



Getting Started with your Samsung tablet

1

You will receive a Samsung Galaxy Tab A, a case for the tablet & a data sim card will already be installed



2

Open the tablet box, inside you will see a tablet, a charging plug, a charging cable & a little silver pin

3

Remove the tablet from the protective sleeve





Getting Started with your Samsung tablet

To put the tablet in its case, open it up , make sure the little hole is on the top right hand side. Gently push the tablet into the case ensuring that the camera at the back lines up with the hole.

4



5

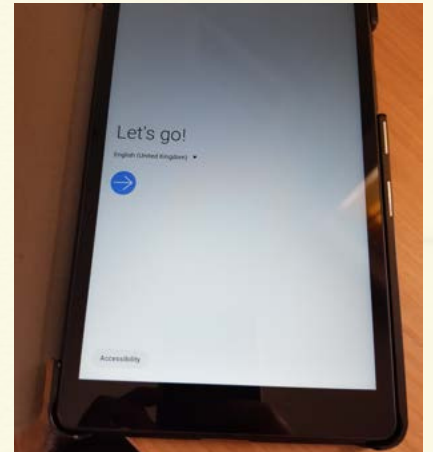
To turn it on, on the right hand side you will see 2 buttons press the top smaller button





Setting up your Samsung tablet

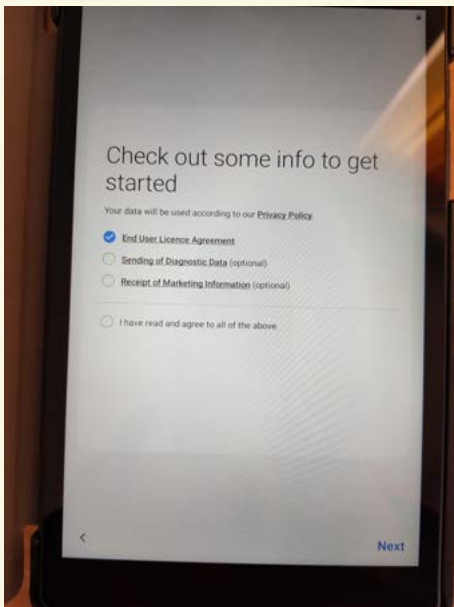
When the tablet has finished powering up you will get a screen that says Let's Go - touch the arrow to take you to the next screen.



1

You need to agree to the End User Licence Agreement but not the other 2, tap the circle, it will turn blue then press next on the bottom right

2



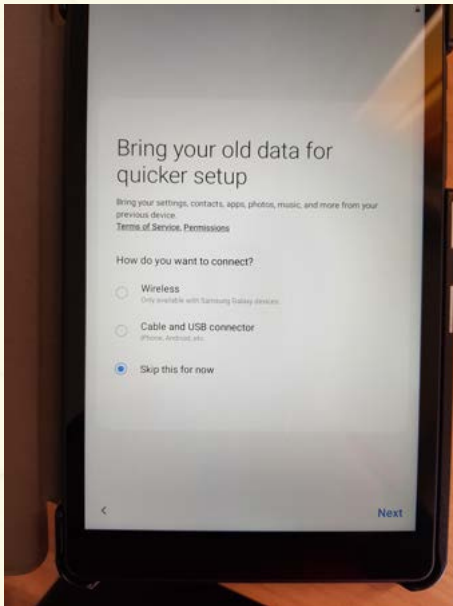
3

If the screen goes black just tap the screen or press the button to turn it on. It will then come back to life.





Setting up your Samsung tablet

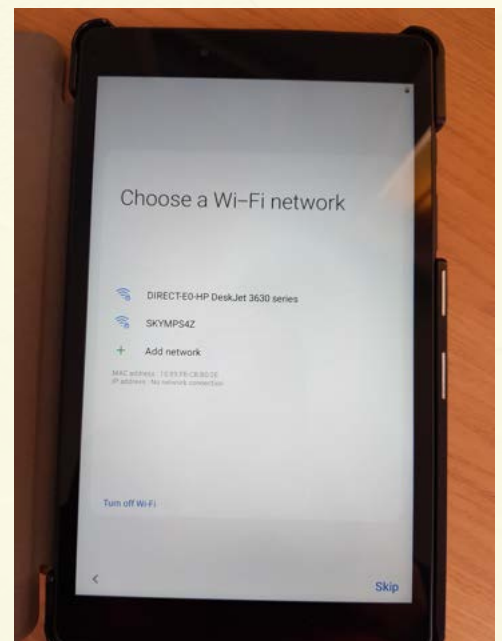


The next step is about transferring data from another device. Tap the Skip this for now circle then tap next.

4

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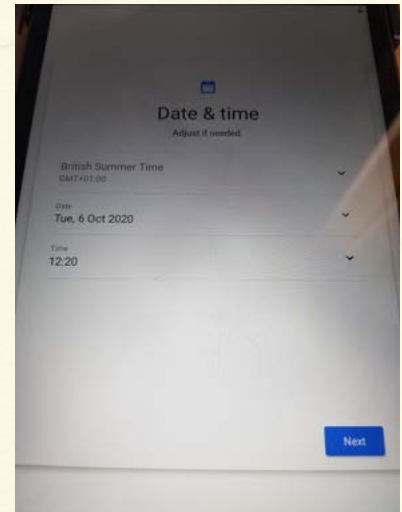
Next step is to set up wifi. You can just tap skip in the bottom right hand corner as your device has a data sim card in it so doesn't need wifi.



Setting up your Samsung tablet

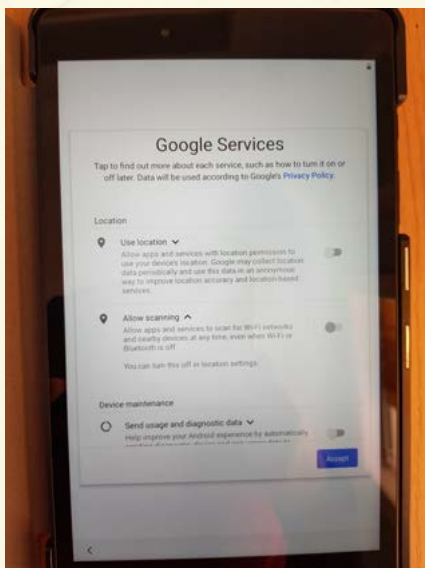
6

Next set the date & time by tapping each of the arrows, select the correct date & time then tap next.



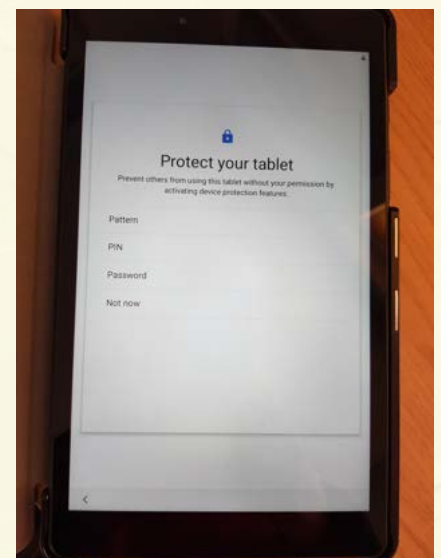
7

Next on the Google Services you will see 3 blue circles next to Use Location, Allow Scanning & Send usage and diagnostic data. You can switch all of these off by tapping the blue circles. Then tap accept



8

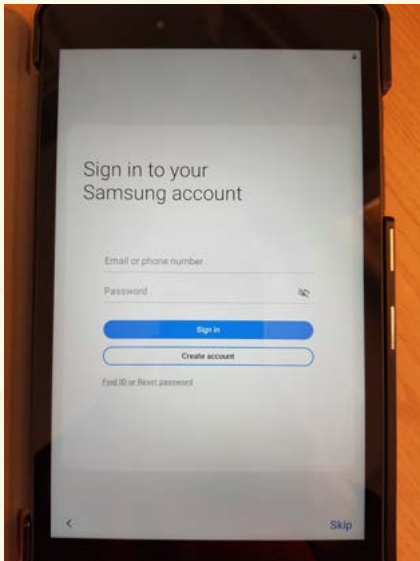
Next to protect your tablet you can set a pattern, pin or password. You will need to input this every time the tablet turns on or if the screen goes blank. Choose the option you want to use and set your protection code.





