



LRTA Tech How-To's

How to create an email address: *Note: Steps may vary for different email accounts.

1. Go to the website of the email platform you would like to sign up with (i.e. Yahoo!, Gmail, etc.).
2. Click on the Sign Up button.
3. Enter the information requested. Once completed, your email address should be ready.
4. It is recommended that you set up two-step verification for security purposes.

How to create a Facebook Account:

1. Go to www.facebook.com.
2. You should see "Create Account" in the lower right-hand quadrant of the home page.
3. Enter your name, email or mobile phone number, password, date of birth and gender.
4. Click Sign Up.
5. To finish creating your account, you will need to confirm your email or mobile phone number. After clicking the Sign Up button, you should receive an email from Facebook.
6. Open the email from Facebook and confirm your email address.

How to use Zoom (by phone):

1. Dial in the number from the email invitation.
2. Dial in the meeting id (no spaces). Then, press #.
3. You may be asked for your participant id number or to press #. Press # when you get to this recording.
4. You will be placed in the meeting.
5. When the meeting is over, you may hang up.

How to download the Zoom Application on your Computer:

1. Your web browser will automatically download Zoom when you start or join your first Zoom meeting.
2. You can also go to this link and click on the Download button.
3. Follow the steps as prompted.

Tips for Making Passwords:

- A strong password contains the following:
 - A capital letter
 - A lowercase letter
 - A number
 - A special symbol (i.e. !, @, #)
- A strong password is usually long (about 12-15 characters), making it harder for someone to guess.
- Your web browser may ask you to save your password to your email or social media account. Only do this for your personal computer (never on a public computer).
- Consider updating your password regularly. This is a good practice to help keep your account secure. Just make sure the new password is one you will remember.

How to use Zoom (by computer): *Note: You will need to have the Zoom app downloaded on your computer to join the meeting by computer.

1. The best way to join a Zoom meeting with the computer is to click on the link in the Email Invitation.

Hi there,

[Name] is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android [https://\[ID\].zoom.us/j/](https://[ID].zoom.us/j/)

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [Area Code] or [+16699006833](tel:+16699006833), [Area Code]

Or Telephone :

Dial(for higher quality, dial a number based on your current location):

2. You will need to choose between using your computer audio or dial in with your phone for the audio portion. If you would like to hear the audio from the computer (through the speakers or headphones), click the “Join with Computer Audio” button. If you would like to dial in with your phone for the audio (recommended if your computer has poor sound quality), click the “Phone Call” button. Dial the number and Meeting ID number when prompted (you do not have to enter the Participant ID #).
3. When you join a Zoom meeting by computer, you can see the presenter’s screen and other participants who are using their web cameras. If your web camera is turned off, others cannot see you. Make sure the video camera at the bottom left-hand side of the screen has a red dash going through it to turn video off.

How to use FaceTime:

1. Tap on the FaceTime app.
2. If the person’s phone number or email is not in your Contacts, tap the plus button (+) and type the person's phone number or email address. Tap the number or address, then tap Audio (phone button) or Video (camera button).
3. If you have the person's phone number or email address saved in your Contacts, you can start typing their name and tap the name when it appears. Then tap Audio (phone button) or Video (camera button).