

Getting Online

This module will cover the process of getting a computer connected to the internet, including settings and browsers.



Orleans
Digital Literacy
Initiative



Internet Vocabulary

Here are some terms that you should be familiar with when using the Internet.

Internet - A global connection of networks of computers connected to one another

WiFi - The technology that allows devices to connect to the internet wirelessly

Ethernet - A wired connection to the internet; also the cable used for that connection

Router or Access Point - This is the device that your computer is connecting to in order to direct your web traffic.

3G, 4G, 5G - The wireless technology that allows your phone to access the internet through your cell phone provider.

Network - A group of computers at a single location like a house or business or across multiple locations.

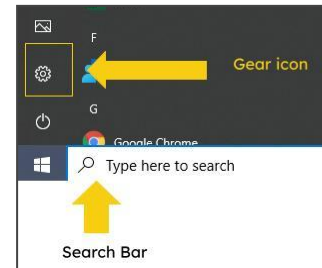


The Cloud

There are many different forms that the **Cloud** can take. When we talk about cloud storage we are talking about a platform that will save computer files that we want to store in a different place, use from any place, or remove from our local computer but still keep. The Cloud stores those files for us on a **remote** server on a computer network.

Connecting to the Internet

In order to access the internet you will have to go to your **Settings** menu. To access Windows OS settings on a Windows computer, you need to click on the Windows icon in the bottom left corner of the screen and then on the cog wheel icon (gear icon).



Example of gear icon and the search bar in Windows

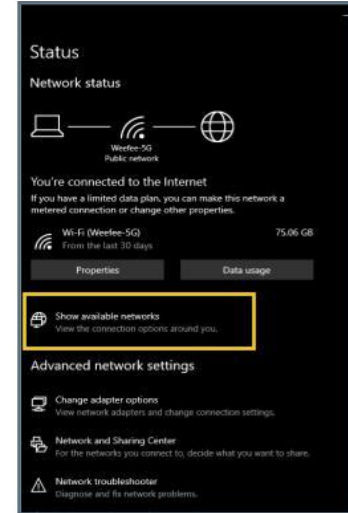
In Windows, you can find the option of **Network & Internet** in Settings.



The Settings menu in Windows OS

Internet Settings

In Networks & Internet, you can see whether or not you are connected to the internet. You can also view advanced properties for your internet. If you click on “show available networks,” you can change which WiFi Network you are connected to.



Networks & Internet settings menu

Internet Settings

You can manage settings specific to your WiFi connection such as enabling or disabling it (turning it on or off).

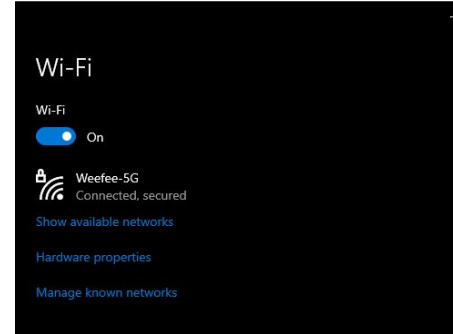


Image of WiFi Network connection menu

Internet Browsers



Using an Internet Browser

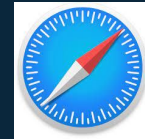
A **web browser**, also known as an internet browser, is an application that you use to access the internet. The most common applications are Chrome, Microsoft Edge, Safari, and Firefox.



Chrome Logo



Edge Logo



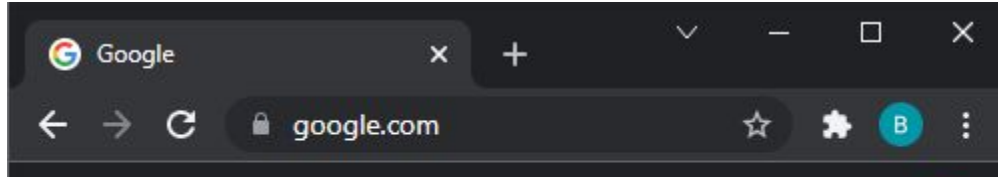
Safari Logo



Firefox Logo

Using an Internet Browser

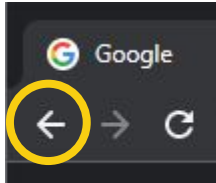
Once you open a web browser, you will be brought to its home page. All web browsers will have a bar across the top, called the **address bar**.



