

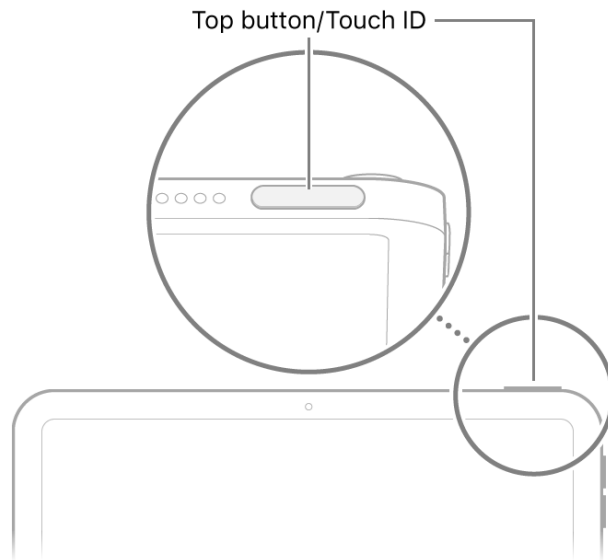
Kawartha Lakes **OHT**

Connecting local care

How to Use Your iPad, Email & Zoom

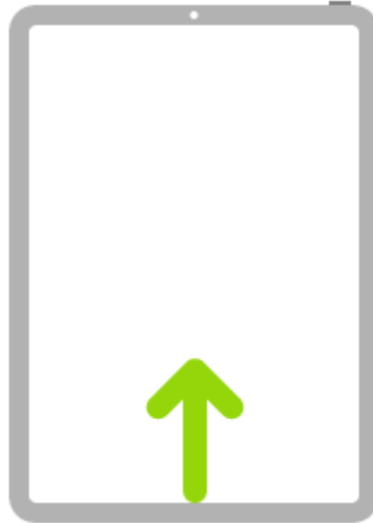
Turning on the iPad

To turn on the iPad click the button in the diagram bellow. If the iPad is already on, click the button to wake it.



To unlock the iPad

To unlock the iPad, Swipe up on the screen from the bottom.



Next you will enter the 4–6-digit pin you have set.

