



**BOSS**  
**Be Online**  
**Stay Safe**

## Phone settings

Name:

Leeds  
Older  
People's  
Forum

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Leeds Older People's Forum is a registered company in England and Wales (#CE023712) and a registered charity (#1191030)

## Introduction

Welcome to your 'Be online stay safe course'. Over the next few weeks you will increase your confidence in using your mobile device so that you can do more online. You will also learn how to recognise potential dangers, such as scams and fake information, online.

## Course content

**1. Mobile phone basics** - Gain an understanding of how to set up your phone's home screen, move apps, navigate between screens, and download apps.

**2. Emails** - Learn how to send and reply to emails and attach a photo.

**3. Internet searching** - Learn how to search for information on the internet, including techniques for checking product and service reviews.

**4. Health** - Discover how to access trusted health information and use online services to contact your doctor's for appointments and advice.

**5. Online safety** - Know how to recognise fake emails, texts, and WhatsApp messages, and understand how to block them. Additionally, we will cover the importance of keeping your phone and apps up to date for enhanced device security.

Please make use of this workbook during the course.

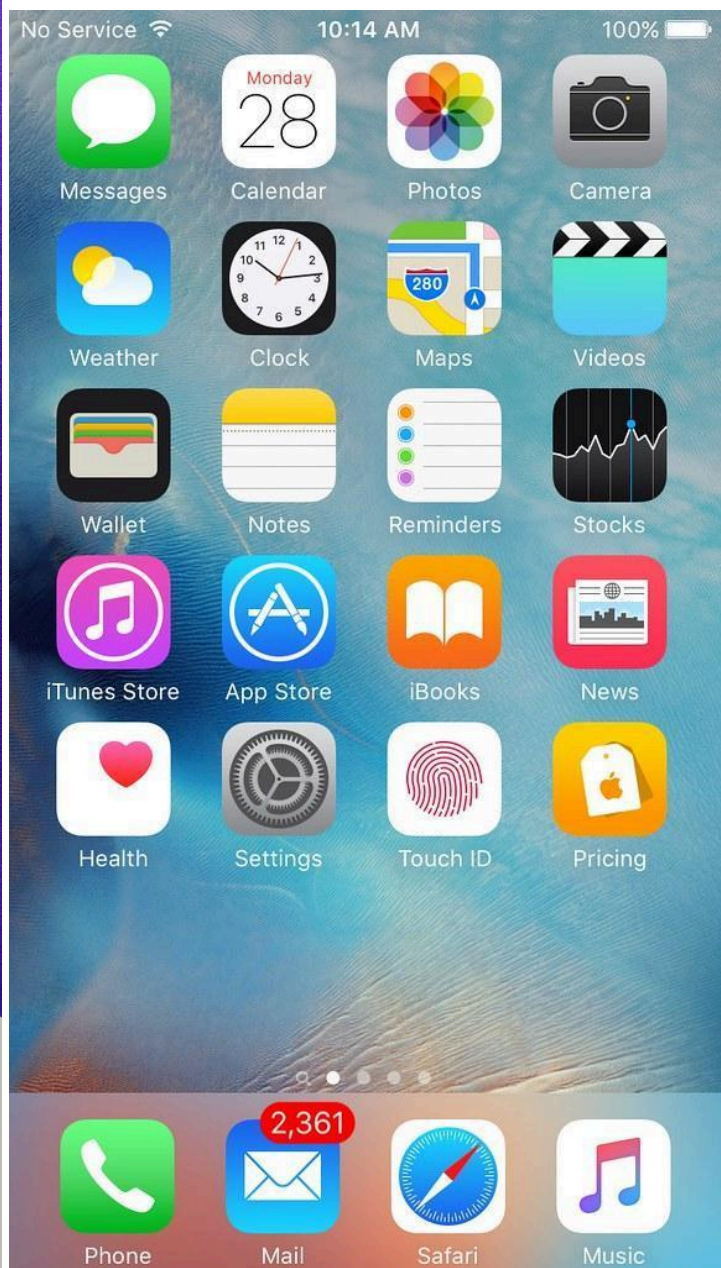
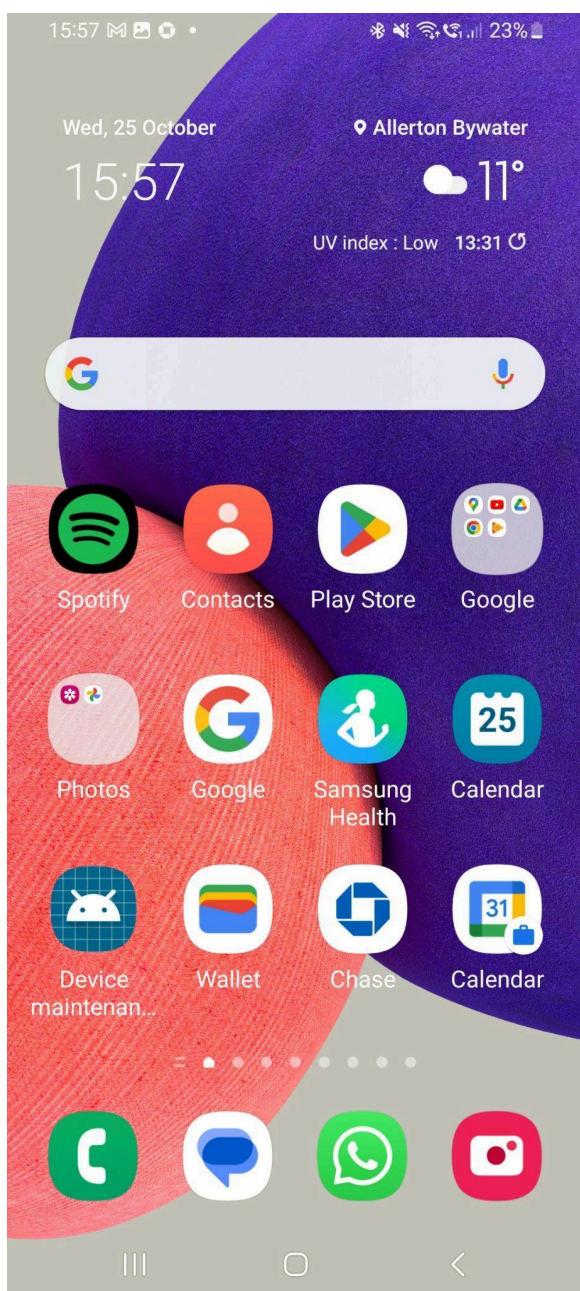
It's important to note that your phone settings may vary from the information provided in the handouts, so write your own notes if needed.