Setting up your Samsung tablet

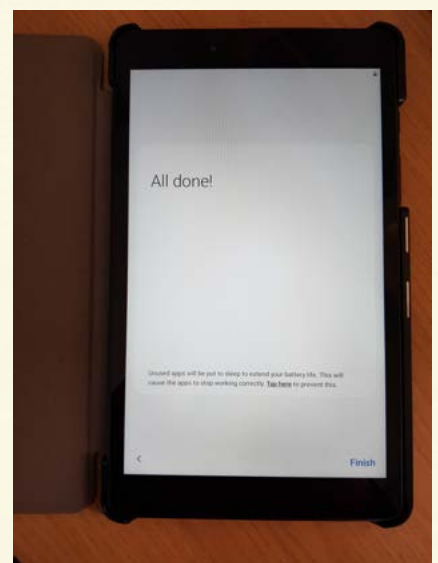
9



The next step is to sign into your Samsung account. You don't need to do this at the moment, it can always be set up later if you need any of what it offers.
Tap skip

10

That's the initial set up all done! Tap Finish





Charging your Samsung Tablet

1

In the box you will have a plug and a cable. Remove them from the box.



2

The plug will have the top prong flat against the plug (top photo). You need to pull it up so it will fit in the socket (bottom photo)



3

Turn the plug over. You will see a hole where the larger end of the charging cable needs to be inserted



4

To insert the cable into the plug hold the cable with the little symbol facing to the side that has Samsung written at the top and gently push it in.





Charging your Samsung Tablet

5

The other end of the cable fits into the little hole at the bottom of the tablet.



Gently push the smaller end of the cable into the hole in the bottom of the tablet. Make sure the little symbol is facing the top otherwise it won't go in.

6



7

Insert the plug into the wall and turn on the socket.



You will know that it is charging as the screen will tell you down in the bottom centre and the little battery symbol in the top right will have a lightening flash in it.

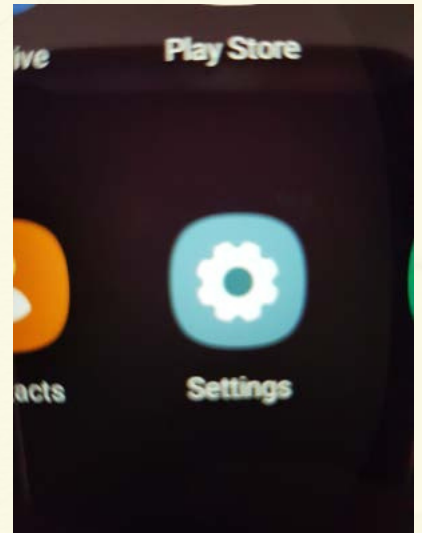
8



Accessibility Settings on Samsung Tablet

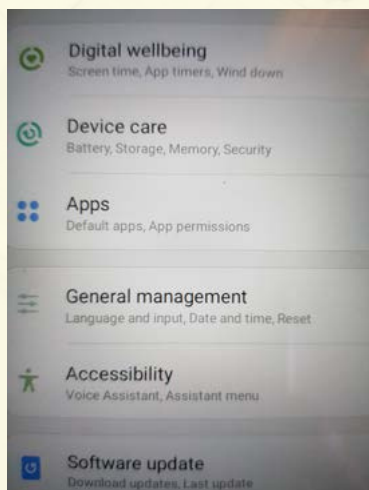
1

It is possible to change the font size, have the tablet speak to you when you press a button etc. To do this tap on settings.



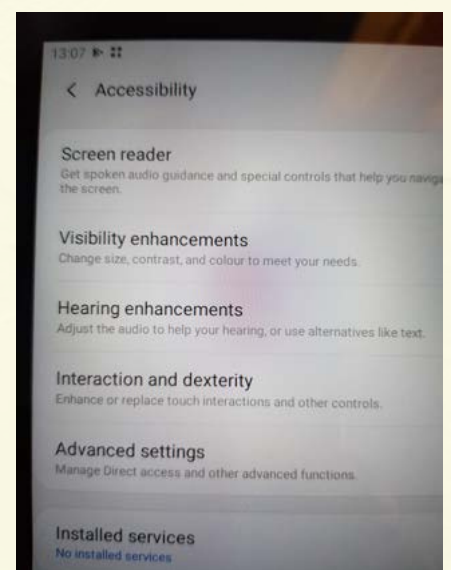
2

Next with your finger touching the screen gently move your finger up until you see Accessibility. Tap on the word accessibility



3

You will then see 5 different options that you can change. Each has a little description to help you work out what they each can do.

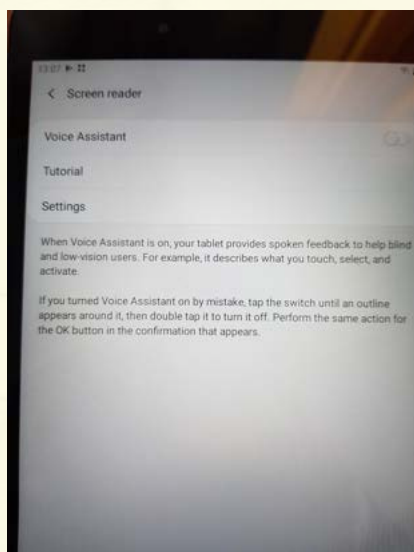




Accessibility Settings on Samsung tablet

In Screen Reader you can turn on the voice assistant. This will mean that the tablet will speak to you when you tap any of the pictures or buttons. To enable this tap on the white circle to the right of voice assistant, it will turn blue to show it is now active. To turn it off tap that circle and it will return to white.

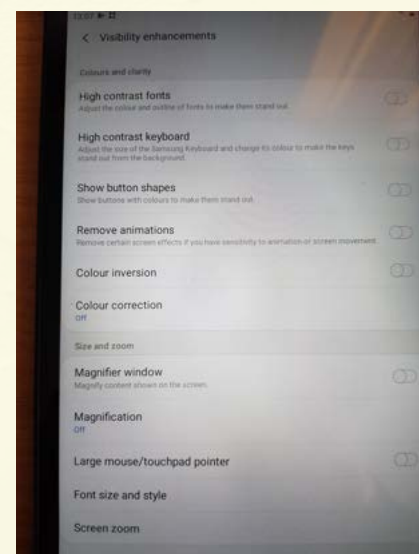
4



5

The visual enhancements allows you to change the colour & size of the fonts, the keyboard, buttons, magnify etc. Changing these can help you see what is on the screen better.

To enable any of the options tap on the white circle to the right of the options, it will turn blue to show it is now active. To turn it off tap that circle and it will return to white. It is best not to try them all at the same time but one by one, use the tablet for a bit to see if that makes a difference if not turn it back off and try another.