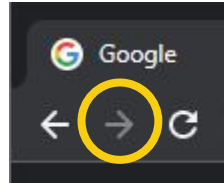
Address bar in Chrome

Using an Internet Browser

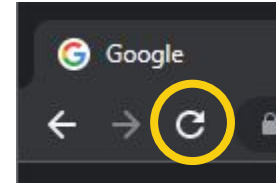
The address bar has several different controls for navigating websites. You can press the back arrow to go to the last website you visited. If you go back, you can then use the forward arrow to return to the website you navigated from. You can also reload or refresh a website to make sure you are seeing the most updated information.



Click here to go back



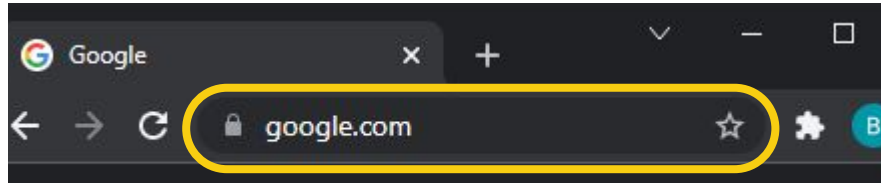
Click here to go forward



Click here to reload

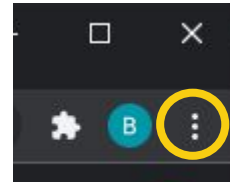
Using an Internet Browser

You can type in a web address into the address bar to go to a website



Enter the web address here

The triple dots will open a menu to show you more information and allow you to access some settings for your browser.



Click here to access menu options

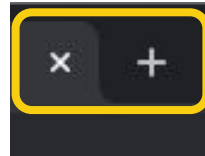
Using an Internet Browser

You can open new tabs so that you can have multiple websites open at once. The tabs will be visible above the address bar.



Image of a tab in Google Chrome

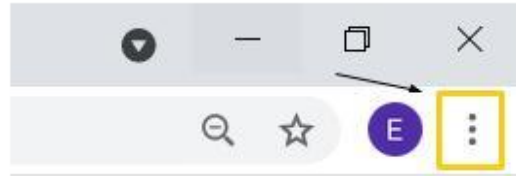
To add a new tab, click the **+** sign, and to close a tab, click the **x**.



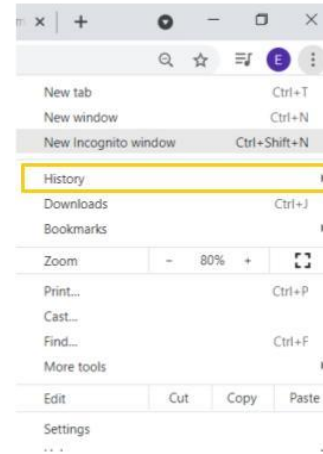
Close or open a new tab

Your Browser History

Browsers keep track of what websites you have visited in something called your **history**. This can be extremely helpful if you want to go to a website you have previously visited. To view your history, click the three dots to open up your menu and then click “History.”



*First click the three dots to open the menu,
then select history by clicking on it*

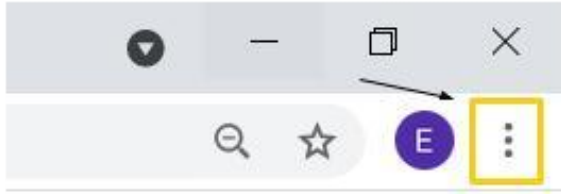


Bookmarks

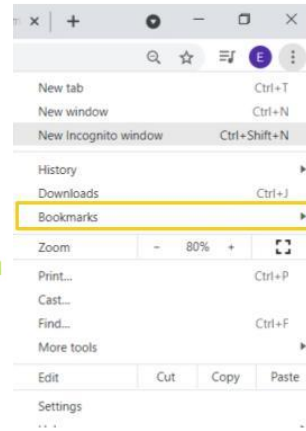
Bookmarks are how you can save pages that you commonly visit. You can store bookmarks either in your bookmarks bar or your bookmarks folder. Bookmarks can be saved across computers as long as your browser has this functionality and you are signed in. This means that if you add a bookmark on your phone, you will be able to see it on your laptop.