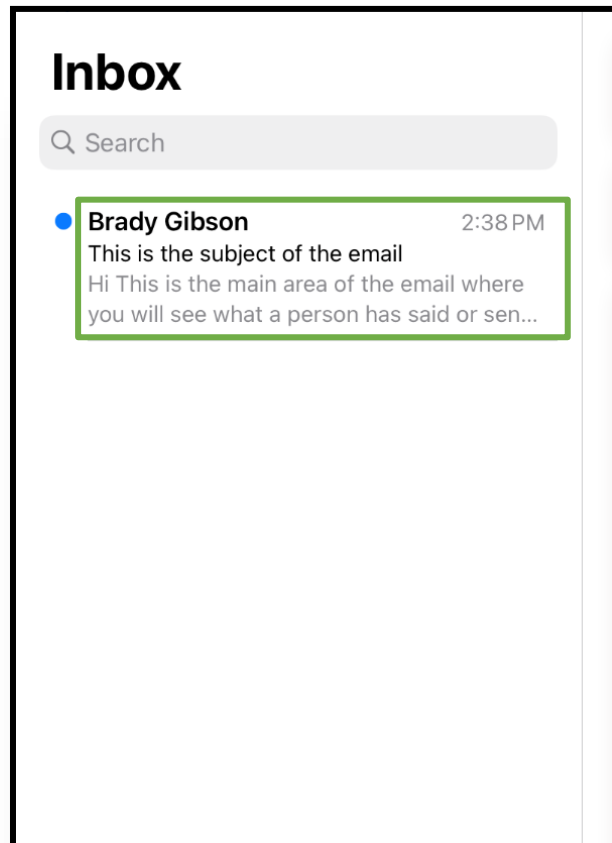


How to Check Your Email

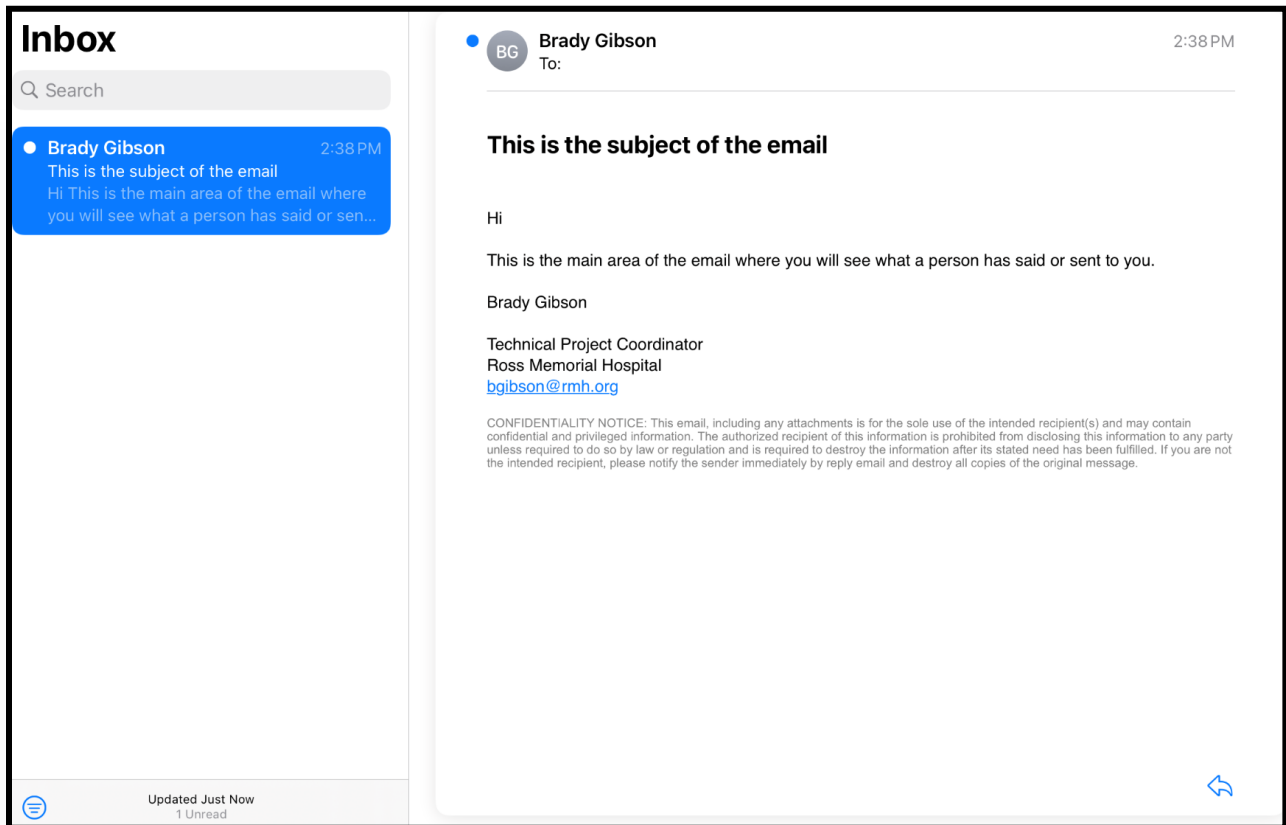
Step 1. Navigate to the Mail App on your tablet and tap it. It looks like the image below. The red icon notifies you of how many emails you have.



Step 2. Now that you are in the mail app you will see something like the picture below on the left side of the screen. The blue dot means that it is a new email you have not viewed. To view the email tap anywhere in the green outline, you will not see a green outline this is just for demonstration.



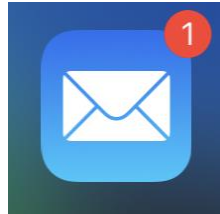
Step 3. Now that you have opened the email you will see something like the image below.



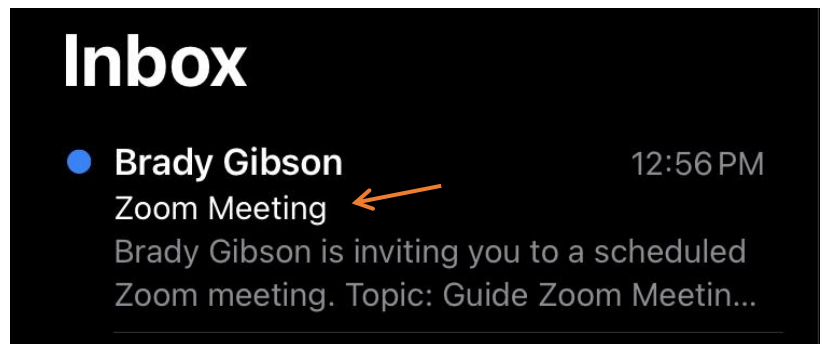
Step 4. If you would like to view another email repeat step 3 on a new email you received.

Finding your zoom appointment

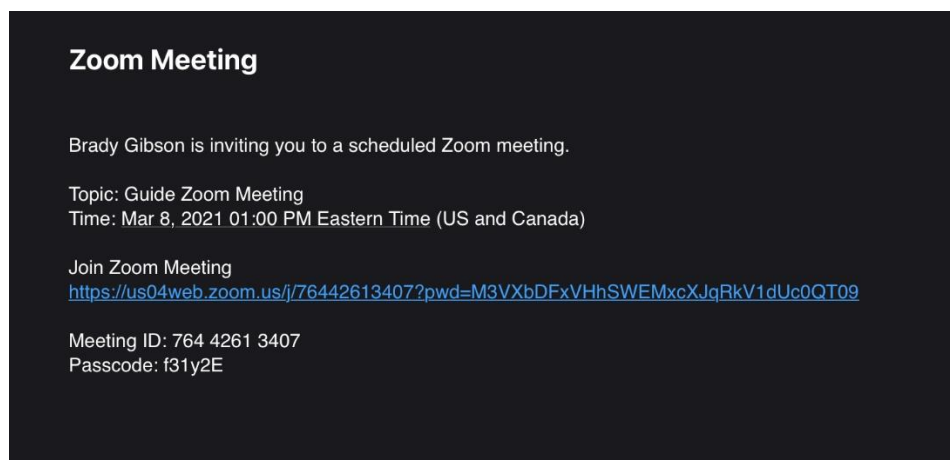
Once on the home screen look for the email app, it is shown below with a red icon notifying you of an email.