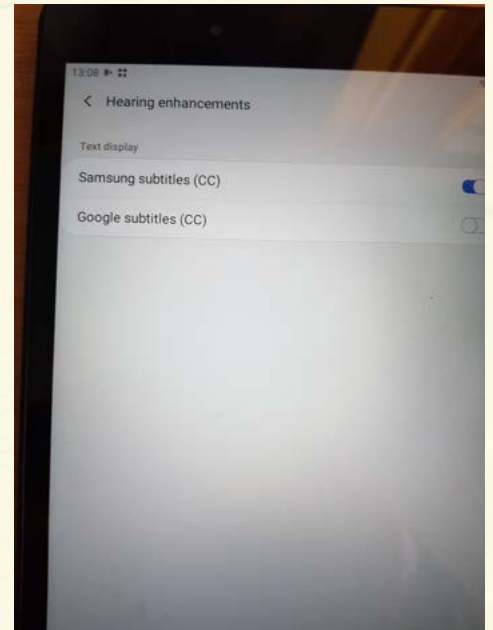




Accessibility Settings on Samsung tablet

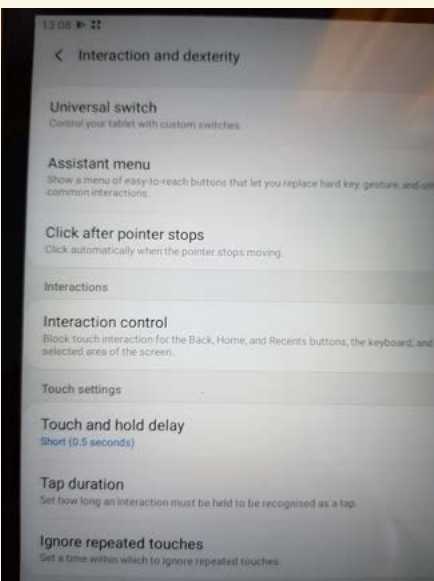
6

The hearing enhancements allows you to use text alternatives. It is automatically set to Samsung but you can change it to google if you wish. To do this tap the circle to the right of Samsung subtitles to switch this off then tap the circle to the right of Google subtitles to turn this one on



7

The interaction & dexterity allows you to enhance the touch controls. Here you can adjust how long you need to tap before it responds, turn on easy to reach buttons for common things you may do etc. To enable any of the options tap on the white circle to the right of the options, it will turn blue to show it is now active. To turn it off tap that circle and it will return to white.

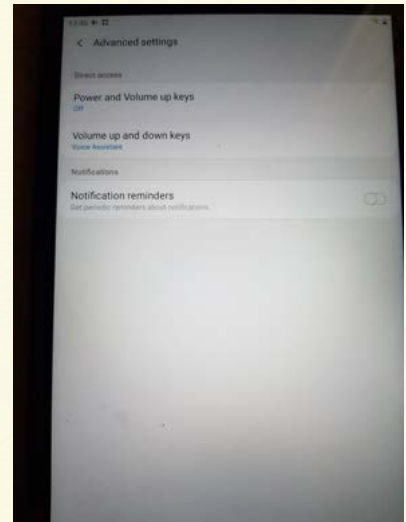




Accessibility Settings on Samsung tablet

8

The advanced settings allows you to get directly to your accessibility settings by pressing the volume or the power buttons. To turn this on tap on the white circle to the right, it will bring up a list of accessibility options tap on the white circle across of the ones you want to turn on.



Different things will work better for different people & a little trial and error may be needed to get the settings perfect for you.

My advice would be to do this alongside your digital buddy & just to change one thing at a time. See if that makes a difference before trying something else that way it is easier to keep track of what you have changed and what works for you and what doesn't

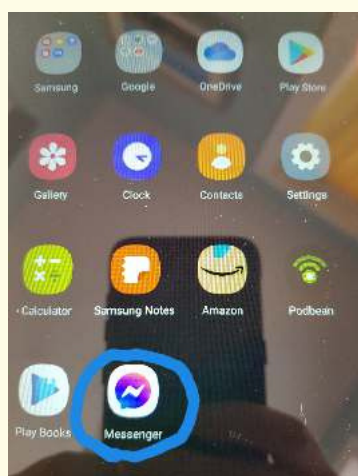
9



Video Calling via Facebook Messenger on iPad & Samsung tablet

1

To do this you will need the messenger app and a Facebook account (see the Facebook instructions if you don't have one)

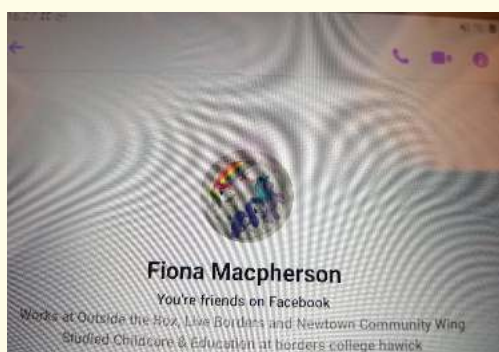
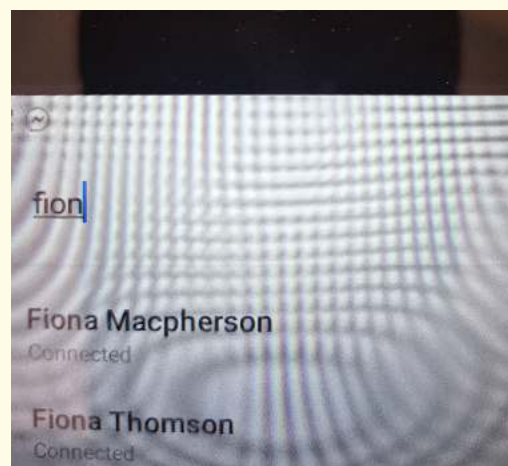


Tap on the messenger app to open it.

2

3

Tap on the friend you want to call or search for their name using the search bar at the top. When the name comes up tap on it



In the top right corner you will see a little telephone symbol & a video camera symbol. To video call press the video camera

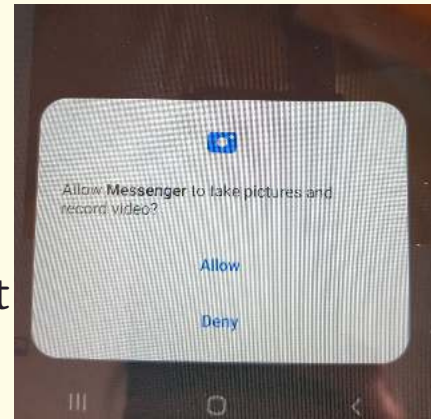
4



Video Calling via Facebook Messenger on iPad & Samsung tablet

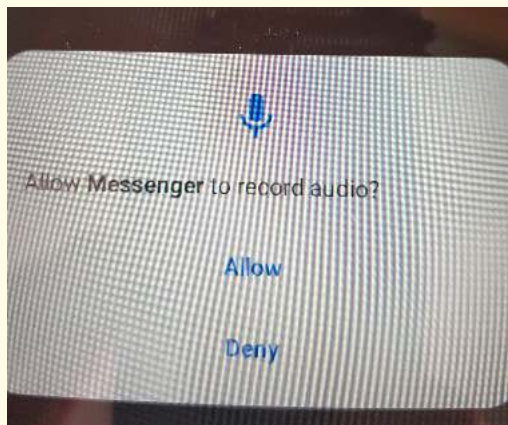
5

You will then get a message on the screen asking you to allow or deny messenger to take pictures & record video. Tap allow otherwise you won't be able to video call



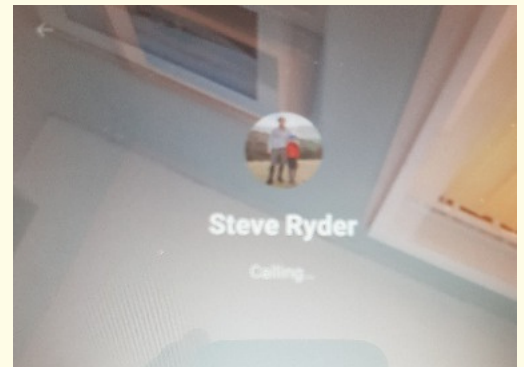
6

You will then get a message on the screen asking you to allow or deny messenger to record audio. Tap allow otherwise you won't be able to video call



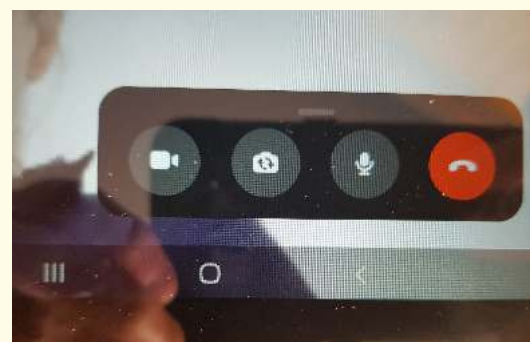
7

The next screen will tell you that you are calling the person you have chosen to call. When the person answers you will see them on your screen, you will be in the small box at the top right.



