

Smart phone for beginners workshop activities

Activity 1: How can I connect to the WiFi?

- 1) In your Settings menu (example right), choose WiFi & turn slider "On"
- 2) Tap on the Network Name "Altona Library"
- 3) Tap "Accept" to accept the Wi-Fi conditions

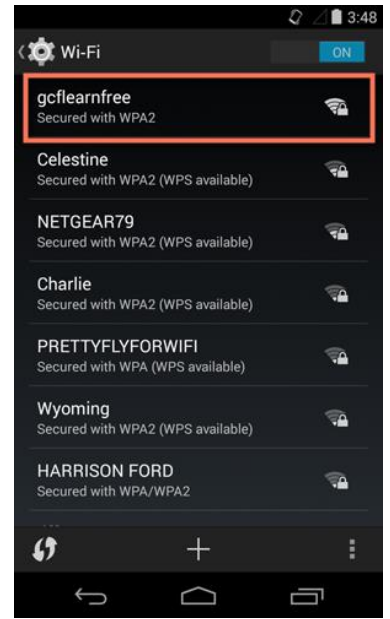
Altona Library

Under no circumstances will Hobsons Bay City Council or individual staff members be liable for any damages arising in any way out of the use of this Wi-Fi service, even if advised of the possibility of such damage.

This free Wi-Fi Internet service is provided for your convenience and your use of this service is solely at your own risk. It is not inherently secure and Hobsons Bay City Council does not guarantee the privacy of your data whilst using this service.


Accept

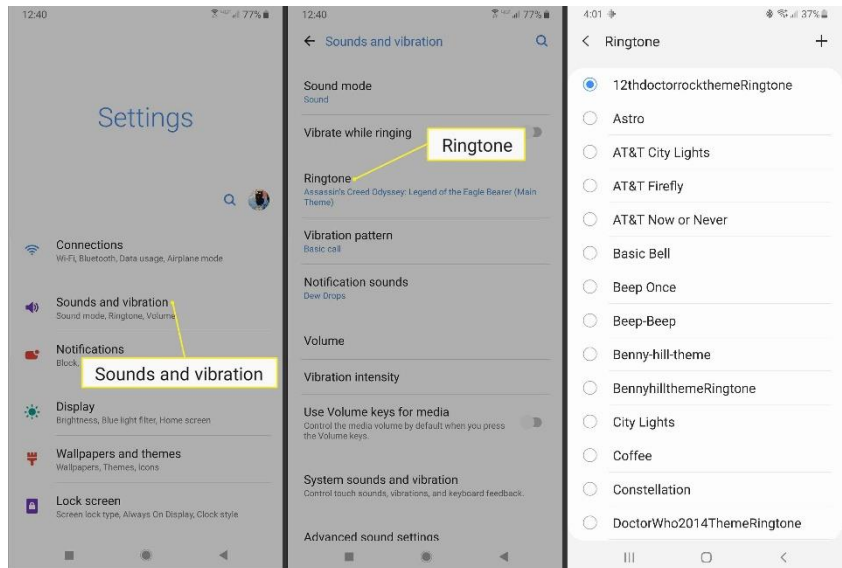
[Android Basics: Getting Started with Your Device \(gcgglobal.org\)](https://www.gcglobal.org/Android-Basics-Getting-Started-with-Your-Device)



Activity 2:

How can I change my ringtone/notification tones?

- 1) Go to your Settings menu 
- 2) Tap "Sound and Vibration"
- 3) Tap on the sound you want to change (e.g. Ringtone, Notification sounds, etc.)
- 4) Tap a "Ringtone" or "Notification sound" to hear it and set it as the new sound.



How can I change my volume settings?


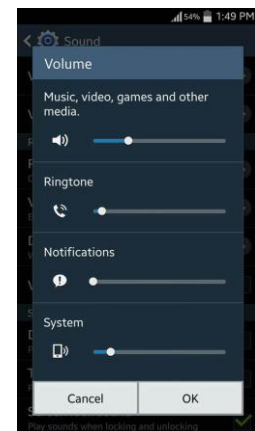

- In the Settings Menu 
- Tap "Sound and Vibration" menu > Go to "Volume"
- Use the slider to move towards the right – to go louder (see picture right), depending on what volume you are changing (Ringtone, Notification, etc.)

Image: <https://th.bing.com/th/id/OIP.GgcNWu3QDLDImshRfMmfAC7FN?rs=1&pid=ImgDetMain>




How do I change how Notifications appear?