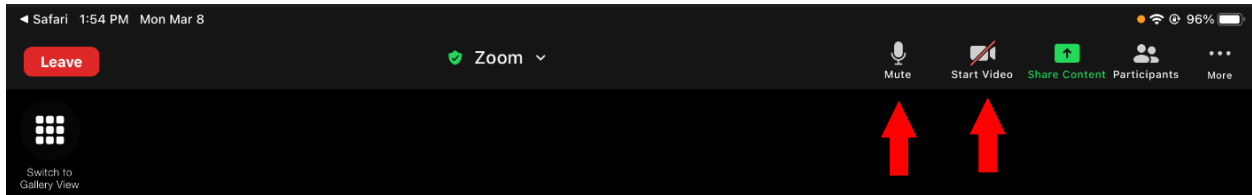
Next look for the email that says zoom meeting.



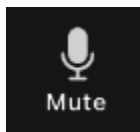
Once clicking on the email, you will see the email displayed as below or something similar. Click the blue text.



Zoom Controls



The **2 buttons** you will be using are:



The **Mute** button. You are automatically heard by the people on the other end, to turn off your microphone press the symbol. You will then see a red line across it.

Note: if someone **cannot hear you** check that there is no red line on the mute button.



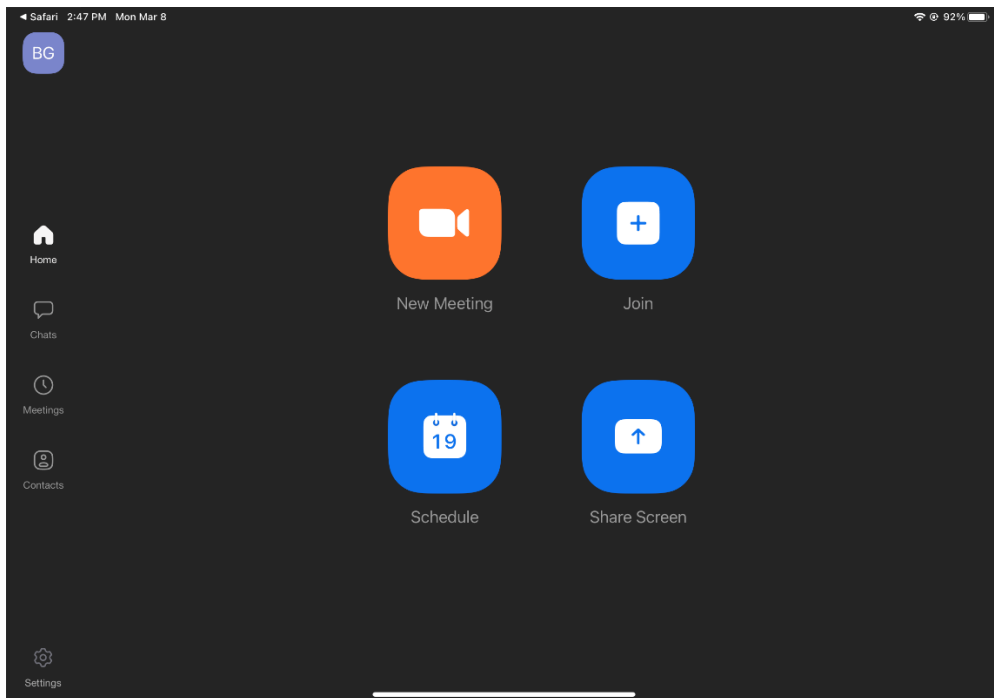
The **Start Video** button. When you join a Zoom meeting your camera will be turned off. To turn on your camera press the button. And to turn it off press the button again.

Leaving the meeting

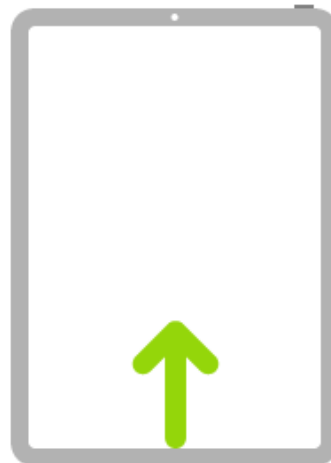
To leave the meeting press the red “**Leave**” button, then press the “**Leave Meeting**” button.



You will now be here.



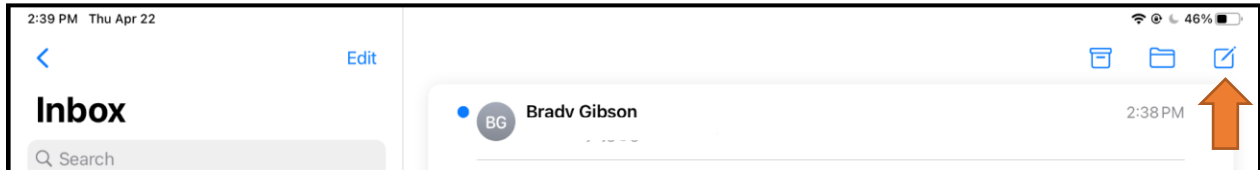
To return home swipe from the bottom.



