



**BAMIDELE OLUMILUA UNIVERSITY OF
EDUCATION SCIENCE AND
TECHNOLOGY
IKERE-EKITI.**

A DAY SEMINAR

FOR

ADMINISTRATIVE OFFICERS

PAPER: Uses of Internet

Directorate of UCRC

How to connect your device to the internet.

1. Ensure that the source of the internet is on

It may seem obvious, but a common mistake that's often made when connecting to the internet is not making sure the source of the internet is on. Especially if you've just set up a router and/or modem, ensure that it's on and that everything is plugged in properly, and that any lights on it aren't indicating that there are problems. Cords can also be unplugged or slightly pulled out of the wall, rendering the operation futile. Make sure that everything is plugged in properly and is working right before getting started.

2. Know what "path" to take to get to your network settings.

Regardless of what operating system or device you're using, you'll probably need to access your network settings at some point in the process. The process is slightly different for every device, but the general path that you'll need to take to access your network settings is usually the same, depending on the OS. Some common devices or operating systems, and their paths to the settings, are listed below.

Windows XP: Start → Control Panel → Network and Internet Connections.

Windows Vista: Start → Network → Network and Sharing Center.

Windows 7: Start → Control Panel → Network and Internet.

Windows 8: Start → Search "View network connections" → View Network Connections.

Windows 10: Search "View network connections" → View Network Connections.

3. Methods of Connecting:

- a. **Connecting Using an Ethernet Cable:** Get an ethernet cable and any needed adapters. Many recent devices can connect directly to the router via an ethernet cable. However, some aren't built to do that. Laptops, for example, often don't have components for using ethernet. For that reason, make sure you get any adapters you may need for the ethernet cable to ensure that you can use it. Ethernet cables are all different; for example, a Cat-5 or Cat-5e cable runs at slower speeds than a Cat-6. However, it's also largely dependent on the router's connection and how many people will be connecting to the network at once. Unless you're doing very, very intensive upload work, you're probably not going to need a Cat-6 cable if you're the only one on the network. You cannot connect a mobile device (e.g. a smartphone) to ethernet with an adapter.

- b. **Connect one end of the ethernet cable to the broadband source:** The broadband source will most likely be a router, but in some cases, it may be a modem. In either case, you'll need to plug in one end of the ethernet cable to the broadband source to ensure that the computer will connect.
- c. **Connect the other end of the cable to the computer:** Find the ethernet jack on your computer and plug it in. This jack will typically be located on the back of the computer, where the other components plugin. If your computer doesn't support ethernet, you'll need to make sure the computer is connected to the adapter, and then connect the cord via the adapter.
- d. **Access your computer's settings:** You'll need to ensure that the computer is set to recognize the ethernet, rather than wireless. Most likely, you'll have to turn off your wireless connection to ensure that the computer recognizes the ethernet connection instead.
- e. **Test out your internet connection:**Open up a page in a web browser and see if it loads. Some web pages can take longer to load than others, and others crash sometimes, so you may want to try and load a reliable website (e.g. google.com or isup.me) to ensure that the connection is running.
- f. **Troubleshoot if you can't connect:** Ethernet is more reliable than Wi-Fi, but that doesn't mean that things still can't go wrong. If you're having trouble with the ethernet, it can stem from many problems, but make sure that the basics (e.g. the router being connected) are established, and that your computer isn't being troublesome. Make sure there's no problem with the ethernet cable (which can range from "the cord wasn't plugged in all the way" to "the cable is faulty/broken and needs to be replaced"). Check if the router is having trouble, and reboot it if so. Contact your ISP if resetting the router doesn't work, but the cord and computer's ethernet connection work fine. Rarely, your computer's ethernet card may turn out to be defective. If this is the case, contact the seller of your computer or the computer's manufacturer.

4. Connecting Using Wireless Broadband

- a. **Make sure that the Wi-Fi connection for your device is on:** Regardless of the device, it's possible to turn off Wi-Fi. Some devices have a physical switch that turns on or turns off the Wi-Fi, while others just have the ability to toggle Wi-Fi on the software settings. Make sure that the computer does not have the Wi-Fi capability turned off before proceeding.
- b. **Access your device's settings:** Navigate to your device's settings and open them, and then navigate to the network settings. You can also click on the Wi-Fi icon on a computer's toolbar to open up a dropdown menu, which will list the names of the connections in the area.
- c. **Find the name of your Wi-Fi network:** Your broadband network's router should have the default name written on it. The name of a hotspot network will usually show up by default as the name of your cellular device (e.g. "[Your name]'s iPhone"). Find this name and select it. Wi-Fi or hotspot names can be changed, but if you've changed the name of your network or hotspot, you probably know what it is. If you weren't the one to change it, or you don't know what the name is, ask the person in charge of the network.
- d. Enter the password to the network or hotspot. Some networks are public, but most aren't. If the network you're trying to connect to has a password, you'll be prompted for that password before you can connect to the network. The default password will usually be listed on the router, but if you don't know the password, ask the person in charge of the network. Some protected public networks may have varying passwords per person. For example, a school may allow students to log on to the network with their student ID number, rather than a single set password.
- e. Wait for the computer to connect. It often takes a few seconds for a computer to connect to a wireless source, but if the computer can't establish the connection to the router, it will time out the Wi-Fi connection. In this case, move closer to the source, or disconnect and then reconnect your computer to the Wi-Fi.
- f. Test out your internet connection: Once you've connected to the internet, open up a page in your web browser and wait for it to load. Since some pages can crash, you may want to load up a reputable website, such as google.com or isup.me to ensure that the


website isn't going to be down. If your Internet is slow on one device, try joining the network on a different device to determine if there's an issue with your router.



