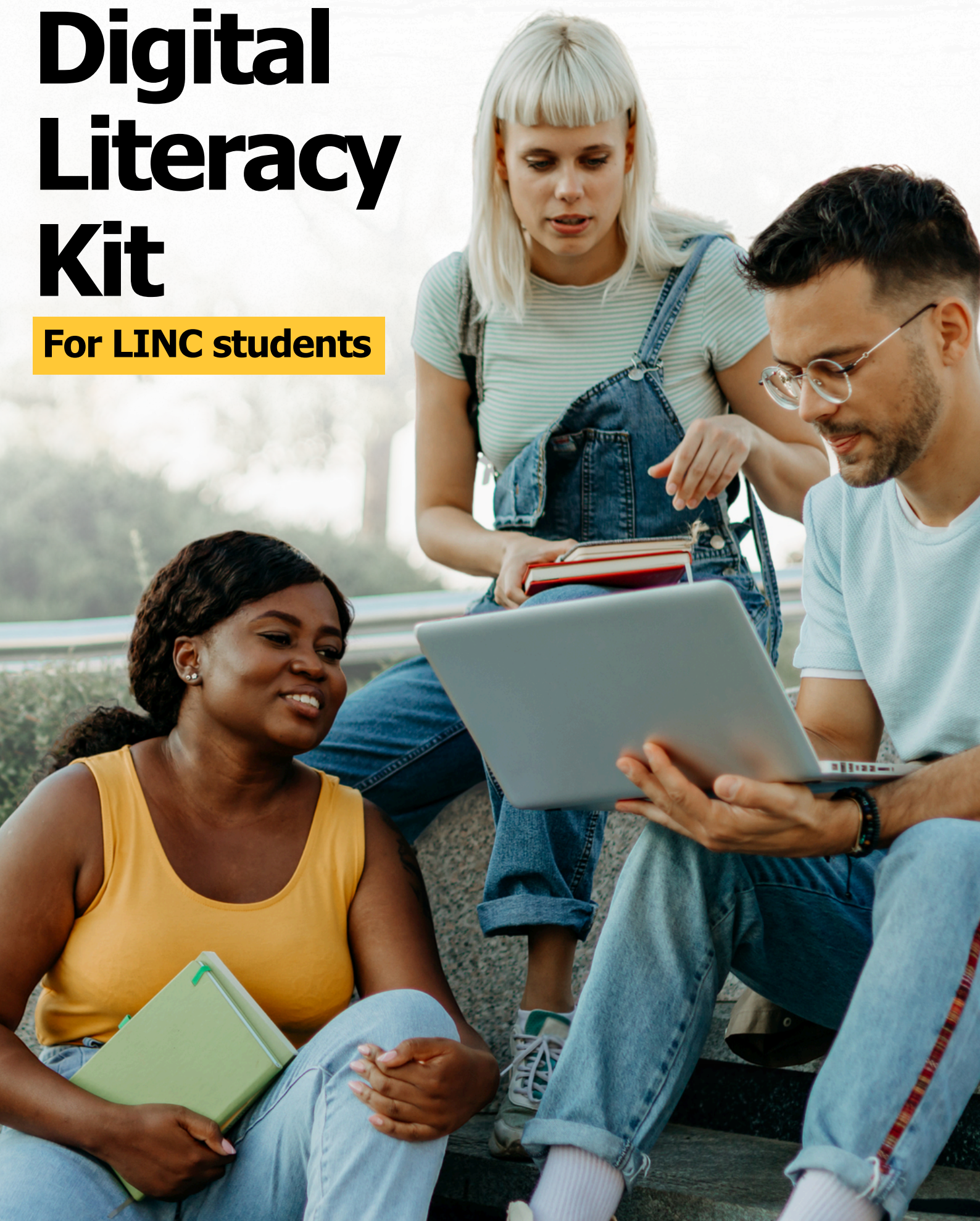COSTI

Digital Literacy Kit

For LINC students

COSTI

Digital & Email Basics Computer

- How to attach files from your computer to an email
- How to download and save a file on your computer
- How to get a free Gmail account on your computer
- How to reply to an Email on your computer
- Basic computer vocabulary
- How to sign out from your Gmail account
- How to use Email - Understand your inbox
- How to use the internet - Common browser commands
- How to use YouTube
- How to connect to WiFi on your laptop
- How to forward an Email on your computer
- How to join LINC's online class on Microsoft Teams
- How to send an Email in Gmail on a computer
- How to save or bookmark an internet page
- How to test your computer's microphone and camera
- How to use online video players
- How to use internet search

Digital & Email Basics Cellphone

- How to Connect to WIFI on Cellphone
- How to Reply to an Email on Cellphone
- Basic Cell Phone Vocabulary
- How to get a Free Google Email Account on Cellphone
- How to Test Microphone & Camera on Cellphone
- How to Download a File from Email on Cellphone
- How to Write an Email using the Gmail App
- How to Find Downloaded files on Cellphone
- How to Navigate Home Screen on Cellphone
- How to Use & Read Email on Cellphone

COSTI

Microsoft Teams

- Features of Microsoft Teams
- How to assign breakout rooms on Microsoft Teams
- How to join a Microsoft Teams meeting
- How to send a file on Microsoft Teams
- How to view, download and save files from Microsoft Teams on your computer

- How to access Microsoft Teams on a computer
- How to download Microsoft Teams on a cellphone
- How to join Breakout Rooms
- How to share your screen on Microsoft Teams

Avenue.ca

- How to do a speaking assignment - PoodLL
- How to reset or change your password on Avenue
- How to do a writing assignment on Avenue

- How to switch between Avenue and Microsoft Teams on a cellphone
- How to upload to Avenue ePortfolio

Ellie.com

- How to use Ellii.com
- How to edit your profile in Ellii
- How to sign up with Ellii as a student via email

- How to log in to Ellii
- How to sign up with Elii as a student using a class code
- How to print lessons of Ellii

**If you have any doubts
or questions, contact:**

**[NAME]
[EMAIL ID]**

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