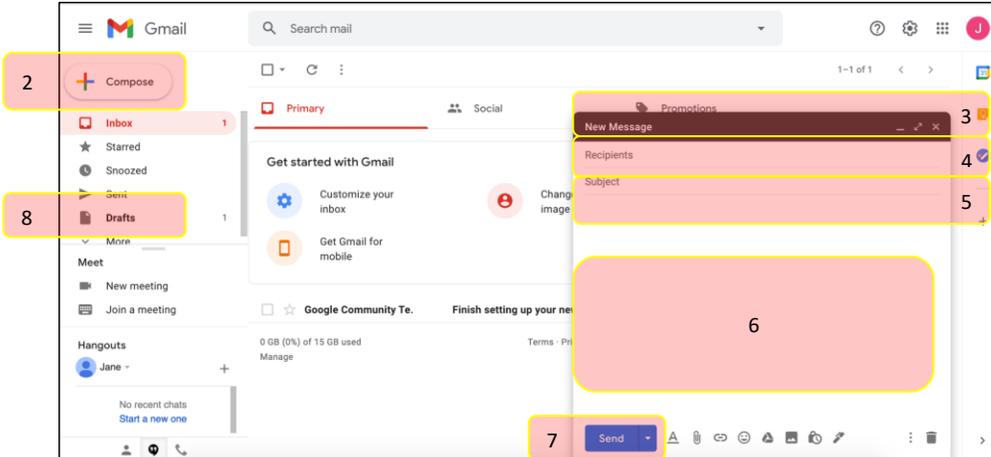
How to write an email

Option 2

1. Log in to your Gmail account.
2. Tap on the **Compose** button (it is the large button with the google colored cross located in the upper left-hand corner of the webpage).
3. You will see a new box titled **New Message**.
4. In the **Recipients** box, type the email address you want to send to (eg x@gmail.com). Use a comma to separate multiple recipients.
5. In the **Subject** box, type in your email headline. This is the reason you are sending the email.
6. In the large white area below your subject line, type the main body of your email.
7. Hit **Send**.

***Note:** Gmail will automatically save your email. If you close the email by taping the x or log out of your email before saving.

8. To retrieve message, go to **Drafts**. Tap on the email, finish typing your email and press **Send**.



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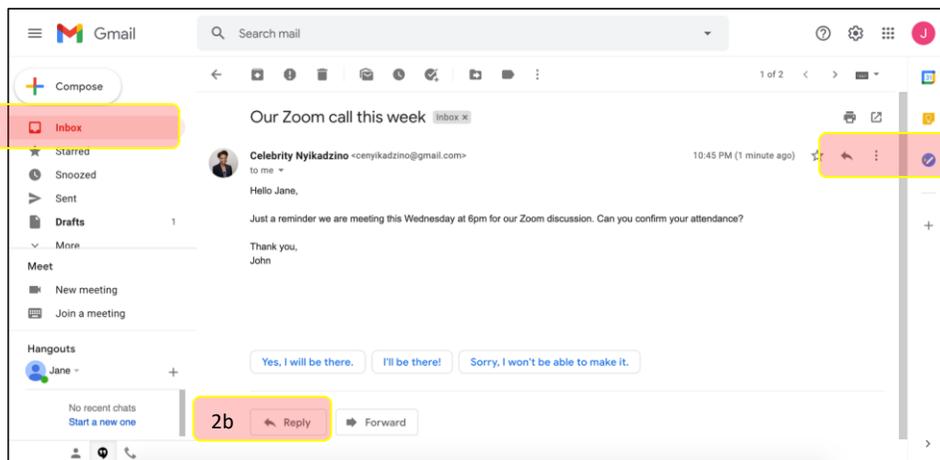
How to reply to an email

Option 1

- 1a. Tap on **Inbox** and select your new email.
- 1b. Tap on the **arrow** on the top right-hand side of your email. A "reply" box will be automatically generated.
- 1c. Type in your message and hit **send**.

Option 2

- 2a. Tap on **Inbox** and select your new email.
- 2b. Just below the message, tap on Reply. A "reply" box will be automatically generated.
- 2c. Type in your message and hit Send.



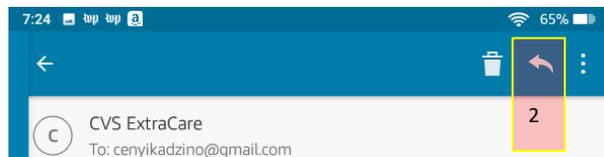
Call us at (443) 492-9598 or email kgleaso2@jhmi.edu with any questions.