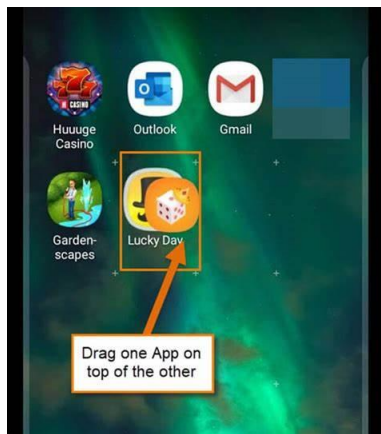
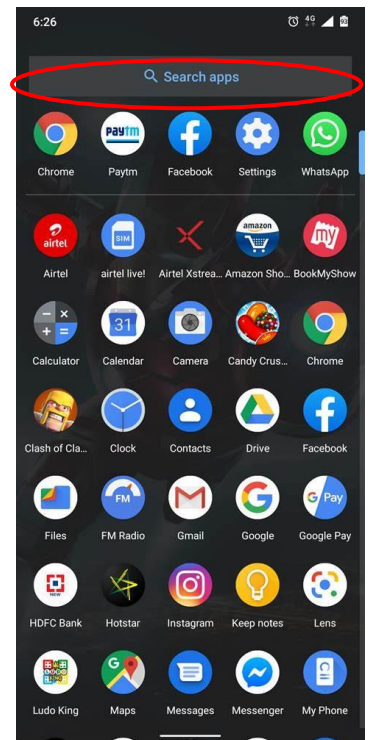
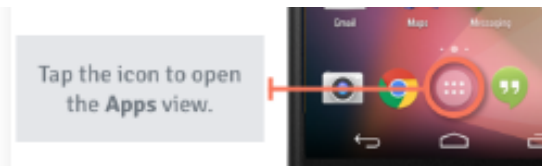
- 1) Go to your Settings menu 
- 2) Tap "Notifications"
- 3) If you want to change how much information appears for specific apps, then go to "App Notifications" and tap on the app you want to change the notification for.

- 4) If you want to choose how apps appear on your Lock Screen, tap through: Settings > Notifications > Notifications on Lock Screen – then choose what you want to appear.

Activity 3: Apps

How can I find apps already on my phone?

- 1) Open the “App Library” on your phone:
 - a. Swipe up from the middle-bottom of the screen, or press the “All Apps” icon 
 - b. Tap the app you want to open from the App Library, or use the Search Box to type the name of the app you want to find – then tap on it.



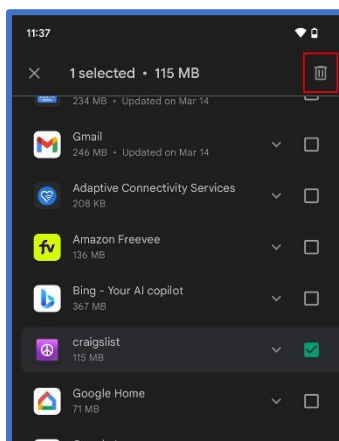
How can I organise apps on my phone? (e.g. Making folders, moving apps)



- Move apps from the App Library to your Home Screen by touching and holding the app, and then choosing “Add to Home Screen”, or just long-press (tap and hold) and move it and then it will start to “drop” on the Home Screen when you let go.
- Create a folder: Touch & hold an app, drag it on top of another app and “Drop” it. This will create a new folder, with an automatically assigned name – if you want to change the name, tap it and then erase and type over it.

How can I delete an app from my phone?

You can delete or “Uninstall” apps from your phone, by going to the Google Play Store. But if you want to remove the app from your Home Screen (without uninstalling it), follow the steps below.

1. **Remove from Home Screen:** this leaves the app in the Home Screen, but not your phone’s App Library.
 - a. Tap and hold the app.
 - b. Choose the option from the pop-up menu to “Remove from Home Screen”.
2. **Delete App:** deletes the app from your phone (also called “Uninstalling”).



- a. Open  **Google Play Store** app.
- b. Tap on your  profile image.
- c. Tap on **Manage apps & device**.
- d. Navigate to **Manage** tab and **Installed**.
- e. Find the app you want to remove and check the check box next to it.
- f. Tap the **Trash** can icon
- g. Select **Uninstall**.

*You can uninstall a selected app by opening it in the Google Play Store, and tapping “Uninstall”. See image.