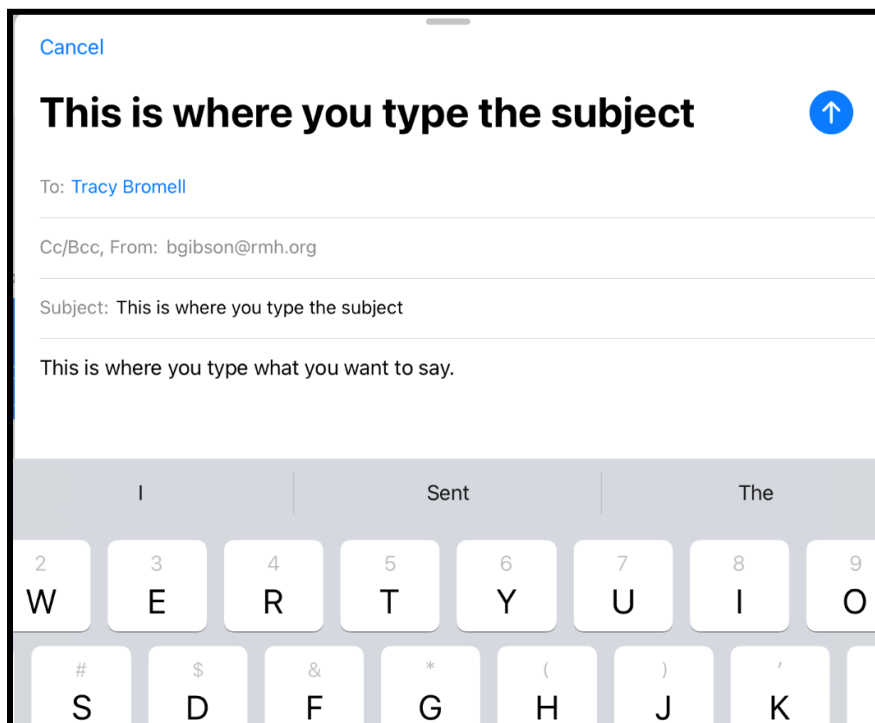
Sending an Email

Step 1. Navigate to the email app as shown previously.

Step 2. Click on the symbol at the top of your screen pointed at in the image below.



Step 3. Fill out the email. To send an email you must fill out who you want to send it to, the subject of the email, and the body of the email for what you want to send. To type in these areas tap on them.

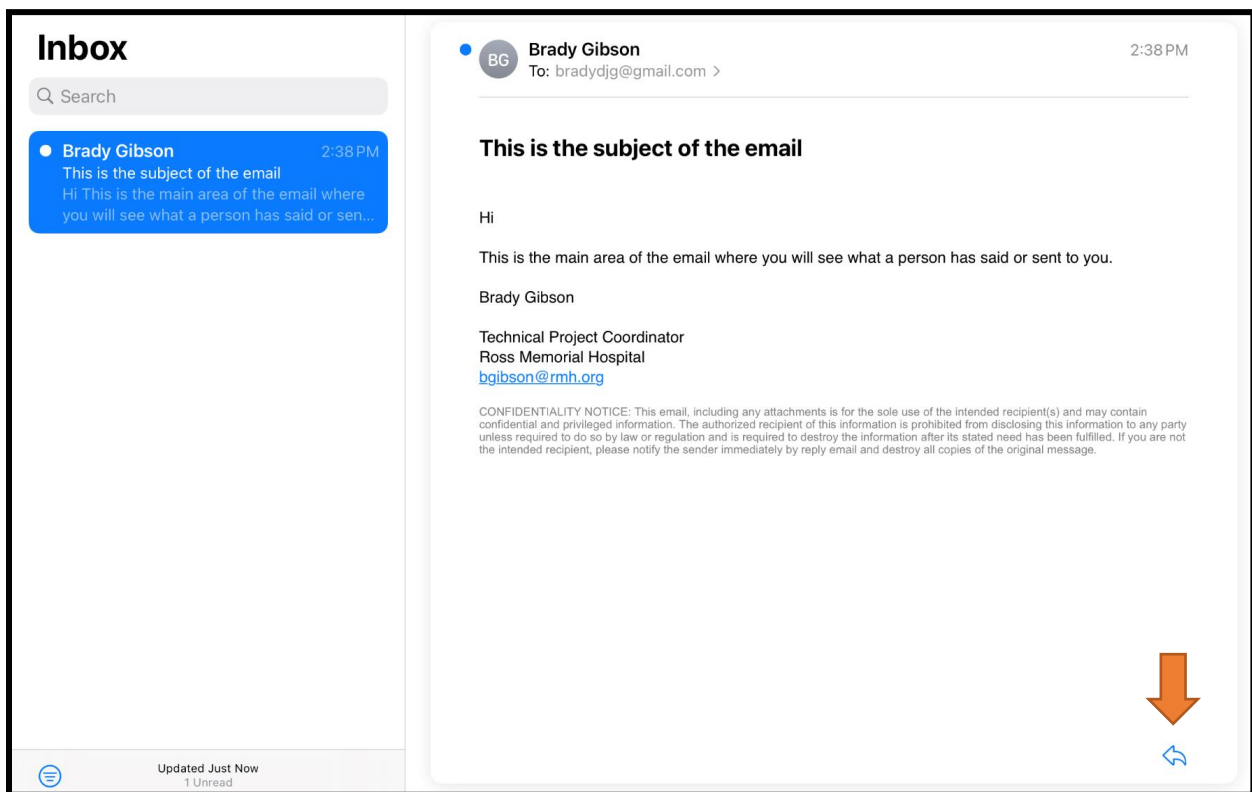


Step 4. Once you have filled in the email and said what you want to you need to send it. To send the email tap on the blue circle with the white arrow on the top right of the image above.