# Mobile phone basics

## What is the home screen?

The home screen is the main page you see when you turn on your smartphone or tablet. It's like the front page of a book – the first thing you see when you open it. Your home screen should have the things you use the most so that you can find them easily.

## See examples below



## Exercise 1: Set up your home screen

Go through the following steps and check that your home screen is set up so that you can easily find everything you need fast.

### **1. Essential apps - (Apps are the little circles on your phone)**

Put the apps you use most often - like phone, messages, camera and Whatsapp - at the bottom of your home screen, (Press and hold an app then slide it to where you want it to go) This way, you can quickly access them without searching.

### **2. Easy-to-read text**

Make sure the text and icons (the little pictures) on your home screen are big enough and easy to see. You can adjust the size of text and icons in your phone settings. Go to settings and find 'Font' and adjust the size. Ask if you need help.

### **3. Limit clutter**

Don't overcrowd your home screens (you may have a few home screens). Delete apps you don't use by holding down on an app icon and selecting 'Delete' or 'Uninstall.'

### **4. Secure your home screen**

If you have important information on your device, like emails or banking apps, consider adding a secure lock, like a PIN or a fingerprint.

### **5. Find your phone user manual**

Your manual will teach you how to use your phone. Refer to it regularly if you need help.

**Where is your phone user manual?**

## Exercise 2: Find the following on your phone

Please note your phone may not have everything listed below (depending on the model):

- On/Off switch
- Volume switch can you adjust your volume
- Home button - Your Home button always gets you back to the home page (some phones may not have this button)
- Microphone
- Front and rear camera - take selfies and normal photos
- Headphone socket
- Back button
- Close all apps (Android and Apple vary)
- Settings app - your settings app should be on your homepage
- Close all apps button - (This will vary depending on the device). When you come out of an app it doesn't close unless you close your apps. On Apple you don't have a button, you have to swipe the screen from the bottom corner. Ask if you need help.