How to forward an email

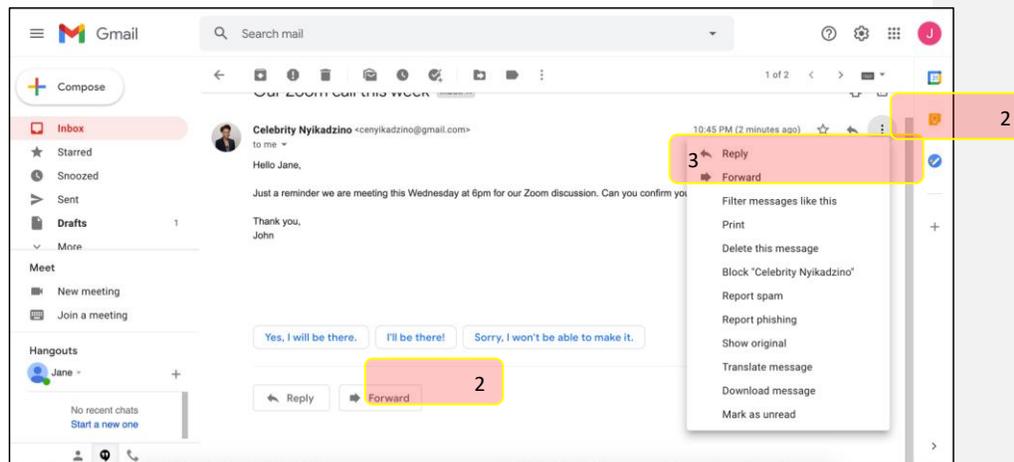
Option 1

1. Tap on **Inbox** and select the email.
2. Tap on the **arrow** on the top right-hand side of your email.
3. Select **Forward**
4. Enter the recipient email in the **To:** box
5. Type in your message and hit the **mail icon** to send.



Option 2

1. Tap on **Inbox** and select the email.
2. Tap on **three vertical dots** on the top right-hand corner of email **OR** go directly below the message.
3. Select **Forward**
4. Enter the recipient email in the **To:** box.
5. Type in your message and hit **Send**.



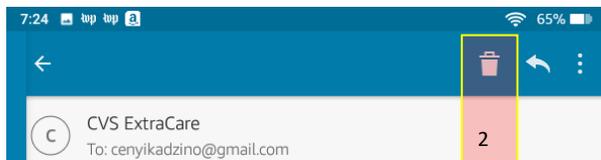
Call us at (443) 492-9598 or email kgleaso2@jhmi.edu with any questions.



How to delete an email

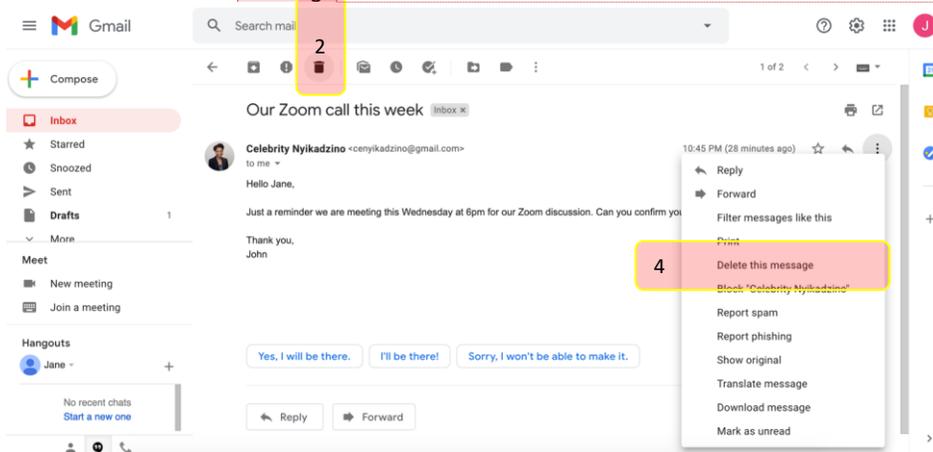
Option 1

1. Open email from **Inbox**.
2. Tap on the white **trashcan icon** on top of email and it will be automatically deleted.
3. **If email is deleted by accident:** Quickly tap on the orange undo at the bottom right hand corner of your screen to restore the email



Option 2

1. Open email from **Inbox**.
2. Tap on the **black trashcan icon** on top of email **OR**
3. Tap on the **three vertical dots** on the top right-hand corner to expand the options.
4. Select Delete this message.