Reply to an Email

Step 1. To reply to an email, you must first be in the email you want to reply to.

Step 2. Tap on the blue arrow in the bottom right of the image show by the orange arrow.



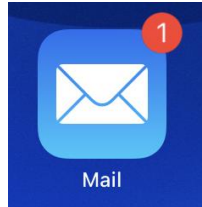
Step 3. Enter your reply into the body of the email pointed at by the arrow.



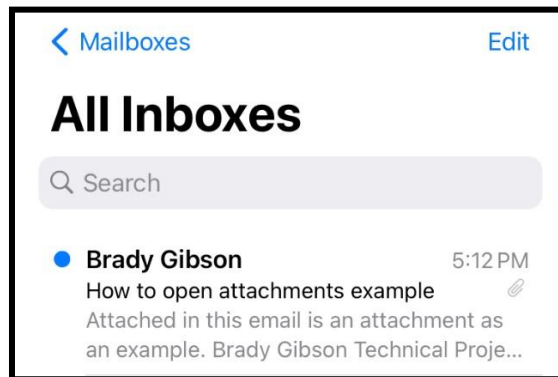
Step 4. Tap the blue circle with the white arrow to send your reply.

How to open an email attachment

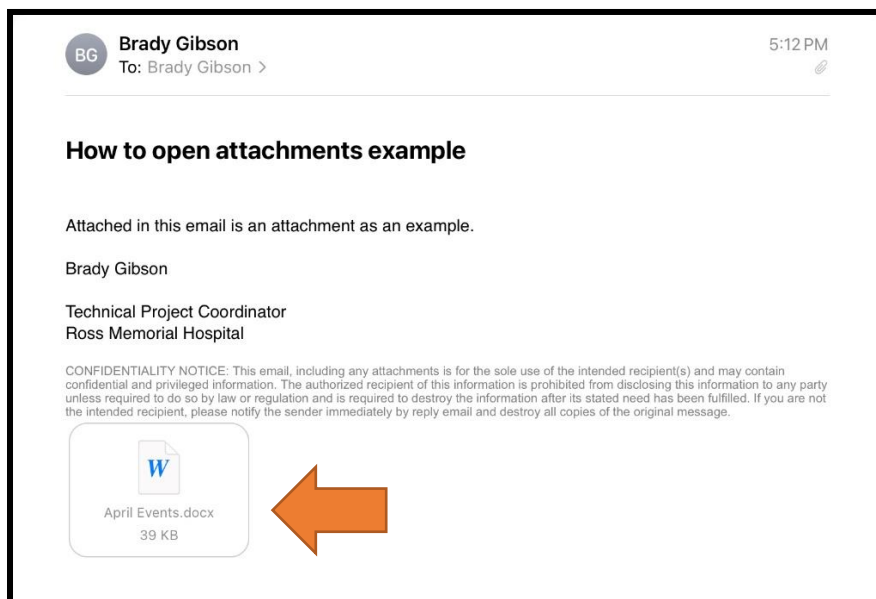
1. Navigate to the Mail App and open it.



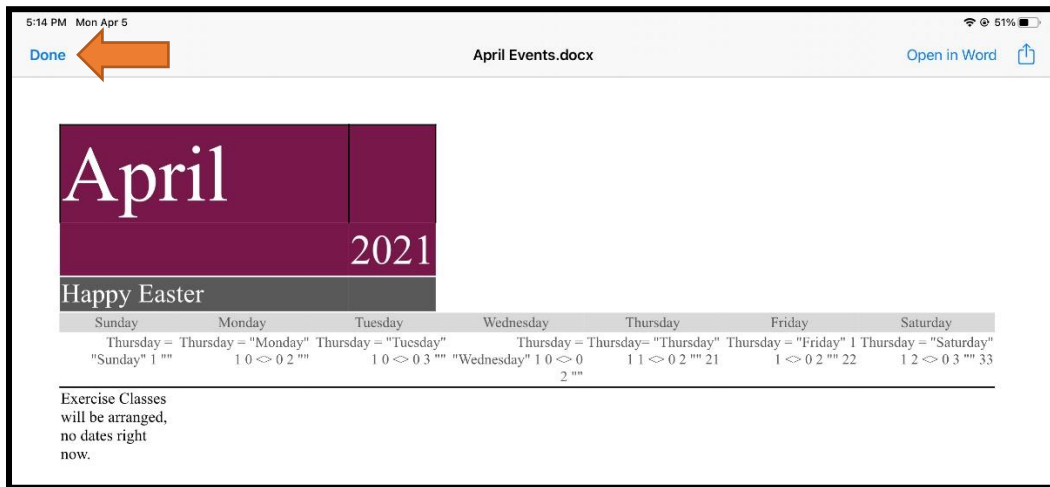
2. Tap on the email you received.



3. Once in the email look for the attachment.



4. Tap on the Attachment and view the contents of it.

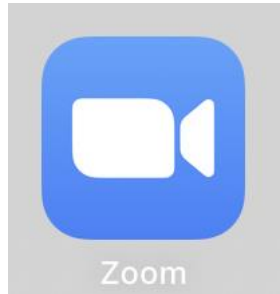


You can slide your finger up and down to move around it to view more.

