LESSON 12 COMUNICATE USING VARIOUS TOOLS

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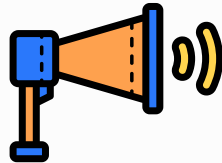
COMUNICATION

Devices&Tools

COMUNICATION DEVICE

Some common examplesof communicationdevices include smartphones, laptops, desktops, tablets, gaming consoles, smart TVs, and evenwearablessuchas watchesand fitness trackers. All thesedevices use variousforms of technologysuchasWi-Fi, cellularnetworks and Bluetooth to communicatewith eachother.

PURPOSE

The primary purpose of a communication device is to enable two or more people to share information with each other quickly and easily. Communication devices make it possible for us to do things like send emails, take video calls, text messages or post status updates on social media. They also allow us to stay connected while on the go by providing access to the internet wherever we may be.

HOW COMMUNICATION DEVICES WORK?

Comunication devices typically works using one or more wireless technologies such us WI-FI networks or cellular data connections. when a connection is established between two or more comunication devices, they can exchange data back and forth for both (or all) parties involved to comuniate effectively

BENEFITS OF COMMUNICATION DEVICES

Using communication devices offers numerous benefits including increased efficiency in communications as well as convenience when it comes to staying connected no matter where you might find yourself whether at home or on-the-go. Additionally, many communication devices come equipped with features such as voice- to-text capabilities which allow those who are unable to type out their messages effectively due physical restrictions an opportunity remain connected still.

HOW TO CREATE, SET AND MANAGE EMAILS (E.G. GMAIL)

1

Sign up for a Gmail account

2

Go to the Google Account sign in page.

3

Click "Create an account"

4

Follow the steps on the screen to set up your account.

5

Use the account you created to sign in to Gmail.

HOW TO MANAGE GMAIL

You can manage yourincoming mail using Gmail's filtersfor example, to send email to a label, or automatically archive, delete, or star incoming mail.

CREATE RULES TO FILTER YOUR EMAIL

1. OpenGmail.
2. In the search box at the top, click Show search options.
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking Search.
4. At the bottom of the search window, click Create filter.
5. Choose what you'd like the filter to do.
6. ClickCreate filter.

To

Subject

Includes the words

Doesn't have

Size   greater than ▼   MB ▼

Date within   1 day ▼

Search   All Mail ▼

☐ Has attachment   ☐ Don't include chats

Create filter   **Search**

Gmail

Compose

Inbox   1

Starred

Snoozed

Sent

Drafts
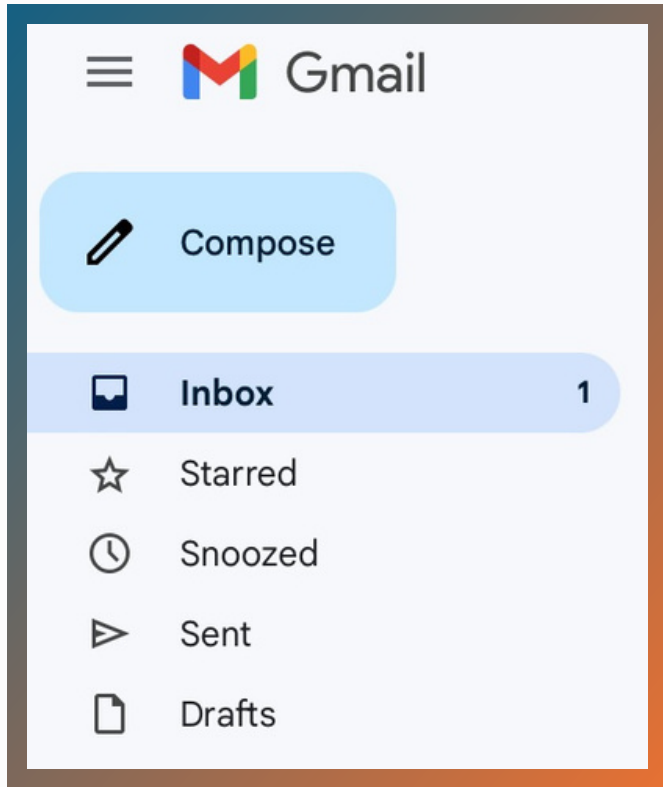
STAR IMPORTANT EMAIL

Star an email
1. On your computer, open _____.
2. From your inbox, go to the left of the message, then click «Star». If the message is open, click **More → Add Star**.
3.If you have multiple stars, keep clicking the star icon until you see the one you want to use.