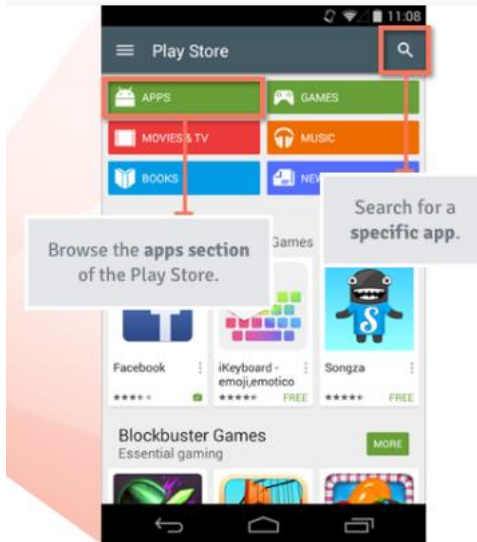


*Alternatively, you can remove the app from the Home Screen by press and holding on it, then dragging it to the “Remove” or Trash Can icon that appears on the Home Screen (see image).



and

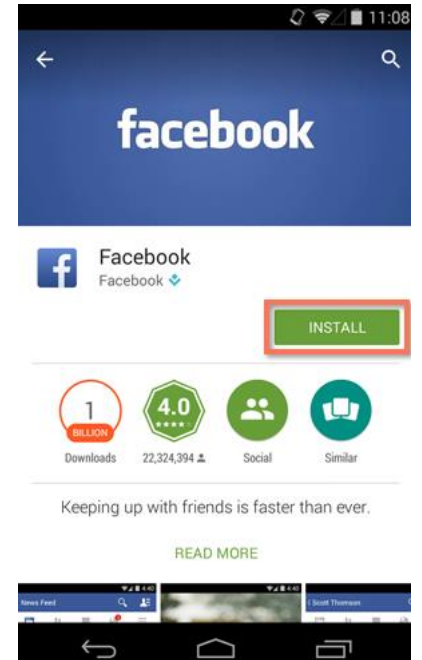
How can I search for and download an app from the Google Play Store?



- 1) Open the Google Play Store app.
- 2) Use the search bar or browse to find an app of interest.
- 3) Tap “Install” > Wait for the app to download
- 4) Tap “Open” > App will load
- 5) Follow the prompts for how to use the app

*Note: Be aware that you can see a price listed, and this is the cost of the app – but this is not always the complete cost, “in-app purchases” means especially with games you might be prompted for many payments.


[Android Basics: Downloading Apps](#)

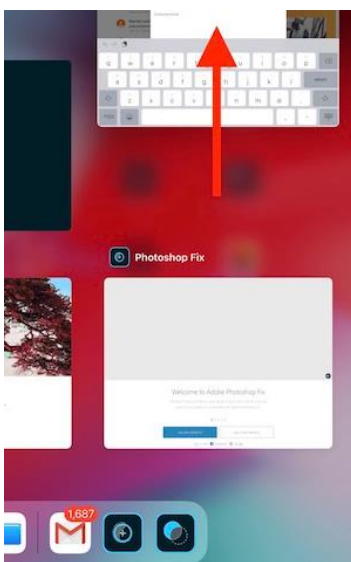
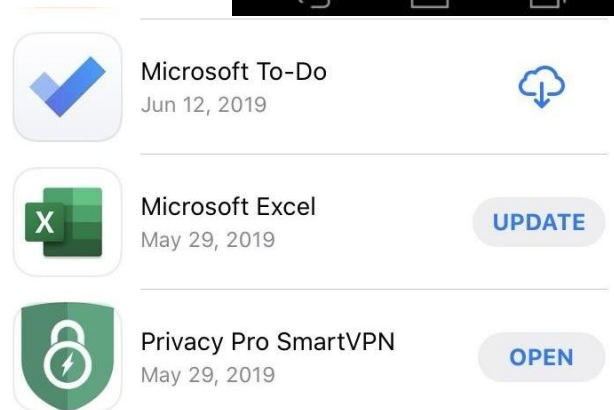


gcfglobal.org

How do I update an app?

- Find the app in the “App Store”
- Tap “Update” next to an individual app to update it
- OR, Tap the “Updates” tab > Tap “Update All” for updating multiple apps at once

*Note:  means “download from cloud” meaning, you haven’t got it on this Apple device, but you have purchased or downloaded it before. It was downloaded in the past using this Apple ID account.



How can I close/quit apps that are open in the background?

- Swipe up from the bottom of the Home Screen, and pause in the middle of the screen
- Swipe right or left to find the app that you want to close
- Swipe up on the image of the app to close the app