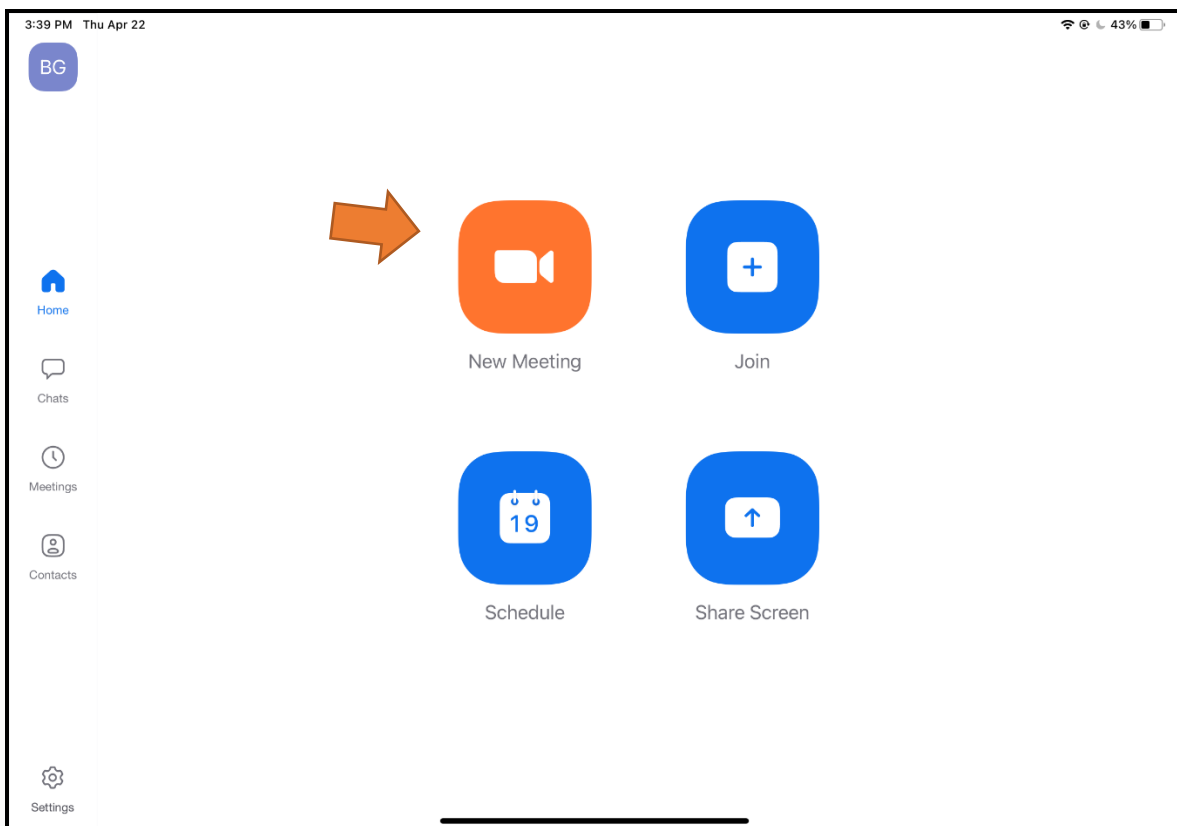
- Once you have finished looking at the document tap “Done” (The orange arrow in the picture above.) to return to Mail.

How to Send a Zoom Invite

Step 1. Navigate to Zoom and tap on it to open it.



