

Let's get online

Communicating online

Find out how to communicate
with friends and family online



1

The internet isn't just about finding information. It's also opened up lots of new ways for us to communicate with friends and family as well as people with similar interests. Email, video calling, blogging and instant messaging are just some of the ways you can communicate online.

Email

Email is a quick and easy way to send messages and small files to people. Emails can be sent and received from any computer, anywhere in the world, that has an internet connection.

Instant messaging

Instant messages are text-based messages to other people connected to the internet. Facebook (www.facebook.com), Twitter (www.twitter.com) and mobile-based applications such as WhatsApp and iMessage are all popular ways to communicate with friends and family using instant messages.

Video calling

This is a phone call using the internet. Video calling allows you talk to another person in real-time and gives you the option to share a live video of yourself.

Blogging

A blog is a website where you can publish your thoughts and interests. You can also find other people's blogs, comment on their posts and join in with discussions. This is a good form of communication if you want to share your ideas with a wide audience or want to read about and discuss specific interests.

2

Here are some exercises you can try for some quick-practice:

Exercise 1 - Sign up for email account

There are lots of email providers out there. Last year, the UK's most popular email providers were Gmail (Google mail), Outlook, Yahoo Mail and AOL Mail. This exercise will take you through the steps to set up an email address with Gmail. Other companies will have similar set-up steps so feel free to choose any provider you fancy.

1. Go to www.gmail.com
2. Click 'Create Account'
3. Follow the instructions to enter your details in the boxes provided
4. Click 'Continue to Gmail' and follow the set-up guide

Exercise 2 - Send an email

Once you've set up your email account, send a message to a friend or family member. You'll need to ask them for their email address before you start this exercise.

1. Open your web browser
2. Login to your email account
3. Click 'compose' or 'new' to start a new email
4. Add the recipient's email address, a subject (e.g. hello) and write a simple message (e.g. Hello, How is your day going?)
5. Click 'send'

More info

There's more help here. Let's Get Online isn't the only place you'll find internet help. There are lots of websites that offer support to people who are new to the online world.

Here are just a few handy resources we'd recommend...



Age UK

www.ageuk.org.uk

Age UK provides a guide to all things computer and internet.

BBC Webwise

www.bbc.co.uk

Info and advice on getting and being online from the BBC.

BT's Get IT Together

www.bt.com

Tailor-made guides for helpers and beginners.

Business Gateway

www.bgateway.com

Advice and support for growing small businesses.

Digital Fife

www.digitalfife.com

Provides useful easy-to-follow online courses which can be accessed from anywhere around the country.

Digital Unite

www.digitalunite.com

Wide range of comprehensive guides and courses to improve computer skills and boost digital confidence.

Get Safe Online

www.getsafeonline.org

Online security advice website.

Go On UK

www.go-on.co.uk

Go On UK is a charity organisation that aims to make the UK the most digitally capable nation in the world.

Living IT Up

www.livingitup.org.uk

Practical help for health, care and well-being that can be accessed online, as well as useful guides and great tips for making the most of the internet and its various digital tools.

NSPCC

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety

NSPCC provides helpful advice and tools to keep your child safe online.

My World of Work

www.myworldofwork.co.uk

My World of Work will help you discover careers that match your skills, interests, education and experience.

Pass IT on

www.passitoncomputers.co.uk

Pass IT On is a charity which adapts donated computers for people with disabilities who live in the EH (Edinburgh and Lothians) post code area.

Remploy

www.rempoy.co.uk

Remploy exists to improve the lives of disabled people and those with complex needs through the power of work.

Skills Development Scotland

www.skillsdevelopmentscotland.co.uk

SDS is the national skills body supporting the people and businesses of Scotland to develop and apply their skills.

Young Scot

www.young.scot

Young Scot can offer advice and tips on how to stay safe online.

The first step in getting online is to call **0300 004 1000*** and a friendly adviser will tell you where you can get help near you.

If you know someone who would benefit from information about how to get online, visit

www.letsgetonline.scot

*Calls are free with UK landlines and most mobile provider packages. Some mobile providers may charge at local rates. Please check with your provider.