See your starred messages
1.On your computer, open _____.
2.On the left side of the page, click **Starred**. You may need to click **More** first.

SEARCH FOR MESSAGES

1. Open Gmail.
2. At the top, in the search box, enter your search criteria.
3. Press Enter.
4. (Chat in Gmail enabled only) Choose where to search by clicking Mail, Conversations, or Spaces:

- Mail searches your email.
- Conversations searches existing messages in chats and spaces.
- Spaces searches the names of spaces that you have joined and spaces that you can join.

TO ARCHIVE AN EMAIL

Archive an email

- On your computer, openGmail.
- Open the message you want to archive.
- At the top, click Archive.

Tips:

- To archive multiple messages, click the box next to each message→Archive.
- To archive a message with keyboard shortcuts, press E. Learn more about keyboard shortcuts.

Find archived messages

- **Important**:When you search in Gmail, your results include archived messages.Learn more about search in Gmail.
- On your computer, openGmail.
- On the left, clickMore.
- ClickAll Mail.

E-MEETINGS PLATFORMS

A virtual meeting platform is a software solution that enables teams to collaborate and communicate online, removing the need for in-person gatherings.

Powered by cloud technology, these platforms provide video conferencing combined with tools to enhance engagement, productivity, and meeting management.

Two of the most used and user-friendly e-meeting platforms are Zoom and Google meet.

HOW TO JOIN A ZOOM MEETING

1. Open the email invitation

Once you log in to your email that has the Zoom meeting invitation, you can access the email from the meeting's host. To find this email, you might find the email that has the meeting's title and date. Some other information often added to meeting invitations include:

- Calendar details
- Zoom meeting link
- Attendee email addresses
- Meeting agenda
- Host information
- Meeting ID and passcode

2. Click on the meeting link

The meeting link often automatically redirects you once you click on it. The email with this information often has the meeting link several times throughout the email. Some common locations for this link include the section that lists the meeting's locations and at the end of the email.The link often has "zoom.us" followed by an assortment of numbers, characters and letters. If you haven't yet installed the video call software on your laptop or mobile device, clicking this link directs you to download the application. If you've already downloaded the software, a pop-up window generates asking you to "Open Zoom."

3. Download the video call software

Each operating system can help you download the application for your Zoom video call. Some web browsers might have a bar at the bottom of your browser window or might generate a pop-up window. Once the application file downloads, you can click to open the file. Many download files provide step-by-step instructions, which can help you quickly finish the application's installation.

4. Open the Zoom application

Upon completion of the application's installation, you can either open the Zoom application or navigate back to the Zoom invitation email and click the meeting link. This might generate a pop-up window asking for you to open Zoom again if you click the meeting's link in the email. If you open the newly installed application, it may likely automatically open the host's meeting. When joining for the first time, there might be a prompt asking you for your display name. This name is viewable to all meeting attendees.

5. Join the meeting

Once you've either clicked the meeting's link in the email or opened the video call application, you can join the meeting. You can choose several options for joining the meeting. Some common options to consider include:

- Joining the meeting's audio through your computer or laptop
- Joining the meeting's audio through your mobile device
- Joining the meeting with your computer and using your mobile device for audio

START OR SCHEDULE A GOOGLE MEET
VIDEO MEETING

You can set up or start a new Google meet video meeting from:

- Meet
- Gmail
- Google Calendar
- Google Chat (Mobile only)
- Another scheduling system

Tip: To make sure you don't join a meeting with an expired code and to better plan for the future meetings you create, check when meeting codes expire.Learn about meeting codes in Google Meet.

START A VIDEO MEETING FROM MEET

Go to Google Meet.

ClickNew Meeting.