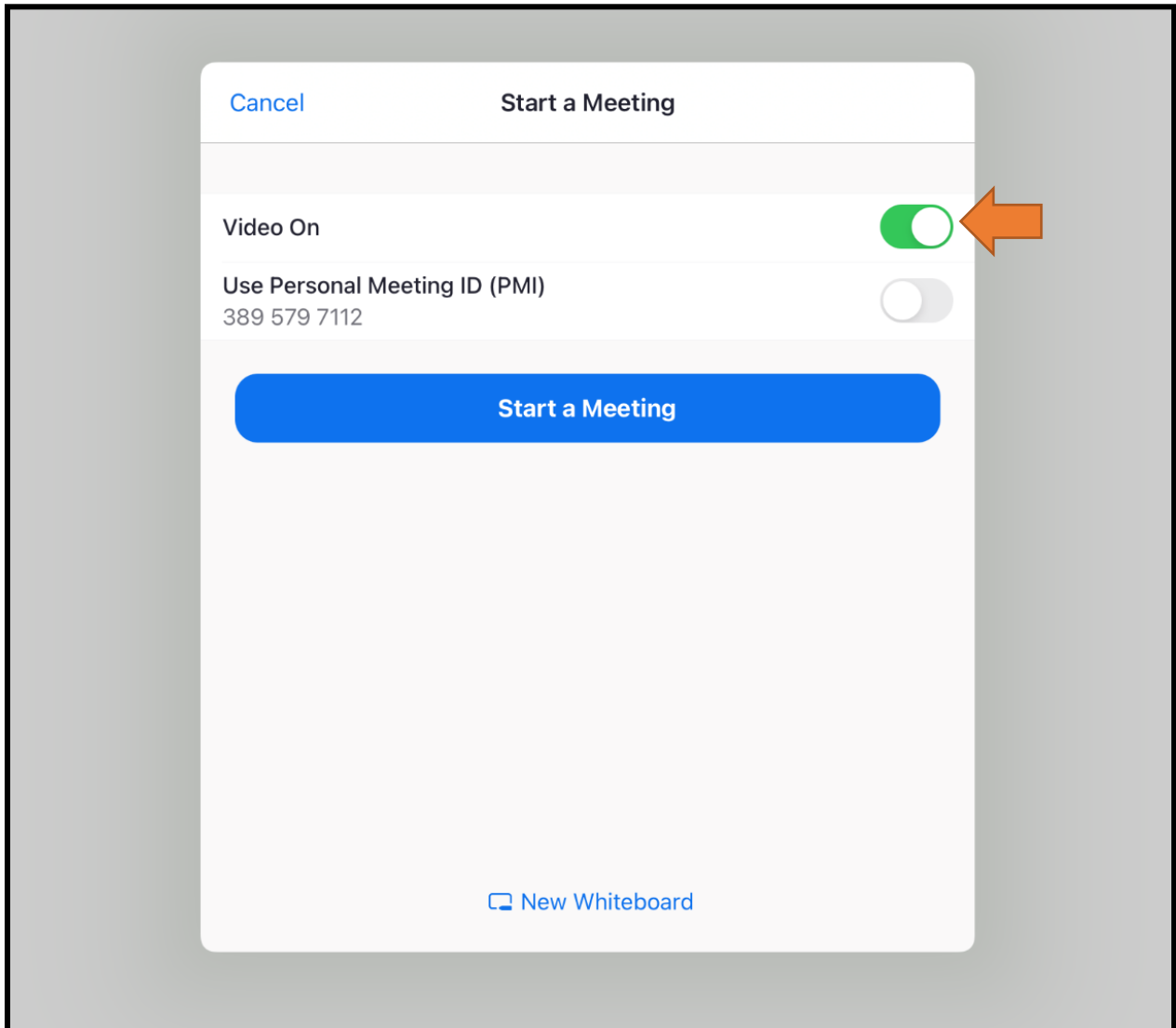
Step 2. You will now see the screen shown below. If you see another screen you will need to create an account and sign in. If you would like assistance for this please contact a Virtual Care team member



Step 3. Click on the orange icon that says “New Meeting”.

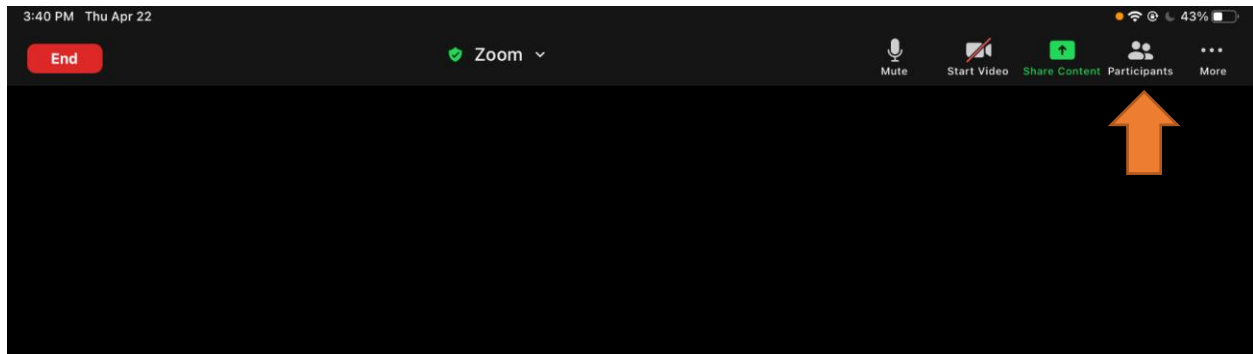
Step 4. Now you will see the image below, tap on the circle pointed at by the arrow to change it to green.

Once done tap on **“Start a Meeting”**.