- g. Troubleshoot if your computer won't connect to the internet:** For some people, the Wi-Fi will connect without a hitch. For others, that's not the case. There are many reasons that a computer may not be able to connect to the wireless connection; most computers have built-in software that can distinguish what the problem is. A few common problems are listed below: Some older computers are unable to connect to the internet wirelessly. You may need an ethernet cable to get online. If the internet is slow or won't connect, you may be out of range of the router or hotspot. Try moving closer to the source. If the network isn't showing up, you may be out of range, or the network may be down. Try moving closer or rebooting your router. You can also try putting your router up on a higher shelf to boost the signal.

How to send an email

- 1. On your computer, go to *gmail***

Steps:

- At the top left, click  ***Compose***.
- In the "To" field, add recipients. You can also add recipients:
- In the "***Cc***" and "***Bcc***" fields.
- When you compose a message, with a "+" sign or "@mention" and the contact's name in the text field.
- Add a subject.
- Write your message.
- At the bottom of the page, click Send.
- : To add individual recipients and groups of contacts you created with labels, click To:.
- Send messages with confidential mode
- Important: If you're using Gmail with a work or school account, contact your admin to make sure you can use the confidential mode.

- On your computer, go to Gmail.
- Click  Compose.
- In the bottom right of the window, click Turn on confidential mode  .
Tip: If you've already turned on confidential mode for an email, go to the bottom of the email, then click Edit.
- **Set an expiration date and passcode.** These settings impact both the message text and any attachments.
- If you choose "No SMS passcode," recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.


If you choose "SMS passcode," recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.

Click Save.

Recall an email with Undo Send

If you decide you don't want to send an email, you have a short time after to cancel it.

Right after you send a message, you can retract it:

- In the bottom left, you'll see "Message sent" and the option to "Undo" or "View message".
- Click Undo.
- Choose an amount of time to recall a message
- On your computer, go to Gmail.
- In the top right, click Settings  > See all settings.
- Next to "Undo Send," select a Send cancellation period of 5, 10, 20, or 30 seconds.

Options for adding message recipients

Add recipients (Cc)

When you add recipients to your message, you have the option to add a "Cc" field. Anyone in this field will see the other recipients of the message.

"Cc" is often used to add recipients to an email who don't need to take any action.

Hide recipients (Bcc)

If you're sending a message and want to hide a recipient's email address, you can add them in the "Bcc" field.

How "Bcc" works:

The recipients won't know that you added anyone to "Bcc."

Anyone you add to the "Bcc" field will see that they were added using "Bcc." They will also see message recipients in the "To" and "Cc" fields.

Note: If they don't use Gmail, they may not see this information.

People you add in "Bcc" can't see the name or email address of anyone else you add in the "Bcc" field.

If people reply all to a message, people in "Bcc" won't see the reply.

Send an email to multiple recipients

When you write a message, you'll add the recipients in the "To," "Cc," or "Bcc" fields.

To add more than one recipient, put a comma between each name or email address.

You can also click "To," "Cc," or "Bcc" to add recipients or manage your contact labels.

If you need to send an email to multiple people, you can also create a group.

Note: You can add a group email address in the "To," "Cc," or "Bcc" fields.

How to Make a Mailing List in Gmail

Creating the List

- **Step 1** – Log in and click the "Gmail" drop down on the top left.
- **Step 2** – Select "Contacts" which will open a new window. There you will find your entire contact list on the right and a menu of options on the left (here is where you will find the option to "Go to the old version.").
- **Step 3** – Click on the "Labels" drop down.
- **Step 4** – Click on "Create label" which will open a small input box.
- **Step 5** – Type in your new group-specific name.

Once you click "OK" you will see your new group under "Labels," with the option to create another label.

Adding Contacts to Your Gmail Mailing List

You can always add members to this group by adding the label directly to their contact.

- Start by clicking on your chosen contact.
- Then click on the "Manage Labels" icon and choose the appropriate label from

the dropdown menu.

- A pop-up will appear confirming that the contact has been added.

Using the Gmail Mailing List

Your group is now created, you've added your contacts and you are ready to start broadcasting emails.

- When you click on the "Marketing Department" label, all associated contacts will appear along with this navigation bar at the top.
- The bar will show how many contacts are selected along with options to: Merge, Manage Labels and Send Email:
- Once you click on the "Send Email" icon you will be presented with the familiar Gmail compose window.
- You will notice that the address of all members within the group will be populated in the "To:" field.
- From here you would follow the standard procedure by adding your subject, message content and any attachments. Hit "Send" and you are done.
- Know that you know how to make a mailing list in Gmail, the process is simple enough to repeat, allowing you to create separate groups for all your needs.