Commented [KG1]: I would x-through wherever your email address is listed on this, just to be safe!

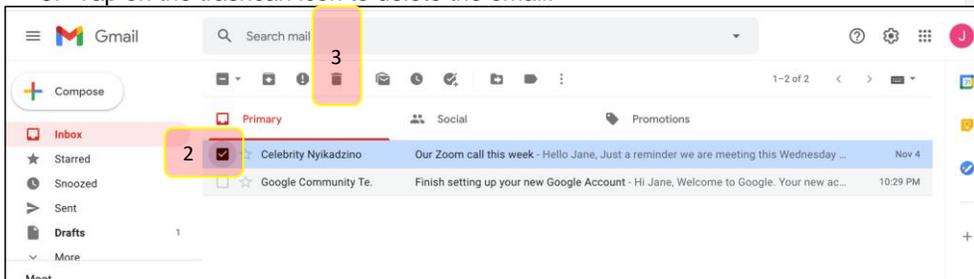
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How to delete an email

Option 3

1. Tap on **Inbox**.
2. Select the **checkbox** on the left-hand side of the email.
3. Tap on the trashcan icon to delete the email.



If email is deleted by accident: Quickly tap on **undo** to restore the email **OR** use the method below to restore email.

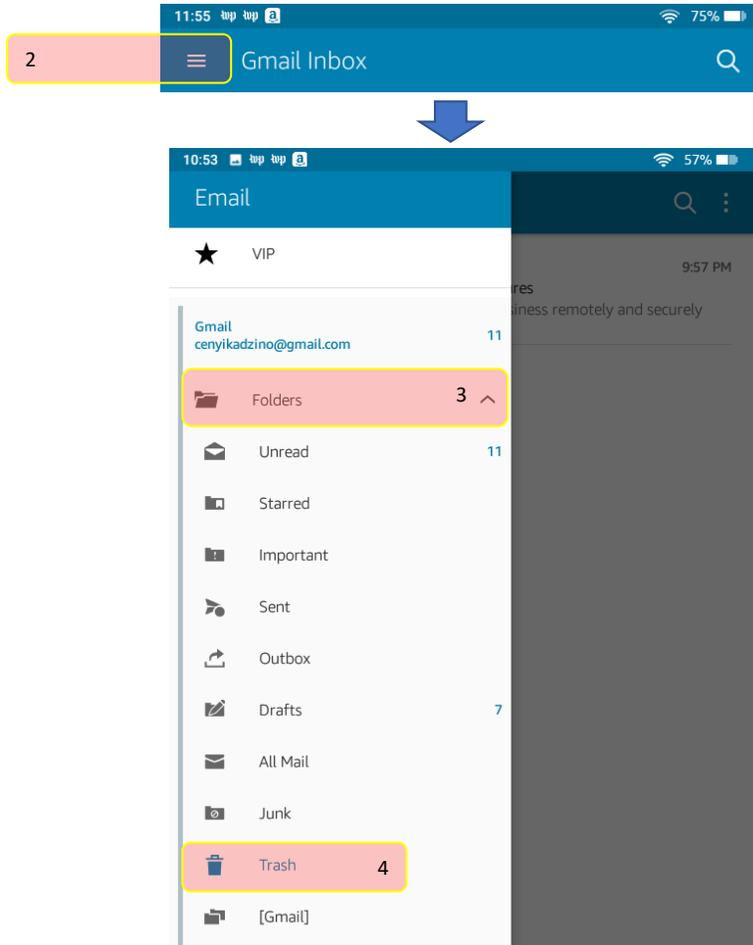
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How to restore a deleted email

Option 1

1. Open email from home screen
2. Tap on the **three horizontal bars** on top left corner
3. Tap on the grey drop down arrow under **Folders** (if needed)
4. Tap on **Trash**, then tap on email you wish to restore
5. Tap on the **three dots** on top right-hand corner of screen
6. Tap on **move** and select **Inbox** as destination
- 7.