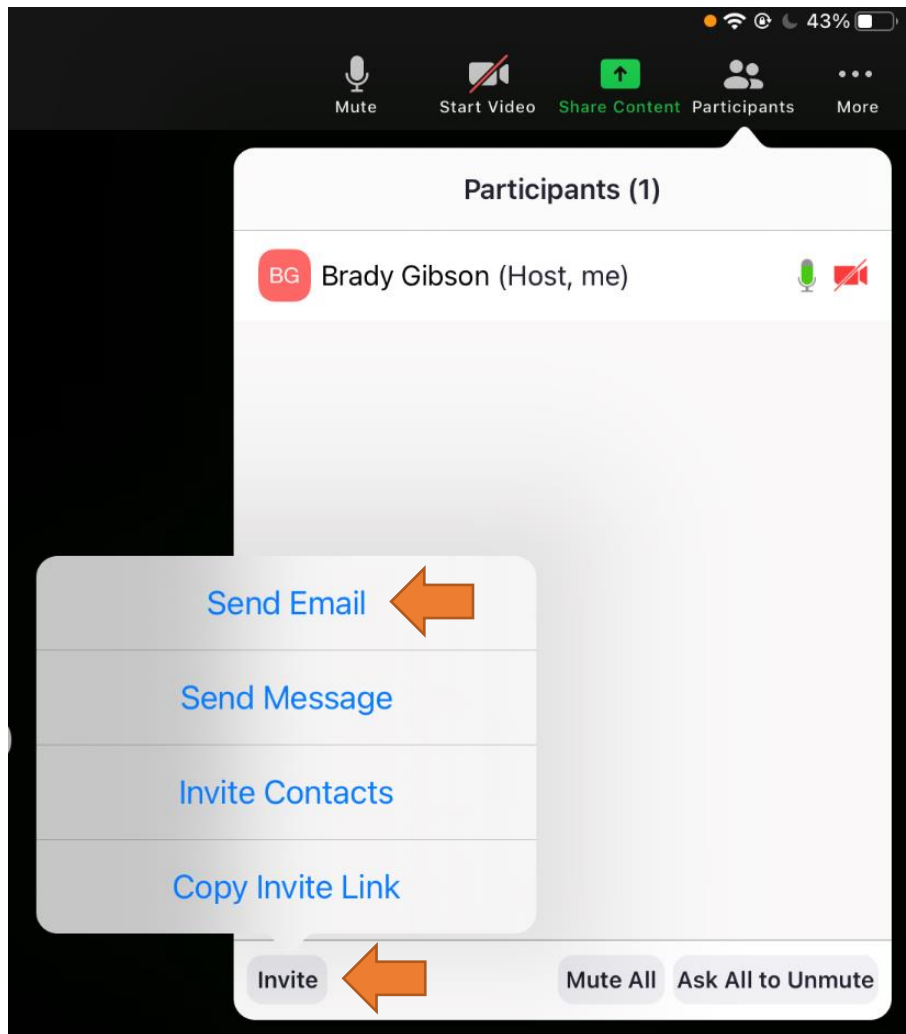


Step 5. You will now be in the meeting by yourself, now you must send an invite to someone.

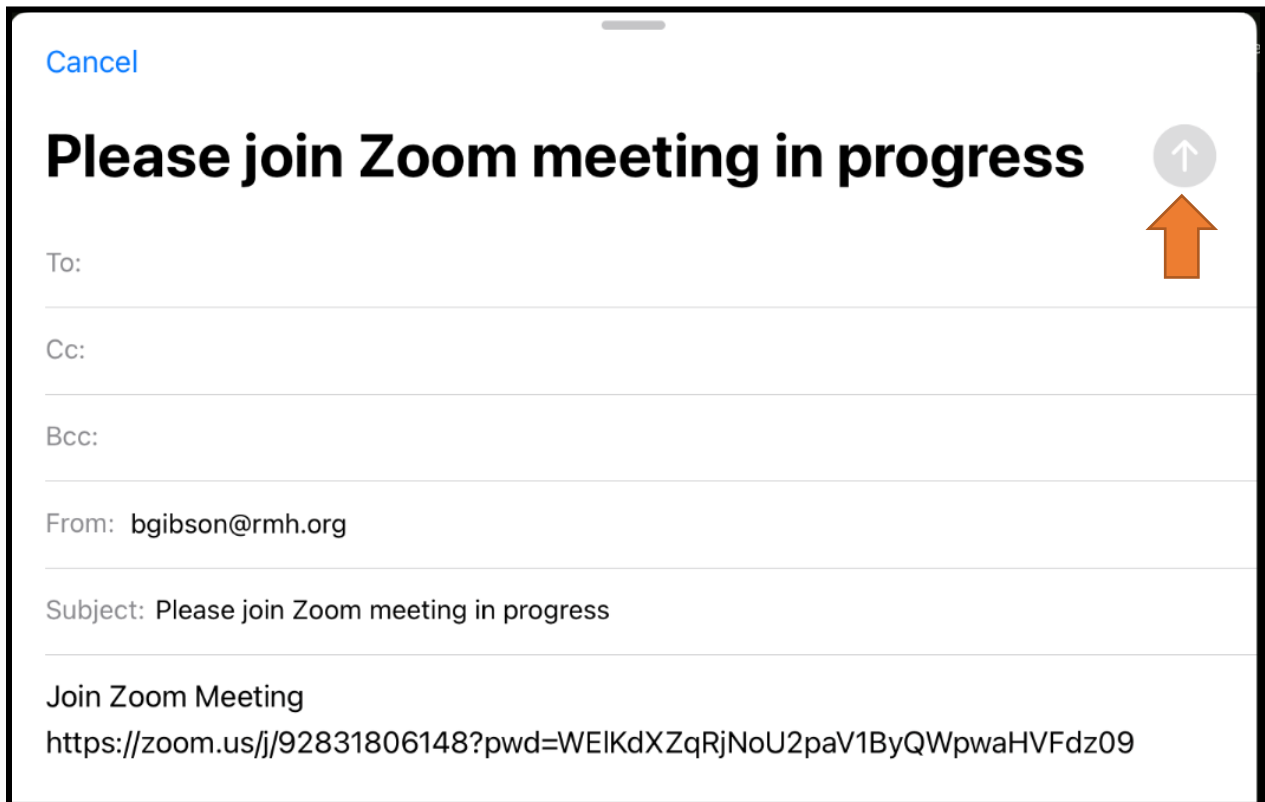
Step 6. To invite someone, you will tap on the “**Participants**” icon.



Step 7. You will see the Participants area pop up, then you will tap on the “**invite**” button. Then another area will pop up, you will then tap on “**Send Email**”.



Step 8. You will now see something like the image below. Tap on the “To:” area and enter the email of the person you wish to have a Zoom meeting with. Then tap on the arrow to send.



Step 9. An invite has been sent and you can now wait for the person to join.