8

When you are ready to end the call tap the screen. A little bar will appear - tap the red circle with the phone symbol in it.

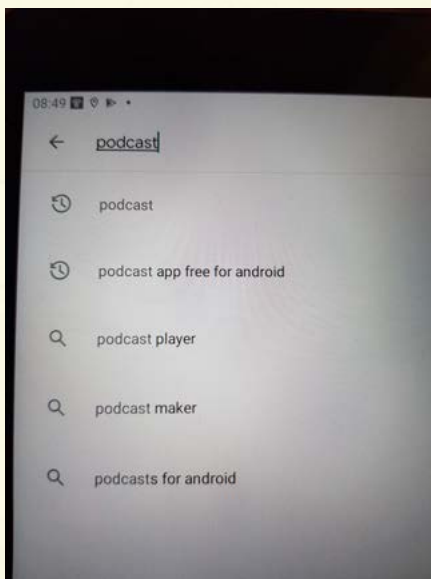
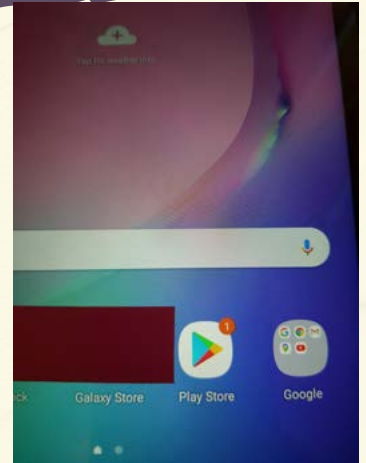




Listening to Podcasts on Samsung tablet

1

Go to the Play Store to download a podcast app

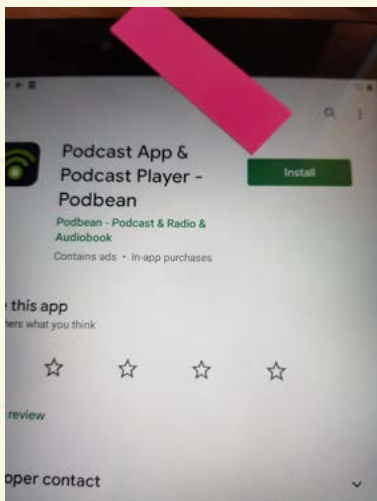
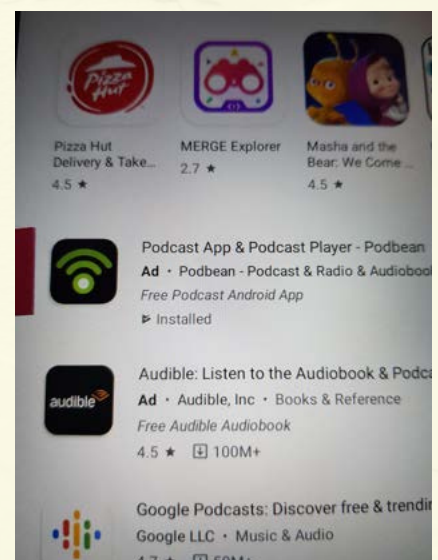


In the search bar at the top type in Podcast

2

3

Chose the one you want to download. I have chosen Podcast App & Podcast Player - Podbean



Tap on install

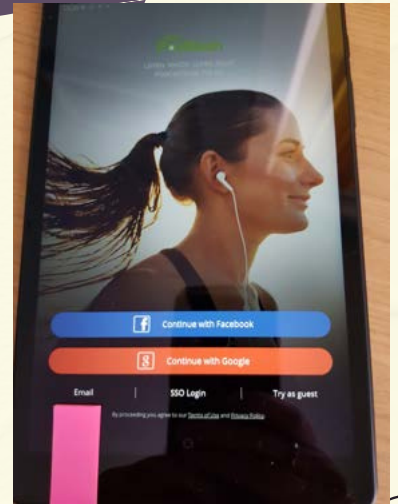
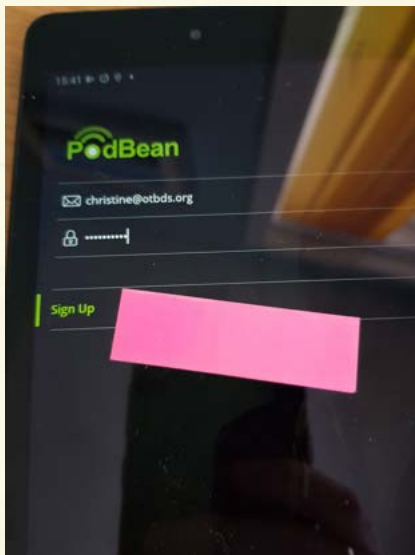
4



Listening to Podcasts on Samsung tablet

5

Once installed open the app & click on email on the bottom left to set up your account

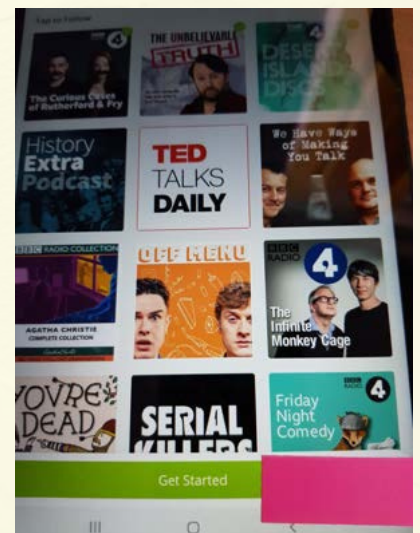


6

Enter your email address & choose a password. Once you have done that click sign up

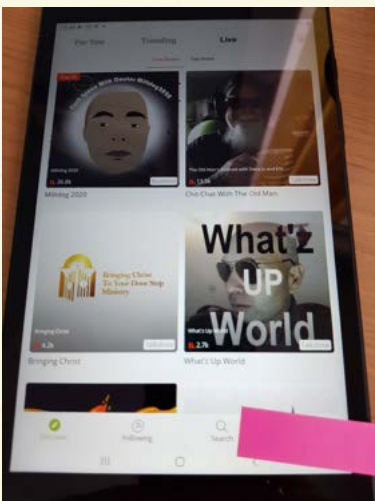
7

It will take you to a screen with lots of recommendations. Click on Get Started



8

From this screen you can see popular podcasts, your profile, who you are following & search for specific podcasts. To search click on search

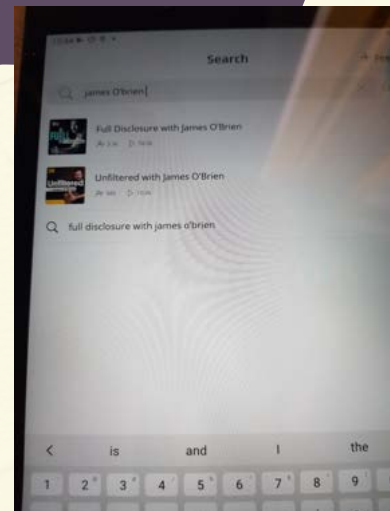




Listening to Podcasts on Samsung tablet

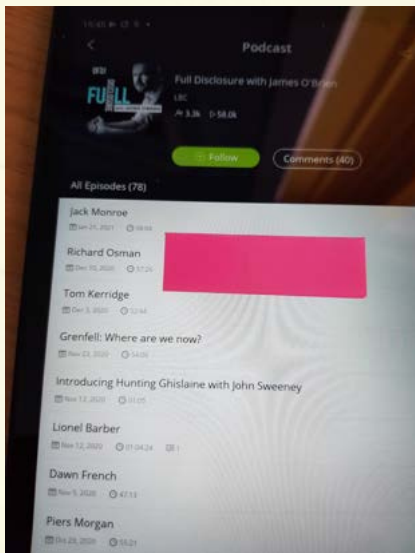
9

In the search bar type in the name of the podcast or the author. Click on the one you want to listen to



If they have more than one podcast tap the one you want to listen too.