Bookmarks

To create a bookmark, click again on the three dots to open the menu. Select “Bookmarks” to open your bookmarks menu.

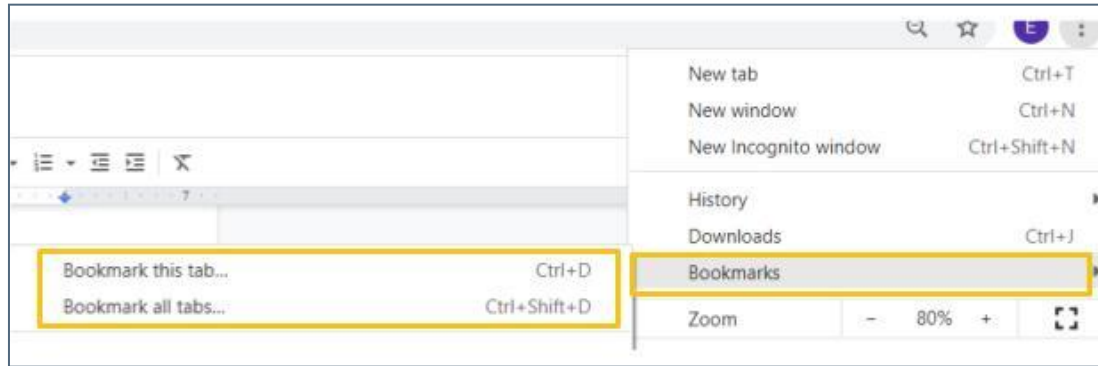


Opening Bookmarks



Bookmarks

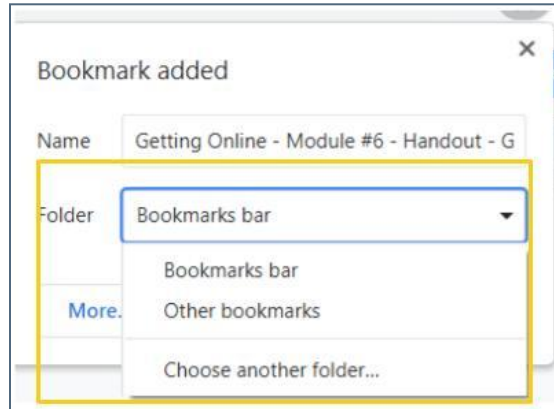
When you click on “Bookmarks,” you will see the options to choose whether you want to bookmark the tab you are currently on or all the tabs you have open.



Scroll over Bookmarks and choose whether you want to bookmark the current tab or all the tabs.

Bookmarks

You can then choose where you would like to store the bookmark to access later: the Bookmarks bar, Other bookmarks, or in a different folder.



Choose whether you want the bookmark on your bookmark bar or somewhere else

Search Engines

An important skill to have when working with the internet is how to search for resources, information, and help through a **search engine**. A search engine is software that searches the internet for data. To use a search engine, you use **keywords**.

Keywords are words that describe the topic you are searching for. For example, if you are searching for examples of resumes, using a keyword search of “Resume Examples” will provide better results than just searching the word “Resume.”



Search Engines

Make sure your keywords are specific enough, but not too specific. For example, if you want to search for examples of a chronological resume, search for “Chronological Resume Examples” instead of “Resume Examples” or just “Resume.” This will provide more specific search results for what you are looking for. Oftentimes you will need to make multiple searches to find exactly what you are looking for.

Search Engines

Google is the most common search engine here in the United States, but there are many other search engine options such as **DuckDuckGo** and **Microsoft Bing**. Bing is similar to Google, but is hosted and run by Microsoft. DuckDuckGo is built around privacy and does not save or sell your information. This can be helpful if you want to minimize tracking of your information online.



Google logo



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