Select an option:

- **Create a meeting for later:**
- To share the meeting details for a future meeting, copy the meeting link and share with participants.
- To directly start the meeting with this link, paste the link into a browser; or enter the link into the "Enter a code or link" field click Join.
  - **Start an instant meeting:** Create a new meeting and join the meeting directly.
  - **Schedule in Google Calendar:** To schedule a meeting, you're directed to Google Calendar.
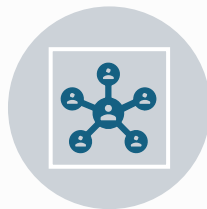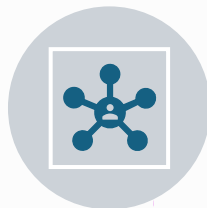
SOCIAL NETWORKS
opportunities and risks

Connectivity: Social networks enable individuals to connect with other people across the globe. This connectivity fosters relationships, facilitates communication, and helps in staying updated with the latest news and trends.

Networking: Social networks serve as platforms for professional networking. They allow professionals to connect with potential employers, clients, collaborators, and mentors. Platforms like LinkedIn are particularly valuable for building a professional network and advancing one's career.

Brand Building: For businesses, social networks offer opportunities for brand building and marketing. Through social media platforms businesses can reach a wide audience, engage with customers, showcase their products or services, and build brand awareness.

Customer Engagement: Social networks provide a channel for businesses to engage with their customers. Companies can respond to inquiries, address concerns, collect feedback, and provide customer support in real-time, fostering a sense of trust and loyalty among customers.

OPPORTUNITIES

Content Distribution: Social networks serve as distribution channels for content creators, including bloggers, vloggers, musicians, artists, and journalists. By sharing their content on platforms like YouTube, Instagram, and Twitter, creators can reach a larger audience and potentially monetize their work through advertising, sponsorships, or subscriptions.

Community Building: Social networks facilitate the formation of online communities centered around shared interests, hobbies, causes, or identities. These communities provide a sense of belonging, support, and camaraderie to their members, fostering collaboration, discussion, and knowledge-sharing.

Market Research: Social networks offer valuable insights into consumer behavior, preferences, and trends. Businesses can leverage data analytics tools provided by platforms like Facebook and Twitter to conduct market research, gather feedback, and refine their products or services accordingly.

Educational Resources: Social networks provide access to a wealth of educational resources, including tutorials, webinars, online courses, and educational content shared by experts and institutions. Platforms like YouTube, LinkedIn Learning, and Facebook Groups are popular destinations for learning and skill development.

RISKS

1

Privacy Concerns: Social networks often collect vast amounts of personal data from users, including their preferences, behavior, and location. This data can be exploited by third parties for targeted advertising, identity theft, or other malicious purposes if proper privacy measures are not in place.

2

Cyberbullying and Harassment: Social networks can be breeding grounds for cyberbullying, harassment, and online abuse. Users, particularly children and teenagers, may be subjected to bullying, trolling, or hate speech, which can have severe emotional and psychological consequences.

3

Fake News and Misinformation: Social networks are frequently used to spread fake news, misinformation, and propaganda. False information can quickly go viral, leading to confusion, polarization, and manipulation of public opinion.

4

Addiction and Mental Health Issues: Excessive use of social networks has been linked to addiction, anxiety, depression, and other mental health issues. The constant need for validation through likes, comments, and shares can create feelings of inadequacy and low self-esteem among users.

5. Entity Theft and Fraud: Social networks provide opportunities for cybercriminals to engage in identity theft, phishing, and other forms of online fraud. Malicious actors may create fake profiles or impersonate others to deceive users into sharing sensitive information or engaging in fraudulent activities.

6. Data Breaches: Social networks are frequent targets of cyber attacks and data breaches, leading to the exposure of users' personal information, including usernames, passwords, and private messages. Such breaches can have far-reaching consequences for individuals and may result in financial loss or reputational damage.

7. Erosion of Social Skills: Excessive reliance on social networks for communication can lead to a decline in face-to-face interaction and interpersonal skills. Users may become more isolated and less adept at navigating real-world social situations.

8. Echo Chambers and Polarization: Social networks often facilitate the formation of echo chambers, where users are exposed only to information and opinions that align with their own views. This can reinforce existing biases, deepen divisions within society, and hinder constructive dialogue and understanding.

thank you!