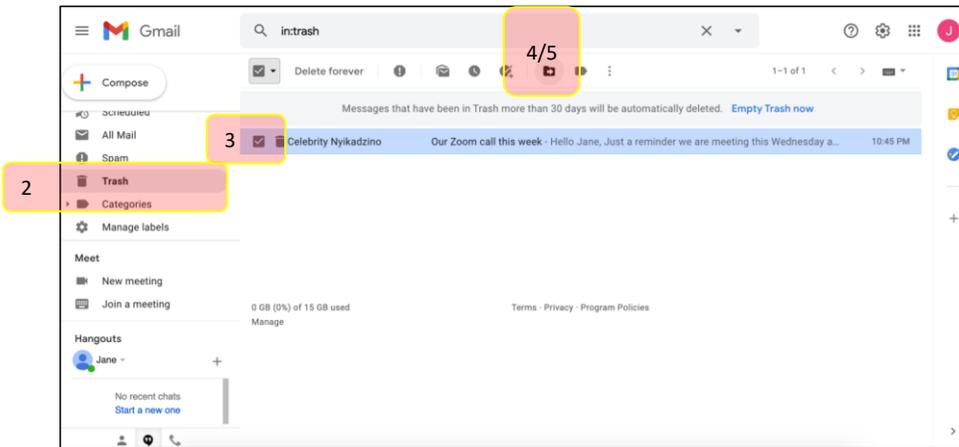
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How to restore a deleted email

Option 2

8. Under **Inbox**, Tap on **More**.
9. Select **Trash**.
10. Find the desired email, **select the checkbox** on the left-hand side of the email.
11. Select **Folder** icon to see drop-down menu of folders to move the email into.
12. Select the Inbox folder.



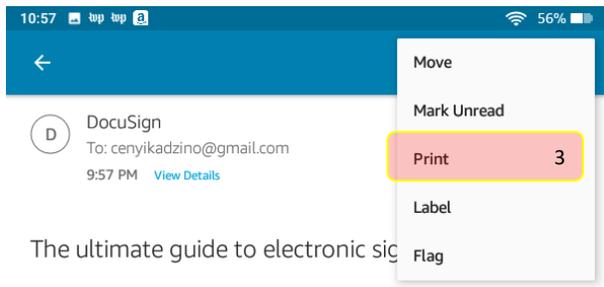
Call us at (443) 492-9598 or email kgleaso2@jhmi.edu with any questions.



How to print an email

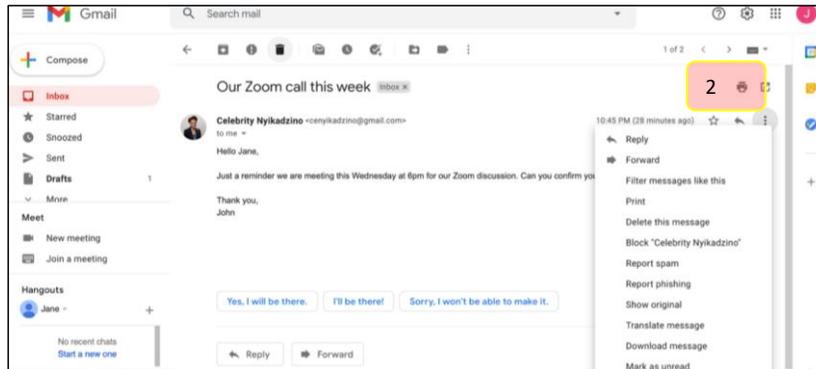
Option 1

1. Open email from home screen
2. Tap on the **three dots** on top right-hand corner of screen
3. Select **Print**
4. Select desired **Printer** on top left-hand corner and print



Option 2

1. Open the email.
2. Tap on the **Printer** icon on upper right-hand side.
3. You will see a preview of the email. Select desired printer and Hit **Print** again.



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Downloading Zoom

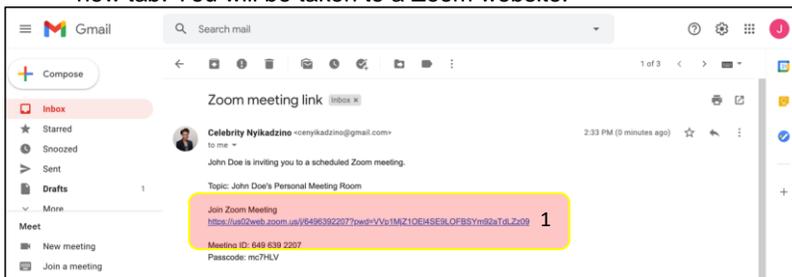
ZOOM "Zoom is a program that runs on your tablet, phone, or computer". It enables you to participate in a virtual meeting during which you can turn on or off your audio and/or camera.

1. Download free version of Zoom from Zoom website: <https://zoom.us/download>
2. Once installed, you can use Zoom to join meetings.

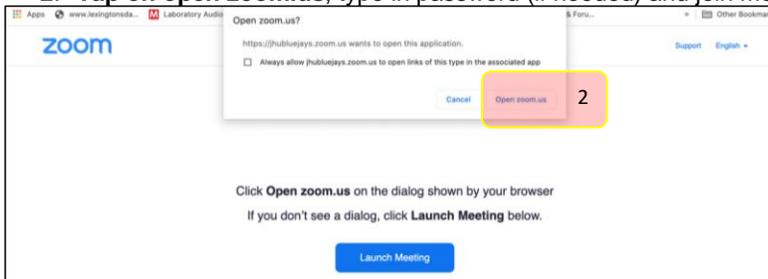
How to join a Zoom meeting

Option 1

1. **Tap on the link** found in your invitation email **OR copy and paste the link** into a new tab. You will be taken to a Zoom website.



2. **Tap on open zoom.us**, type in password (if needed) and join meeting.



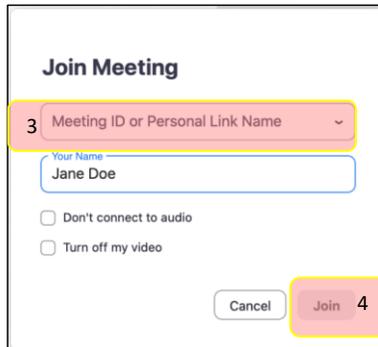
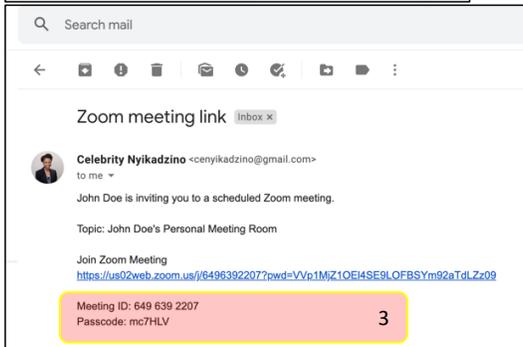
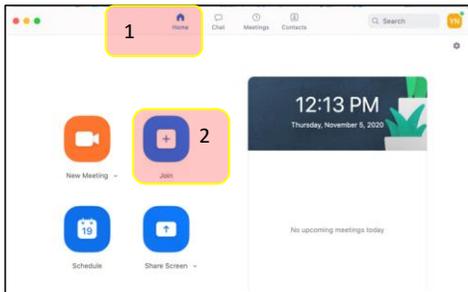
3. A preview of your camera image appears.
 - a. Tap **Join with video** (Do this if you want to have video on as you join the meeting) **OR**
 - b. Tap **Join without video** (Do this if you do not want to have video on as you join the meeting). People will see only your name on the screen.
4. Tap **Join with computer audio**. You will be able to hear everything as you enter the meeting.

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Option 2

1. Open the **Zoom App** and select **Home page**.
2. Tap **Join**.
3. Enter the **Meeting ID** (9 digits) and Password **found in your invitation email**.
4. Tap **Join**.
5. Follow steps 3-4 in the above Option 1.



Option 3

1. On your **Chrome Browser** and type <https://zoom.us/join> to go to the Zoom website.
2. Enter the meeting ID (9 digits) and password (if asked for).
3. A pop-up window will ask "Do you want to open zoom?" Tap **open zoom.us**.
4. Follow steps 3-4 in the above Option 1.

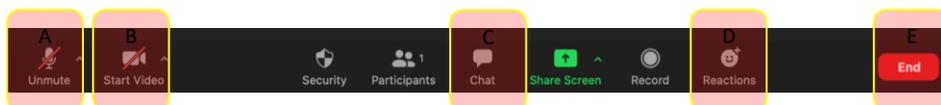
Option 4: (Dialing in with phone)

1. Dial the phone number provided in the invitation to join the meeting. You will show up on the zoom call with your phone number and be able to hear the conversation, but not see the participants with video.

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Features in a zoom meeting



A. Microphone:

1. Ensure you are muted if you are not speaking. The mute button appears as a microphone at the bottom left hand corner of your Zoom screen.
 - a. **Note:** A red line on the microphone shows that you are muted, no one in the meeting can hear you.
2. Tap on the microphone button to unmute yourself and speak during meeting. Alternatively, you can hold down your space bar and speak (as if you are using a walkie talkie).
 - a. **Remember:** only one person can speak at a time during the meeting. The person speaking will have a yellow square around their image.

B. Video:

- Tap on the video icon to open video or close video.

C. Chat:

Allows you to type responses or message in chat box. A red speech bubble will appear if there is a message in chat.

- Tap on the **Chat** button to read message. You can reply to message as needed. You can select "**Everyone**" to send messages to everyone in the meeting OR you can select specific participants to send private messages.

D. Raising hand:

You can raise your hand to gain attention of host or speaker.

- Select the **Reactions** tab and select **Raise hand**.

E. Leaving the meeting:

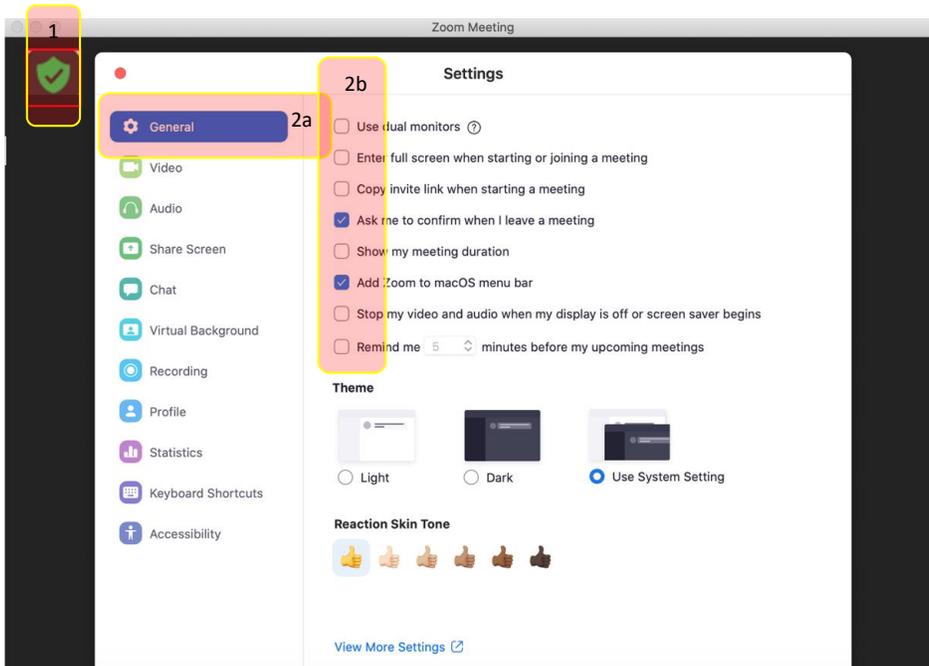
- Tap End on the bottom right corner to leave screen.

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Changing Zoom settings

1. If you want to change any default zoom settings or preferences, **tap** on the **green shield** on top left had corner of screen.
2. You can change your Zoom options by:
 - a. tapping on each topic tile on the left-hand side and then
 - b. adjusting that topic's changeable settings on the right.



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Glossary: Useful words to know

Application ('app'): A type of program that you can download for your tablet. There are many apps available that do lots of different things, from playing games and puzzles, to allowing you to access your bank account or Zoom into a meeting. You download apps from Google Play Store on your tablet.

Attachment: Files, such as photos, documents or programs, which are sent along with an email.

Back button: This arrow is found at the top of most browsers. When you click on the back arrow, it takes you back – in order – through all of the internet pages you've seen.

Browse: To explore a website or a number of websites by scanning and reading information.

Browser: is a software, such as Google, Safari, Firefox or Microsoft Internet Explorer that is used to find information on the internet.

Cursor: A small image on the screen indicating where you are pointing. The cursor can appear in different forms, including:

- An arrow, which indicates where you are positioned on the screen. 
- An I-beam, often blinking, which marks a place on the screen where you can enter or select text. 
- A pointing hand, which indicates that you are hovering over a link. 
- An hourglass, which indicates that the tablet is doing a task. You must wait until it disappears before you can proceed. 

Device: This is a catch-all term for smartphones, tablets or computers.

Download: To transfer files or data stored on the internet onto your tablet. For example, you might download a picture that a friend has sent you over email, download a document to read from a trusted website or download an app from the online app store.



Drop down box: A list of items from which you can make selections.

FAQs, Frequently Asked Questions: These are commonly asked questions and answers that appear on many websites.

Email: Electronic mail or email is a free and easy way to stay in touch with family and friends, and the main way that organizations and companies will communicate with you. Popular email providers include Google Mail (commonly known as Gmail), Outlook and Yahoo.

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Forward button: This arrow is present at the top of most browsers. When you click on the forward arrow, it takes you forward to a page you just left and is opposite in direction from pages the back arrow takes you through. When the arrow is gray, the forward function is inactive.

Google: A popular search engine on the internet and allows you to find websites and ask questions. You can visit www.google.com then type in some keywords to find out information. To 'google' something means to look up information online.

Hit/tap: Pressing with finger allows you to select or activate the area on the screen that is highlighted or where the cursor is pointing.

Home screen: The information that appears on the tablet soon after it is turned on. The Home screen contains a number of icons, or images, that you can click on to start Applications ('Apps').

Home page: The first thing you see when you come to a website, or the opening page of a website. It provides information about the site and directs you to other pages on the site.

HTTP/HTTPS: Most internet addresses start with 'http' or 'https'. It refers to how the information is shared over the internet. Make sure the website you're using starts with 'https' if you're entering personal or financial details. The 's' stands for secure.

Icon: A small image or symbol representing an app, function, a command (such as print) or a file. When you tap on an icon, you start a command, open a file, or launch an App.

Inbox: The virtual folder in your email account where any emails you receive are stored.

Link: A highlighted or underlined text, image, or a button that when clicked, will take you to another page or website on the internet. A link usually appears as underlined words or an image.

Log-in: To gain access to a computer system or to a page on a website by entering a password or user ID.

Menu: A list of options, or topics, on the tablet or on a website that users can choose from.

Program: A computer program is a catch-all term for something that runs on your tablet. Examples include apps on your tablet, video calling programs like Skype and Zoom, or anti-virus programs. These are sometimes referred to as 'software'.

Pop-up box: A special box that appears when the tablet needs additional information in order to carry out a task. The small window may also suddenly appear (or 'pop up') on a webpage, usually an advertisement or an alert.

Router: A device that connects your computer, phone or tablet to a broadband-enabled telephone line and sends out your home internet signal.

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Search bar: A narrow, rectangular space in the browser window where you can type in a search word, phrase or a web address. Hitting the magnifying glass, the button next to the search box (or hitting Enter) will take you to a results page where that information is located.

Swipe: To move text or other information on the screen up, down, or sideways and new information appears as the old disappears.

Tab: Tabs are at the very top of your internet browser. You can click on the '+' symbol to open a new tab, where you can visit a different website without losing access to the webpage you're on. Some apps might also have tabs at or near the top, which you can click or tap on to switch between different parts of the app.

Tablet: A portable, handheld device about the size of a book or magazine. Tablets are ideal for reading, playing games, browsing the Internet, watching videos, and listening to music. It contains a touch screen and has no physical keyboard or mouse. A tablet can connect to the internet and be used as a portable computer.

The Internet: A combination of the words international and network. Is a vast, international collection of computer networks that transfers information. You need WiFi to connect to websites or your email internet

Upload: To transfer files or data stored on your smartphone, tablet or computer to the internet. For example, you might upload a picture to social media or cloud storage.

URL: The address for a webpage. (URL stands for Uniform Resource Locator.)

Webpage addresses usually start with the letters www (for World Wide Web) and end with a dot followed by letters that indicate the type of website it is. For example: .com is the ending commercial enterprise or business; .org for a non-profit organization; .edu for an educational institution; and .gov for a government agency

Website: A set of webpages in a location on the internet that contains information about a specific topic. A website usually contains multiple pages with different types of information about the topic.

Wireless network, also known as Wi-Fi: This is a way for your tablet to connect to the internet without using wires or cables. You can access Wi-Fi networks in public or through a contract with an internet provider such as Comcast.

Zoom: Zoom is a type of video calling software. You can either install it as an app or you can access it through your internet browser.