



## Our guide for using your Ipad



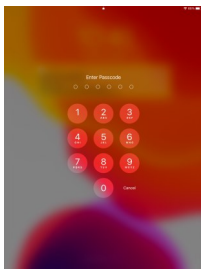
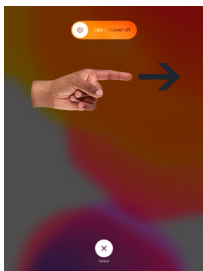
This is your **Power Button**.

Press and hold down on it to turn your Ipad on.

If you want to switch off your Ipad you also hold down on this button.

Then swipe your finger along the orange bar at the top off your screen.

Your Ipad is now switched off.



When you turn on your Ipad you will be asked for a Passcode.

Put in your passcode by tapping the numbers on the screen.



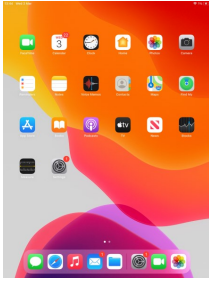
These two buttons are

- Volume up
- Volume down

The button at the bottom is called your **“Home button”**.

Use this button to return to your **“Home Screen”**.

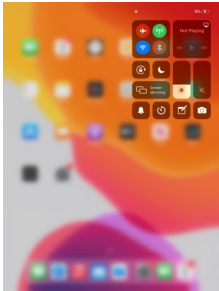




This is what your “**Home Screen**” looks like.

You can see all your **Apps** on it.

**Apps** are programmes you use to do different things on your **Ip**ad.



To turn on your Wi-Fi swipe down from the right top corner.

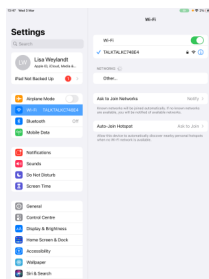
The Wi-Fi **Icon** looks like this.



Tap the Wi-Fi **Icon** to turn it on and off.



To set up a new Wi-Fi connection go to your **Settings** App.



In the Wifi settings you can select your network.

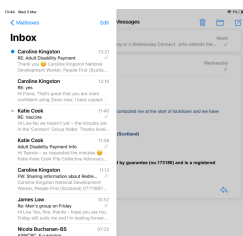
You will need to put in a password to connect to your network.

You can find this at the back of your internet router.



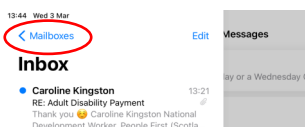
At the bottom of your **Home Screen** is your email App.

Tap this to open your emails.



On the left side you can see a list of all your emails.

Your email is shown on the right.



If you want to see your other email folders tap on “**Mailboxes**” at the top left side of the screen.

When you tap on an email you can read it.

At the top right corner you will see 3 icons.



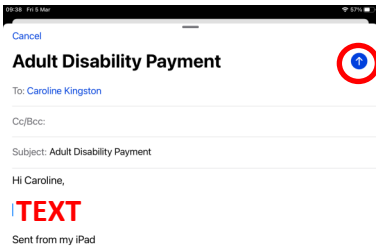
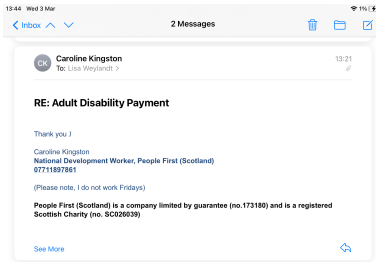
Tap the dustbin to delete the email.



Tap the folder to save it in a separate folder.



Tap the pen to write a new email.

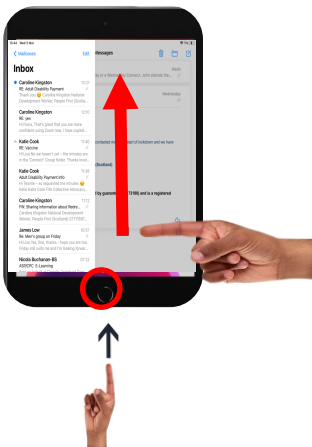
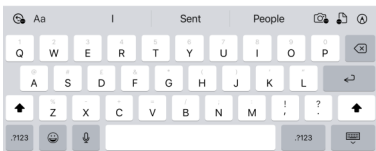


Tap this button to send your email after you have finished writing it.

**To:** This is where you put the email address of the person you are emailing.

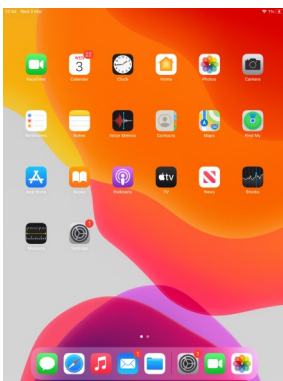
**Subject:** Tell the person what your email is about.

**Text:** Put your message in here.



Once you are finished using your email app you have two options:

- You can press the **Home button** and return to your **Home screen**
- You can swipe up to close the app and return to the **Home screen**



On the next page we explain what some of the **Apps** on your Ipad are.

Remember, **Apps** are programmes that you use.

Each **App** is represented by an **Icon** on the **Home Screen**.



This is the **Zoom Icon**. You can use Zoom to join group video calls.

People First (Scotland) has produced easy-read information on zoom.



This is the **Safari Icon**. **Safari** is your internet browser. You can use Safari to look things up on the Internet like the News, the People First (Scotland) Website or other pages on the Internet.



This is the **Icon** for the **App Store**.

The App Store is where you can download more Apps.



This is what the **Calendar Icon** looks like.

You can use the **Calendar App** to put in your meetings or your support.



This is the **Facetime App**.

If your friends also have an Ipad you can call each other on **Facetime** using email addresses.



This is the **Camera Icon**.

You can use the camera to take pictures and videos.