10



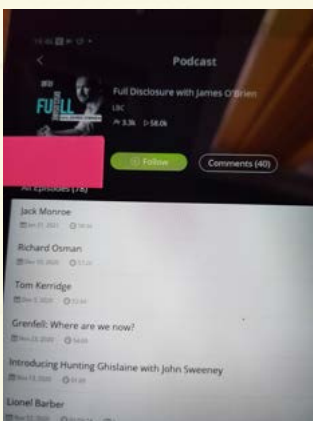
11

It should start playing automatically. If you want to pause tap the circle with the 2 lines. To play it again tap the same circle but this time it will have a triangle



12

If you want to hear more from that author you can tap follow. You will then be able to tap following at the bottom of main screen next to search to access podcasts by that author.

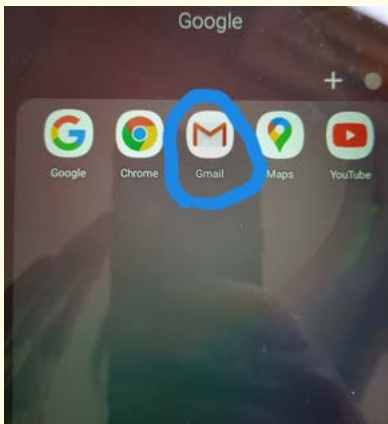
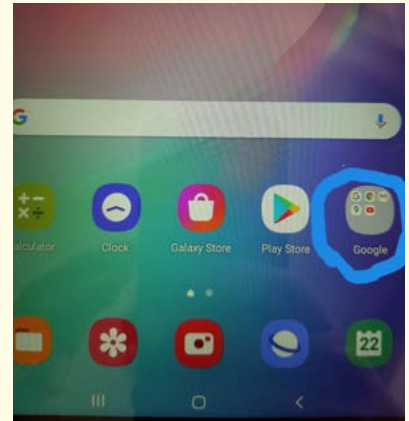




Sending an email using gmail on a Samsung tablet

1

To find your gmail account on your Samsung tablet tap on the google folder

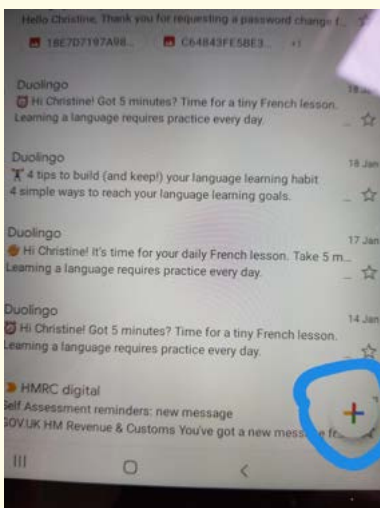
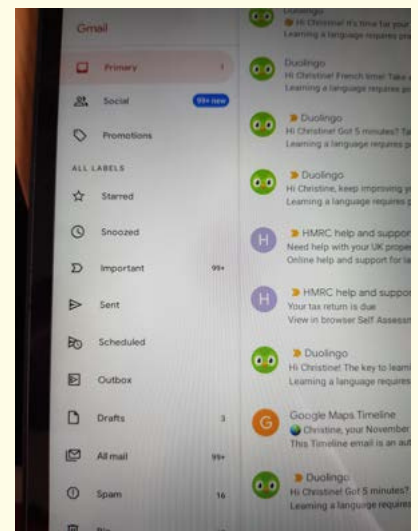


Tap on the circle with the red M - this is your gmail email account.

2

3

Your inbox will appear.
This is where all the
emails you have received
are stored.



To write an email to someone,
first you need to know the
email address of the person
you want to send an email too.
If you know it tap on the plus
symbol at the bottom right of
your screen. Sometimes it says
compose instead of the plus
symbol, if it does tap compose.

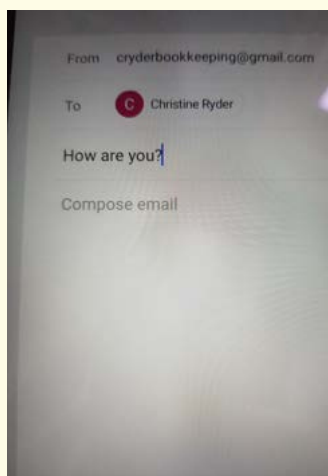
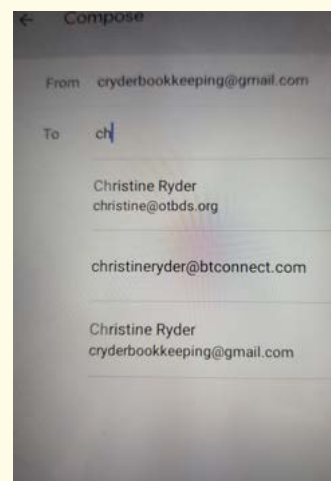
4



Sending an email using gmail on a Samsung tablet

5

A new window will open with compose at the top. Your email address will already be completed in the From box. In the To box start to type the email address of the person you want to email. If you have sent or received an email from them their email address should appear in the list. tap the one you want to email

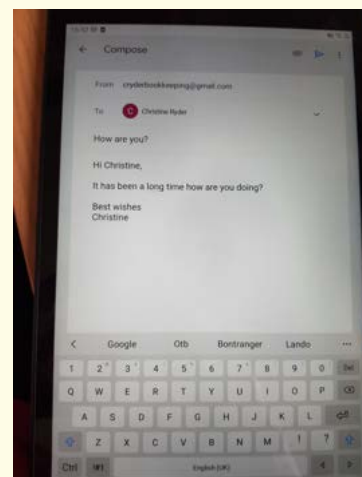


6

Where it says subject, tap and then type what your email is about.

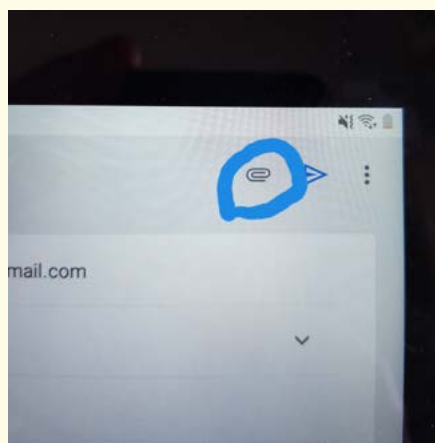
7

Tap where it says 'compose email'. This is where you write what you want to say in your email.



8

If you would like to attach a photo, video or file to your email tap on the paper clip symbol on the top right.

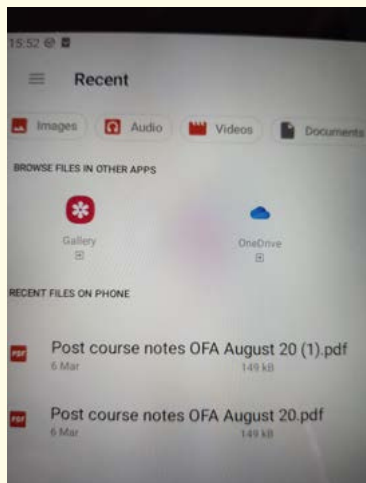
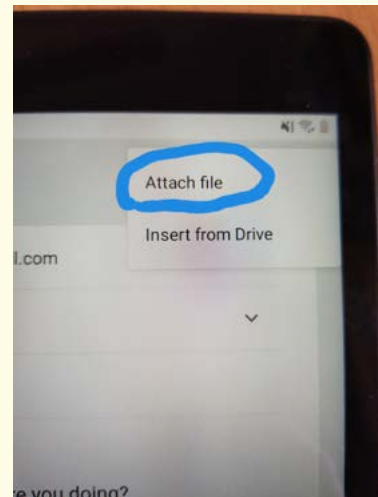




Sending an email using gmail on a Samsung tablet

9

You will then get an option to attach file or insert from drive. Tap attach file

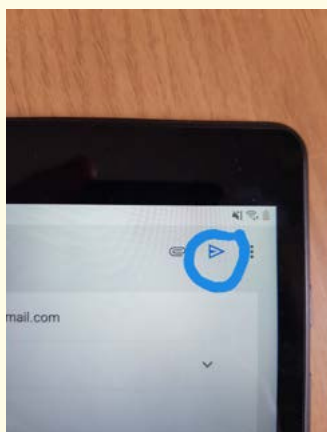
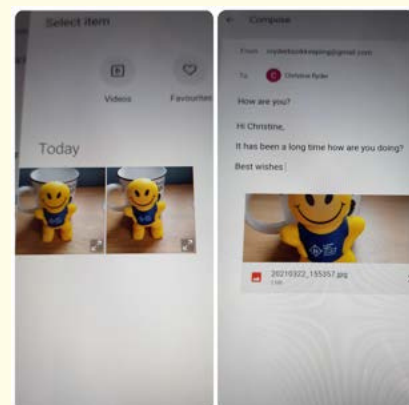


A new window will open up with options as to where what you want to attach could be saved. If it is a file it could be in documents or if it is a photo you want to attach either tap gallery or images

10

11

Tap on the file/image you want to attach. You will then be taken back to your email with your file/photo attached to the email.



When you have finished writing your email tap on the arrow in the top right corner to send it.

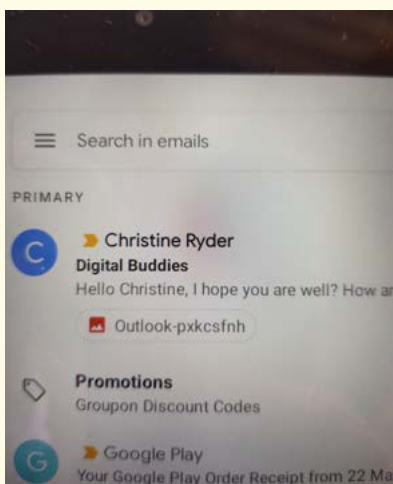
12



Replying to an email using gmail on a Samsung tablet

1

Open your gmail account. It has a red M

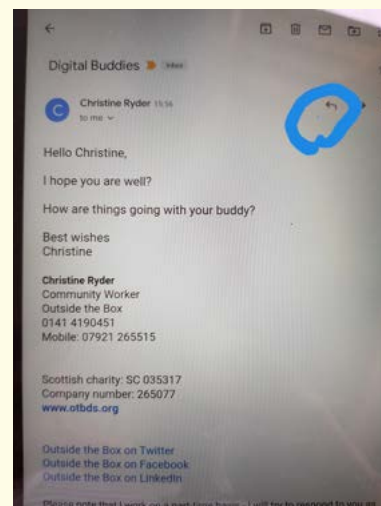


2

Unread emails will be in your inbox in bold. To open the email tap on the the message you want to read.

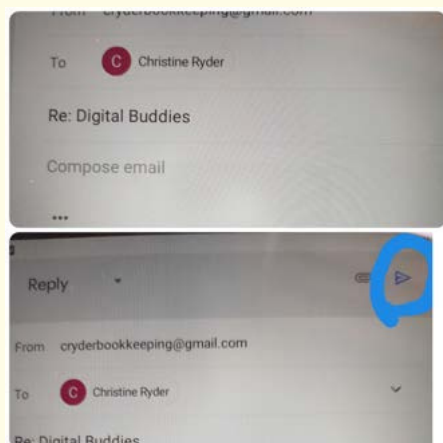
3

The email will then open so that you can read it. To reply tap on the arrow facing left on the right hand side of the screen



4

Your reply will appear with who it is being sent to and the subject already completed. Where it says compose email, tap then write your reply. When you are finished tap on the arrow at the top right of your screen to send it.

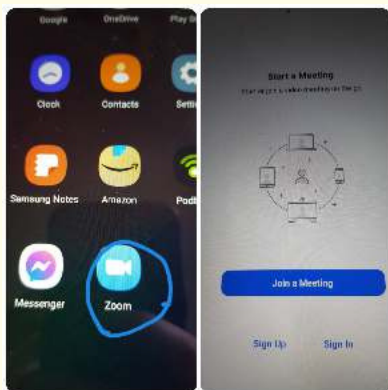
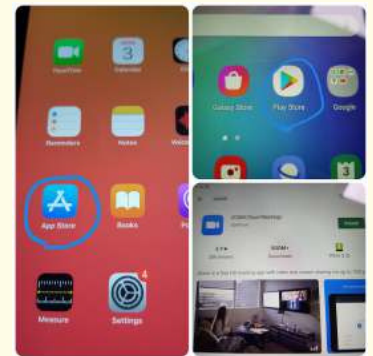




Joining a zoom meeting on a Samsung tablet or iPad

1

To join a zoom meeting for the first time you need to download the Zoom app from the play store/app store. Make sure you give yourself enough time to do this before the meeting is due to start.



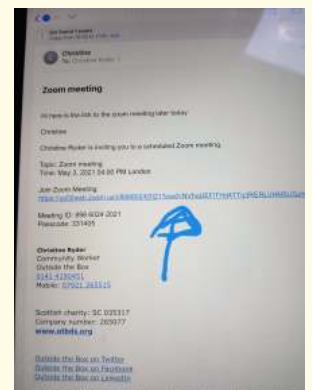
Tap to open the app. If you haven't used zoom before tap 'sign up' & follow the instructions. It will ask for your date of birth name & email address. Allow access to your audio and camera.

If you have used zoom before tap 'sign in' & enter your email address & password.

2

3

You have a couple of options as to how you join the meeting. The first option is to use the link sent by email, this is the most common way. Tap on the blue writing that starts <https://us02web.zoom.....>



The 2nd option is to tap on the zoom app. Tap Join and where it says Meeting ID type in the meeting ID. You will find this in the email you were sent with the link to the meeting.

The next screen will ask for the password. You will find that in the email too.

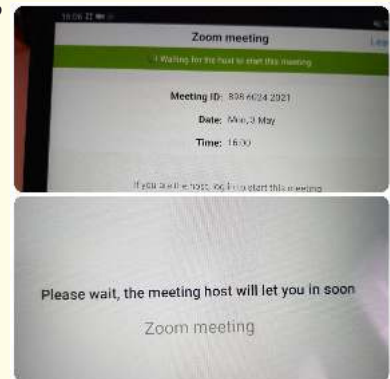
4



Joining a zoom meeting on a Samsung tablet or iPad

5

If you are a little bit early for the meeting you may get a message saying "Waiting for the host to start the meeting" or "Please wait, the meeting host will let you in soon". Don't panic, just wait. The host knows you are waiting, and will let you in when the event starts

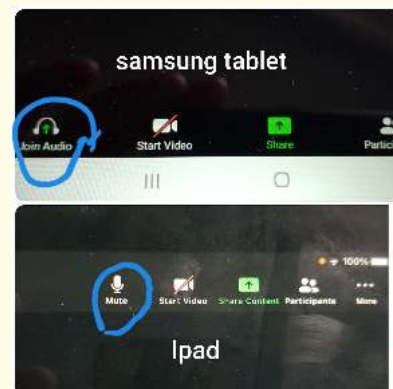


6

If you can see other people but not yourself that could mean that your camera is off. If you can't see this bar, tap the screen and it will appear. On an iPad pictures will appear across the top, on a Samsung tablet they will be at the bottom. Tap the video camera (it will have a red line through it) If the camera is on and you want to turn it off, tap the same video camera picture.

If people can't hear you you may be on 'Mute'. To unmute yourself tap the 'join audio' button on a Samsung tablet, or Mute on an iPad If you want to mute yourself tap on the join audio on the Samsung tablet or the mute on the iPad.

7



Useful Tips

- Sometimes in big meetings the organiser will turn everyone's camera off & mute everyone, or they may ask you to do it. Don't panic.
- If you are not talking put yourself on mute as sometimes people can get lots of noise in the background.
- If you don't want to be seen it is OK to turn your camera off, you are still part of the meeting and if you speak people will still hear you as long as you are not on mute.



Joining a zoom meeting on a Samsung tablet or iPad

8

When you tap you screen you will see the word Participants and a little picture of people. A list of everyone attending the meeting will appear. It will also show you if people have their cameras and sound on.



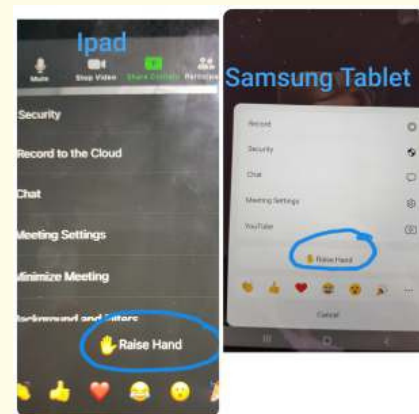
9

If you tap on the three dots with more written under it you will get more options that maybe useful during a meeting.



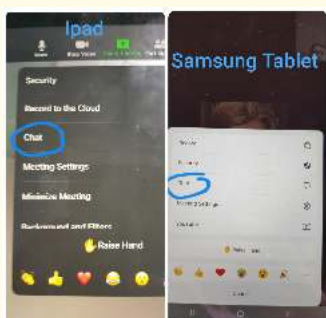
10

When you wish to talk in a meeting it can sometimes be difficult to get the attention of the person running the meeting. The best way let them know that you would like to talk is to raise your zoom hand. The hand is found under 'More'. If you tap it you will see a hand appear in the corner of your photo. When you have spoken tap it again and your hand will be unraised.



11

Under 'More' you will also find an option to chat. If you tap on chat you can write messages to everybody in the meeting or you can select an individual to message. You will also see what other people are writing here.

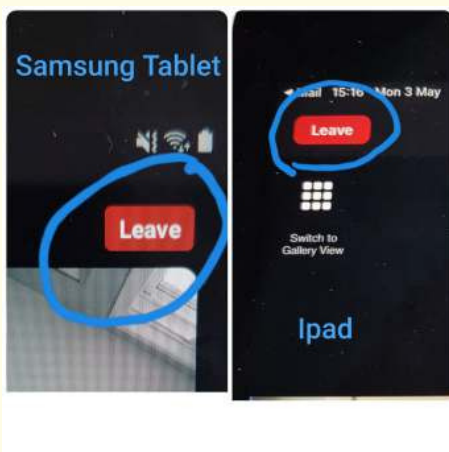
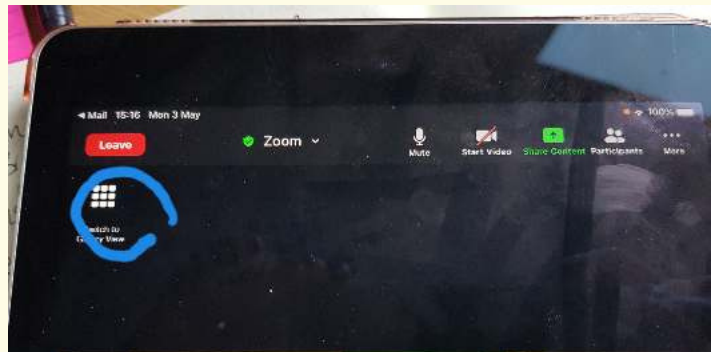




Joining a zoom meeting on a Samsung tablet or iPad

12

On the iPad it is also possible to change the view on your screen to see more people. On the left hand side you will see a square made up of lots of squares, this will change what you see to gallery view. If you tap it you will see more people who are part of the meeting rather than just the person talking. Unfortunately this is not available on the Samsung tablet.



When the meeting is finished, you can leave the meeting by tapping the screen. A red rectangle with leave will appear on the top left corner on the iPad or the top right on the Samsung tablet. Tap leave and that will end the meeting for you.

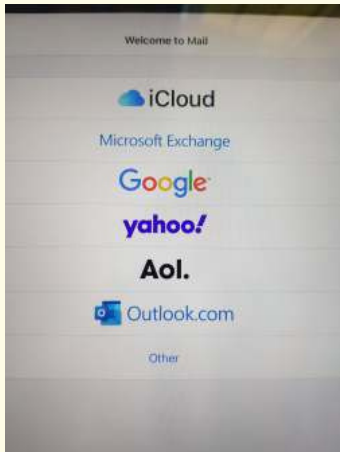
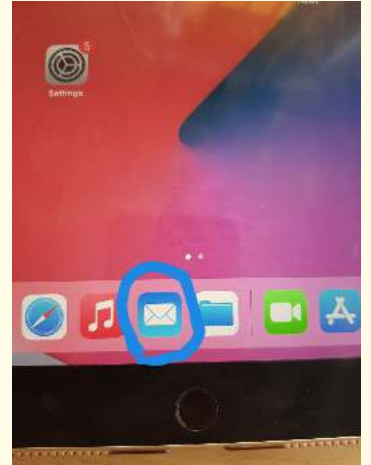
13



Setting up your email on your iPad

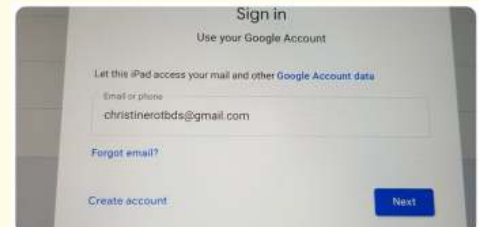
1

Tap on the blue square with the white envelope to open your email.



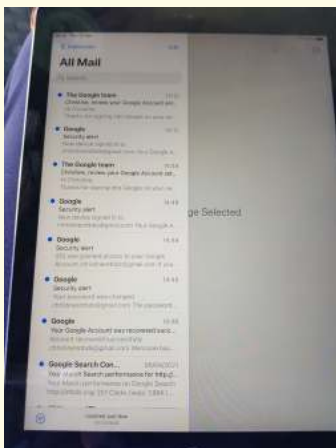
You now need to choose the correct provider for instance if you are using your icloud email address choose Icloud. If you have a gmail email address choose google. Tap on the correct one for you. Follow the instructions. I chose google.

2



3

Tap where it says email address and type in your email address. Tap next, type in your password & tap next again.



Your emails will then be appear in your iPad email account inbox folder.

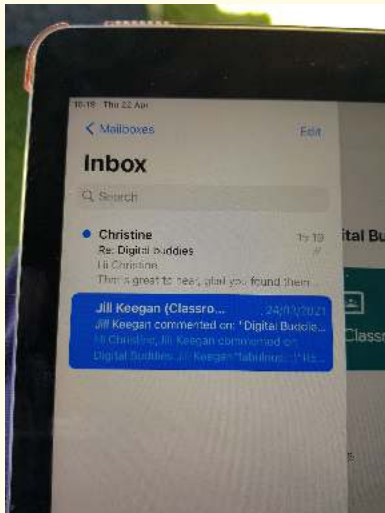
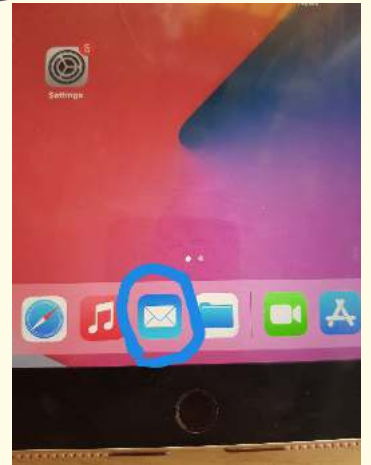
4



Sending an email on your iPad

1

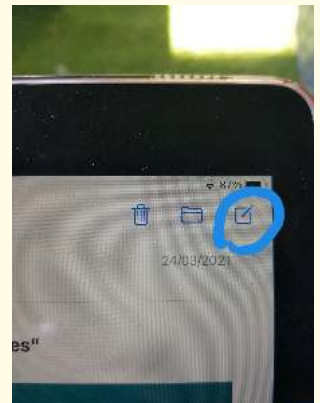
To send an email tap on the blue square with the white envelope in it.



It will open up your inbox where all your emails are stored.

2

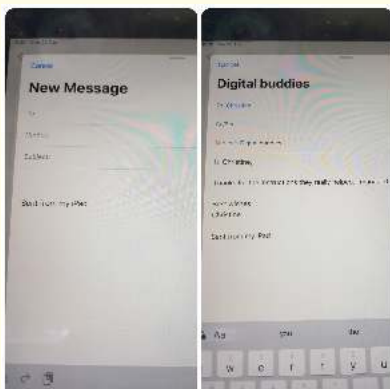
To write an email tap on the square with a pencil in the top right hand corner.



3

In the 'To' box start to type the email address of the person you want to email. If you have sent or received an email from them their email address should appear in the list. tap the one you want to email. Next tap on 'subject' and type in what the email is about to give the person you are sending it an idea of what it is about. Next tap above 'Sent from my iPad' and type in what you want to write in your email

4

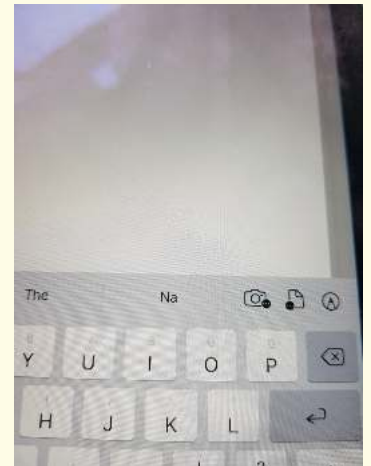
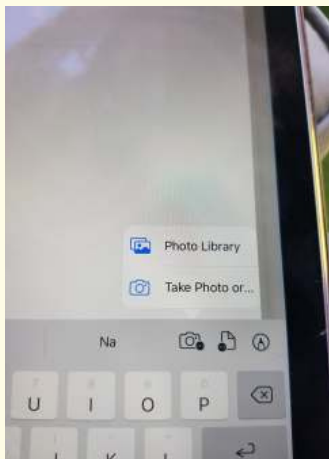




Sending an email on your iPad

5

If you would like to attach a photo, video or file to your email tap on either the camera to attach a photo or the rectangle with the corner folded over to attach a file. You will find these in the grey coloured bar above the keyboard.

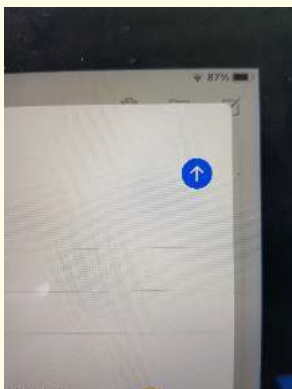


6

When attaching a photo it will give you the option to take a photo or go to your photo library where all the photos you have taken are stored.

7

If you choose to take a photo it will take you to your camera. If you want to attach one from your photo library it will take you to all your photos. Tap on the photo (s) you want to attach. When you have finished selecting your photos tap on the x in the right hand corner, it is opposite where it says photos. The photos will now be attached to your email.



8

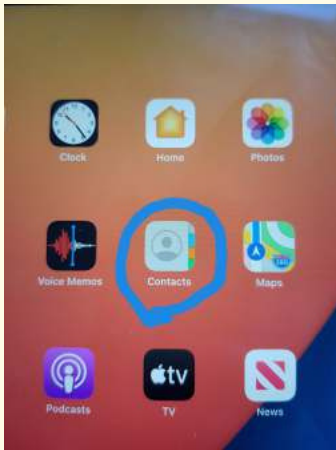
When your have finished writing you email tap on the blue circle with the white arrow in the top right corner to send it.



Video Calling using FaceTime on your iPad

1

You can use FaceTime to video call people who also have an Apple device such as an iPhone or iPad.

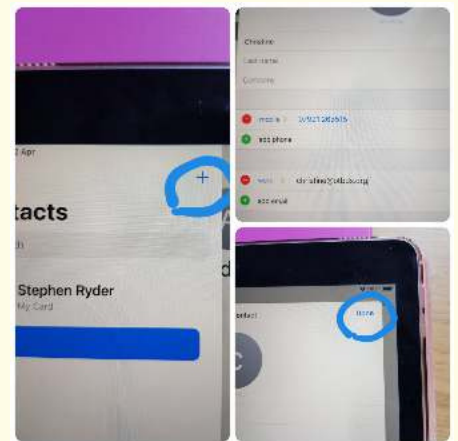


2

The first thing you need to do is make sure you have the person you want to call added as a contact. To do this tap on Contacts.

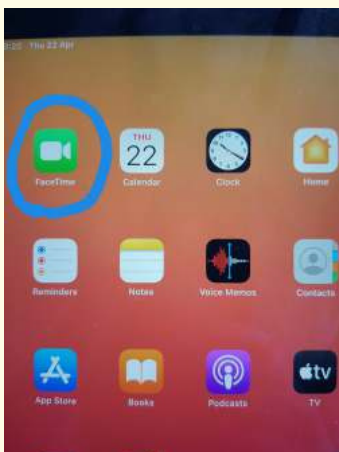
3

To add a contact tap on the + in the top right hand corner. Complete the details including phone number and email address. When you are finished tap on done in the top right hand corner.



4

To make the video call tap on the green square with a white video camera picture

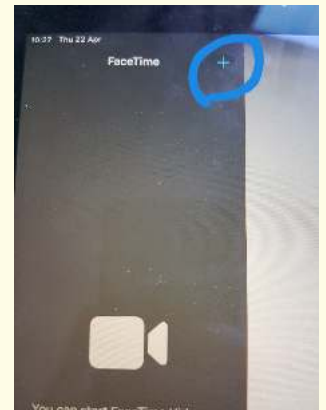




Video Calling using FaceTime on your iPad

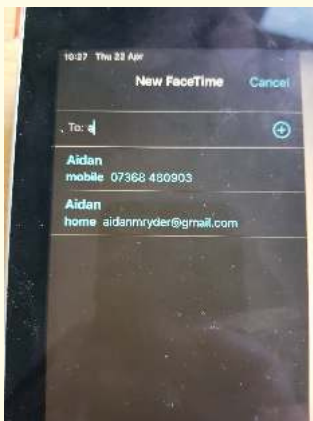
5

Tap on the + in the top right hand corner to add the person/people you want to video call.



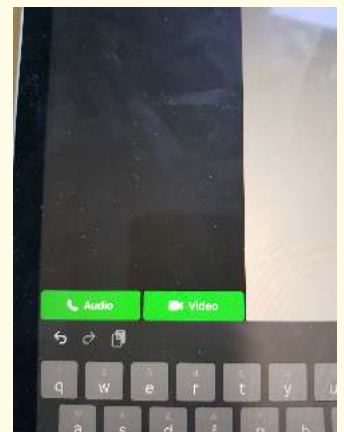
6

Tap where it says To and type the name of the person you want to call. A list of your contacts will appear, tap on the one you want to call.



7

Tap on video. Your iPad will then make the call. When they answer you will see them on your screen.



8

When you are ready to end your call tap the screen. A box will appear at the bottom with the options to turn off your camera, mute, flip the camera or end. Tap end.