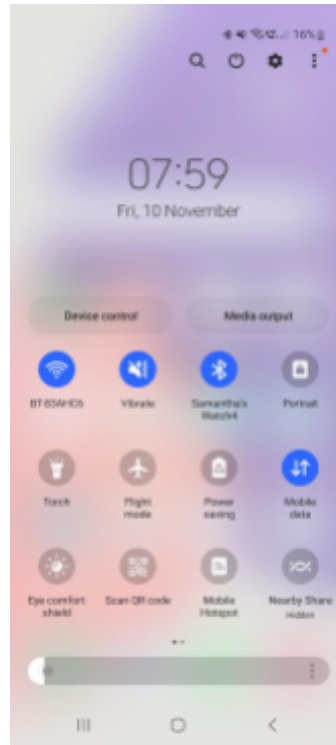
### **The following are in your control centre. Can you find this?**

- Torch
- Battery life - how many hours of battery have you got left?
- Power saving mode - only use this if you have less than 20% battery left
- Wifi icon - you are connected to wifi when this icon is on. If you can see the 4g/5g icon you are using data
- Do not disturb settings - use this setting to stop your phone making any sounds, for example in a place of worship, or when you are asleep. Don't forget to switch off when not needed.

## Apple control centre



## Android control centre



## Notes




## Exercise 3: How to download an app

1. Go to your App store, or Play store
2. Search for any of the following: Weather app, Tesco ClubCard app, Word Game or any app that you will use.
3. Tap 'Install' or 'Get' and wait for it to download. Press 'Skip' if it asks you to add your payment details. You don't need to do this for free apps. You may need to put your APPLE Id Password in if you are using an Apple device
4. Go to your home screen and find where the app has downloaded to.
5. Tap the app to open it. Read the instructions for setting up the app. Do you need to sign in? If so, follow the instructions
6. Spend some time looking at the app to find out how it works. What can you do with it? Is it useful to you?
7. If you don't like the app simply press and hold the app and tap 'Uninstall'.
8. Take a look at other apps in the App store to see if there are any others you would like to download.

### Tips:

- Check the reviews for the app before downloading
- Check it has at least 4 star rating
- If there is no price it is free
- Some apps contain app purchases, which means you get basic access but you pay for more or to remove adverts. You will not be charged without knowing. You have to click to authorise a purchase and add a payment method
- Apps help you do more on your phone

### Useful apps:

- Youtube - for watching videos
- BBC apps - for watching TV or listening to the radio
- NHS apps - to access your medical records and order repeat prescriptions
- Banking Apps
- Supermarket apps - to save money and collect points
- Games
- Step counter - monitor your daily steps

# Glossary of terms

Word	Meaning
Settings	Use settings to adjust screen brightness, sound, and other preferences.
Wifi	Connect to a Wifi network at home to access the internet on your phone. Look for the fan at the top of the home screen which shows when you are on Wifi
Bluetooth	Wireless technology for connecting devices. Pair your phone with a Bluetooth headset to make hands-free calls.
Aeroplane mode	Setting this mode disables all wireless connections. Activate aeroplane mode during a flight to turn off your phone's signals.
Notifications	Notifications alert you to something new, such as a text message, email or to update your phone. Can be silent or noisy and will appear on your home screen.
Wallpaper	Background image for your phone's home screen. You can choose your own photo or use one provided by your phone provider
Sound and vibration	Silence your phone during a meeting or a performance by adjusting sound and vibration settings.
Security	Use a PIN or fingerprint to lock your phone and keep your information secure.
Software update	Install the latest software update to improve your phone's performance and security. Don't ignore software updates.
Back up	Backup your contacts, photos, and other data to prevent loss if your phone is damaged or lost.
Accessibility	Enable accessibility options like larger text or screen readers for those with visual impairments.
Home button	Press the home button to exit an app and return to your home page.
App drawer	Place where all installed apps are stored. You may need to swipe up to see all of your apps

Notes:



