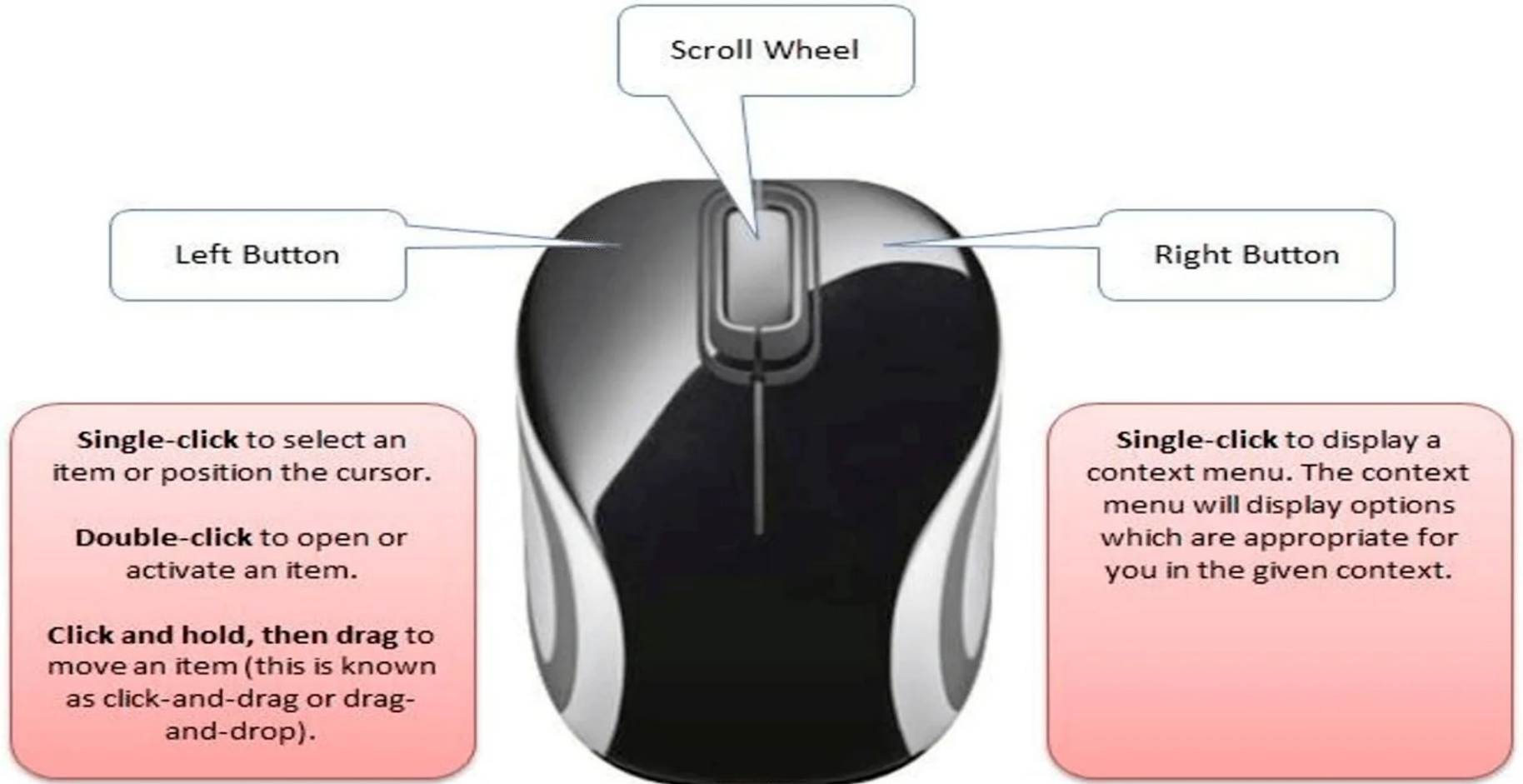


Using a Computer pt.1

1. Mouse & Keyboard
2. Connect to Home Wifi
3. Internet Speeds
4. Internet Terminology
5. Browsing the Internet
6. Online Accounts & Passwords

Keyboard and Mouse Skills:

- Using a mouse practice clicking and scrolling
 - pbc.gov/mousercise/mousercise.htm
- Typing Lessons
 - <https://www.typing.com/student/lessons>
- Typing Games
 - <https://www.typinggames.zone/>
- Practice Typing while reading a book
 - www.typelit.io



officemastery.com/mouse/

HOW TO **HOLD ONTO A COMPUTER MOUSE**



How to Hold onto a Computer Mouse by Alter Ergo
<https://www.youtube.com/watch?v=K-k0vvEMsD0>

WI-FI Signal Strength



Excellent

Best use.

Basic web,
messaging and
email usage.

HD video
playback.

Video Calls



Good

Good to use.

Basic web,
messaging and
email usage.

Standard video
playback.



Fair

Mostly sufficient.

Online
messaging &
email usage.



Weak

Minimum value
to make a
connection.
Cannot count on
a reliable or
sufficient use.

Wi-Fi Signal Strength is the local road
between your device (laptop, phone, etc.) and
the internet router connection.

A strong signal means the "road" is in good
condition and free of traffic or obstacles, allowing
data to flow smoothly to your device.

Are your speeds fast enough?

[Speedtest.net/about/knowledge/how-much-speed-you-need](https://www.speedtest.net/about/knowledge/how-much-speed-you-need)

0 - 5 Mbps

SLOW

SD Video streaming,
Slack, Microsoft
Teams, e-mail, social
media, web browsing



5 - 20 Mbps

BETTER
(STILL MEH)

HD Video streaming
(1080p)



20 - 40 Mbps

SOLID

4K video streaming;
Online gaming



40 - 100 Mbps

GOOD

Stream HD Games,
video streaming, 4k
video streaming



100+ Mbps

FAST

Multi-player gaming,
4K video streaming,
huge file downloads



1+ Gbps

TOO FAST!!
(is there such a thing?)

Anything you want
on multiple devices



www.speedtest.net/about/knowledge/how-much-speed-you-need

Broadband Facts

Breezeline

Internet 100 | 100 Mbps

Fixed Broadband Consumer Disclosure

Monthly Price **\$20**

The monthly price is an introductory rate and includes the Equipment Lease (\$10 value) for the first 24 month(s). This Monthly Price expires after 24 month(s) and will revert to **\$45** per month, plus the monthly rental for the Equipment Lease as specified below. This Monthly Price does not require a contract. Includes \$10 EcoSave/Auto Pay discount.

Additional Charges & Terms *may apply*

Provider Monthly Fees

Equipment Lease	\$10
Optional WiFi Extender	\$5
Paper Statement Fee	\$3

One-time Fees at the Time of Purchase

Professional Installation	\$99
---------------------------	------

or

Self-Installation (Direct Shipped)	No Charge
------------------------------------	-----------

or

Self-Installation (Tech Delivery)	\$10
-----------------------------------	------

Installation fees may be waived during promotional periods

Restart of Service	\$40
--------------------	------

Early Termination Fee	N/A
-----------------------	-----

Government Taxes	Varies by Location
------------------	--------------------

Discounts & Bundles

[Click Here](#) for more information on all of our discounts and bundles.

Speeds Provided with Plan

Typical Download Speed	100 Mbps
Typical Upload Speed	10 Mbps
Typical Latency	1 ms

Data Included with Monthly Price	Unlimited
Charges for Additional Data Usage	\$0

Network Management	Read our Policy
Privacy	Read our Policy

Customer Support

Contact Us: www.breezeline.com/support
888-536-9600

Learn more about the terms used on this label by visiting the Federal Communications Commission Consumer Resource Center

fcc.gov/consumer

Unique Plan Identifier:
F0005937974610ad8a1ec3ce8

Broadband Facts

Breezeline

Internet 200 | 200 Mbps

Fixed Broadband Consumer Disclosure

Monthly Price **\$30**

The monthly price is an introductory rate and includes the Equipment Lease (\$10 value) for the first 24 month(s). This Monthly Price expires after 24 month(s) and will revert to **\$55** per month, plus the monthly rental for the Equipment Lease as specified below. This Monthly Price does not require a contract. Includes \$10 EcoSave/Auto Pay discount.

Additional Charges & Terms *may apply*

Provider Monthly Fees

Equipment Lease	\$10
Optional WiFi Extender	\$5
Paper Statement Fee	\$3

One-time Fees at the Time of Purchase

Professional Installation	\$99
---------------------------	------

or

Self-Installation (Direct Shipped)	No Charge
------------------------------------	-----------

or

Self-Installation (Tech Delivery)	\$10
-----------------------------------	------

Installation fees may be waived during promotional periods

Restart of Service	\$40
--------------------	------

Early Termination Fee	N/A
-----------------------	-----

Government Taxes	Varies by Location
------------------	--------------------

Discounts & Bundles

[Click Here](#) for more information on all of our discounts and bundles.

Speeds Provided with Plan

Typical Download Speed	200 Mbps
Typical Upload Speed	20 Mbps
Typical Latency	1 ms

Data Included with Monthly Price	Unlimited
Charges for Additional Data Usage	\$0

Network Management	Read our Policy
Privacy	Read our Policy

Customer Support

Contact Us: www.breezeline.com/support
888-536-9600

Learn more about the terms used on this label by visiting the Federal Communications Commission Consumer Resource Center

fcc.gov/consumer

Unique Plan Identifier:
F0005937974a50a3943773080

Broadband Facts

Breezeline

Internet 500 | 500 Mbps

Fixed Broadband Consumer Disclosure

Monthly Price **\$35**

The monthly price is an introductory rate and includes the Equipment Lease (\$10 value) for the first 24 month(s). This Monthly Price expires after 24 month(s) and will revert to **\$65** per month, plus the monthly rental for the Equipment Lease as specified below. This Monthly Price does not require a contract. Includes \$10 EcoSave/Auto Pay discount.

Additional Charges & Terms *may apply*

Provider Monthly Fees

Equipment Lease	\$10
Optional WiFi Extender	\$5
Paper Statement Fee	\$3

One-time Fees at the Time of Purchase

Professional Installation	\$99
---------------------------	------

or

Self-Installation (Direct Shipped)	No Charge
------------------------------------	-----------

or

Self-Installation (Tech Delivery)	\$10
-----------------------------------	------

Installation fees may be waived during promotional periods

Restart of Service	\$40
--------------------	------

Early Termination Fee	N/A
-----------------------	-----

Government Taxes	Varies by Location
------------------	--------------------

Discounts & Bundles

[Click Here](#) for more information on all of our discounts and bundles.

Speeds Provided with Plan

Typical Download Speed	500 Mbps
Typical Upload Speed	50 Mbps
Typical Latency	1 ms

Data Included with Monthly Price	Unlimited
Charges for Additional Data Usage	\$0

Network Management	Read our Policy
Privacy	Read our Policy

Customer Support

Contact Us: www.breezeline.com/support
888-536-9600

Learn more about the terms used on this label by visiting the Federal Communications Commission Consumer Resource Center

fcc.gov/consumer

Unique Plan Identifier:
F0005937974fc51b9b06baea0

Broadband Facts

Breezeline

1 Gig | 1000 Mbps

Fixed Broadband Consumer Disclosure

Monthly Price **\$40**

The monthly price is an introductory rate and includes the Equipment Lease (\$10 value) for the first 60 month(s). This Monthly Price expires after 60 month(s) and will revert to **\$75** per month, plus the monthly rental for the Equipment Lease as specified below. This Monthly Price does not require a contract. Includes \$10 EcoSave/Auto Pay discount.

Additional Charges & Terms *may apply*

Provider Monthly Fees

Equipment Lease	\$10
Optional WiFi Extender	\$5
Paper Statement Fee	\$3

One-time Fees at the Time of Purchase

Professional Installation	\$99
---------------------------	------

or

Self-Installation (Direct Shipped)	No Charge
------------------------------------	-----------

or

Self-Installation (Tech Delivery)	\$10
-----------------------------------	------

Installation fees may be waived during promotional periods

Restart of Service	\$40
--------------------	------

Early Termination Fee	N/A
-----------------------	-----

Government Taxes	Varies by Location
------------------	--------------------

Discounts & Bundles

[Click Here](#) for more information on all of our discounts and bundles.

Speeds Provided with Plan

Typical Download Speed	1000 Mbps
Typical Upload Speed	50 Mbps
Typical Latency	1 ms

Data Included with Monthly Price	Unlimited
Charges for Additional Data Usage	\$0

Network Management	Read our Policy
Privacy	Read our Policy

Customer Support

Contact Us: www.breezeline.com/support
888-536-9600

Learn more about the terms used on this label by visiting the Federal Communications Commission Consumer Resource Center

fcc.gov/consumer

Unique Plan Identifier:
F0005937974d59ecd75e19c25

How Much Internet Speed Do You Need?

Households of 2 - 4 people

100 Mbps: go online , email, and online videos.

200 Mbps: go online, email, online videos, and video calling.

500Mbps: go online, watch videos, email, video calls, and moderate file downloads.(1GB - 100GB)

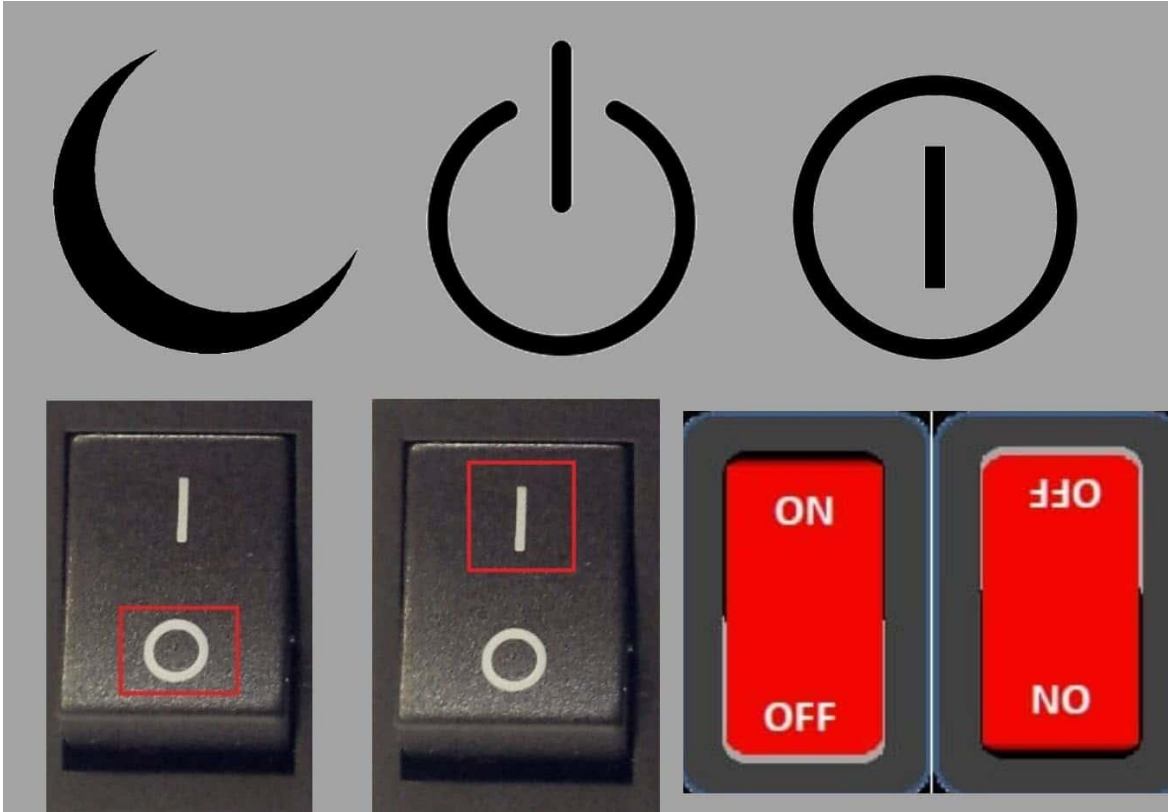
1Gbps: Limitless unless more is needed for broadcasting video.

Consumer Reports - Internet Speed Calculator

<https://www.consumerreports.org/electronics/internet/how-much-internet-speed-do-you-need-a1714131782/>

Computer Symbols & Icons

<https://www.computerhope.com/issues/ch001801.htm>

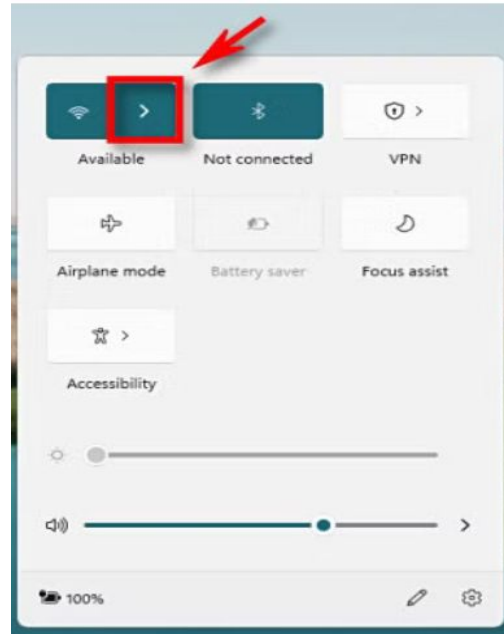


Connect to Home Wi-Fi parts 1 - 3

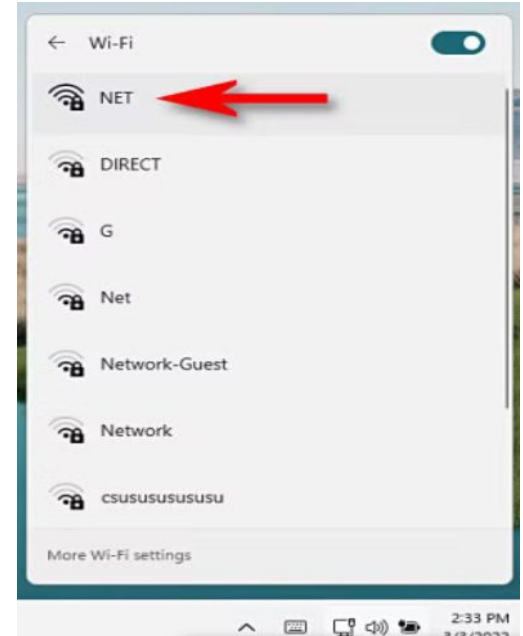
1. Click on the quick access area



2. Click on the arrow next to wi-fi icon



3. Click on the name of your desired wi-fi name



Connect to Home Wi-Fi parts 4 & 5

4. Click on Connect



5. Enter Wi-Fi password
then click NEXT



Internet Browsers



Edge = Microsoft, already installed on Windows 11.



Chrome = Google, needs to be downloaded from website.



Mozilla Firefox = Mozilla Foundation, needs to be downloaded from website.

Internet Terminology

- ◆ **URL (Uniform Resource Locator)**

The full address of a page, including protocol, domain, and path.

Example:

<https://example.com/about>

- ◆ **Server**

A computer that delivers web pages to users.

- ◆ **HTML (HyperText Markup Language)**

Defines the structure and content of web pages.

- ◆ **Firewall**

Filters incoming and outgoing traffic to block malicious activity.

1. Passwords 101
2. Steps to Password Recovery
3. Password Manager
4. Two Factor Authentication aka 2FA
5. Scenarios

Passwords Are Like Underwear

Cyber Security Top Tips

mtechsystems 

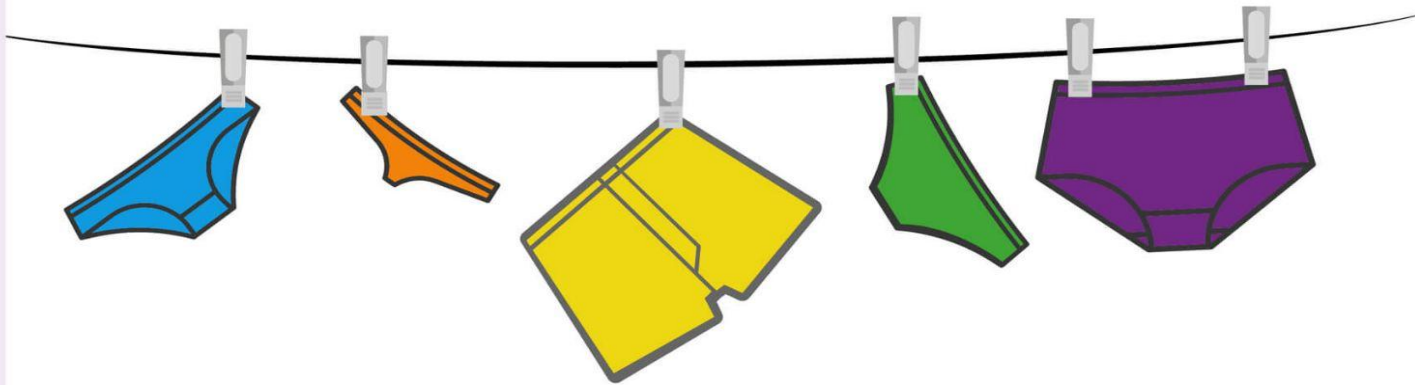
Proven Innovation

PASSWORDS

Passwords - when implemented correctly - are a free, easy and effective way to prevent unauthorised people from accessing your devices and data. Here are a few tips for looking after your passwords.

Don't pick a password that could be easy to guess
e.g. a family or pet name

Don't use the same password for more than one login



**Don't leave
them lying
around**

**Change
them
regularly**

**Don't share
them with
anyone**

Never use this info in passwords:

Birthdays

Names

- Pets
- Spouse
- Parents

Dictionary Words

Phone Numbers / SSN

Movies, TV Shows, Celebrities, and famous quotes.



What makes a good & strong password?

- 12 to 25 characters
 - a. Upper & Lowercase letters
 - b. Numbers
 - c. Symbols
- Do not to use the same password on multiple online accounts

Unique > Length > Complexity

football97	= Weak
Football97Tigers15	= OK
@FootBall97*Tigers%	= Good
@Foot9Ball7*Tigers2Y%	= Great
@FtBI97*Ty21%	= Fantastic but forgettable

Use a 'Passphrase': Easy to Remember

A passphrase is a password composed of a sentence or a combination of words.

You can add complex characters like symbols or numbers to make it more secure. You should use a phrase that has some significance or meaning to you.

“Where’s the beef?
WhdTYb33f?”

Use a different password for each login

Add a unique code to your base password to distinguish between accounts / sites

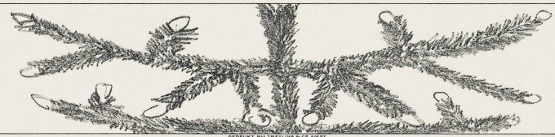
Example	Base Password	Unique Code	Password
Gmail	Ronald!123\$	GMA	Ronald!123\$GMA
Facebook	Ronald!123\$	FAC	Ronald!123\$FAC

1918.



GEKRAASDE ROODSTAART

JANUARI						
Z	M	D	W	D	V	Z
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Change can be good!

**Change your
password every
6 - 12 months.**

SECURITY QUESTIONS & ANSWERS

*YOU DO NOT HAVE TO PUT THE REAL ANSWERS
WHEN MAKING THE SECURITY ANSWERS*

Here are examples of some common security questions:

- In what city were you born?
- What is the name of your favorite pet?
- What is your mother's maiden name?
- What high school did you attend?
- What is the name of your first school?
- What was the make of your first car?
- What was your favorite food as a child?
- Where did you meet your spouse?

Q: Name of your favorite pet?

A: BellaTheCutestDogEver!

Q: Make of your first car

A: 2055HoverCar?

Q: Where did you meet your spouse

A: @NightInNewYork

Password Management

What to Document in Password Log

Website Name:

Login Email:

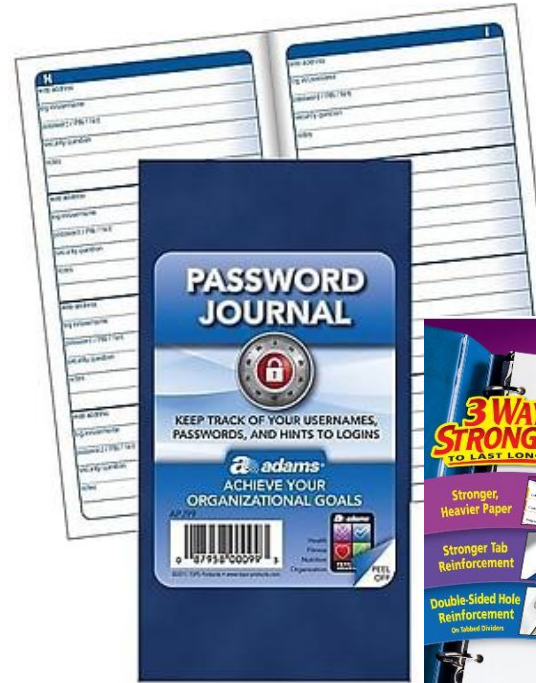
Username:

Password:

Notes:

- Is credit card on file?
- Is there downloadable content?
- What is the account for?
- Linked phone number

Organize by A - Z



Website Name: Amazon.com

Email: jsmith@gmail.com

Password: Kelvin&Hobs2013ComicBooks

Username: JSmith

SQ1: what was your second car?

SA1: 2003Toyota

2FA: Text to cell phone

Phone # 440-300-200

Credit Card: xx-9781

Password recover email: smithrecovery@yahoo.com

Forgot Password?

1. Go to the website login page
2. Click “Forgot Password”
3. Enter the email associated with that online account.
4. Check your email for a “Change my password” online button or link.
 - a. If not a button or link
 - i. Look for a line of numbers

Sign In

Email Address

supportteam@test.com

Password

☒ Remember me on this computer

Sign In

[Forgot password?](#)

Sign into your account using your [cell phone number](#).

Forgot your password?

Tell us your email address, and we'll get you back on track in no time.

Email Address

Reset Password

[Back to sign in](#)

gusto

Heads up

Hello Stephanie,

Someone (hopefully you!) has requested to change your Gusto password. Please click the link below to change your password now.

[Change My Password](#)

If you didn't make this request, please disregard this email.

Please note that your password will not change unless you click the link above and create a new one. This link will expire in one day. If your link has expired, you can always [request another](#).

If you've requested multiple reset emails, please make sure you click the link inside the most recent email.

Sincerely,
The Gusto team

CHANGE YOUR GMAIL PASSWORD



<https://www.businessinsider.com/guides/tech/how-to-gmail-password-reset>

PASSWORD RECOVERY : EMAIL

Make a second email dedicated to forgotten password recovery

Rule 1: It must be from a different company than the email your currently using.

Rule 2: Don't make the recovery email your first and last name @ something.com

Rule 3: Check and log into this recovery email once a month at least.



Apple Mail



Gmail by Google



Outlook 2016



Spark



Inbox by Gmail



Outlook Online



Yahoo Mail



Polymail

My email address:

SamRains@gmail.com

Recovery email address

SR0920@outlook.com

OR

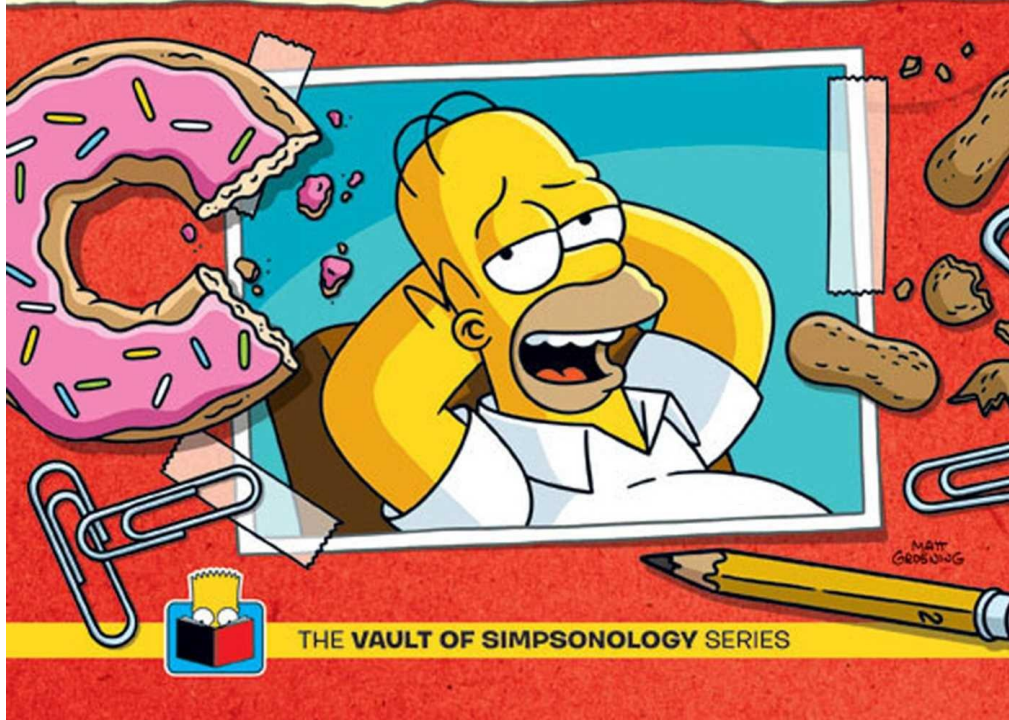
MissingSR@yahoo.com

Perfect World

1. We have 2 emails
 - a. One is our main email and another for recovery of our passwords.
2. Made strong & unique passwords with security questions.
3. We have our passwords written down & recorded.
4. Passwords are organized in our records.
5. All your passwords are memorized & easily accessible if not.

HOMER SIMPSON'S

LITTLE BOOK OF LAZINESS



The Problem with Passwords

1. Too many to remember
2. Reusing the same password for different online accounts is simple.
3. Giving someone else your password isn't secure.
4. Keeping up to date with your passwords is a chore.

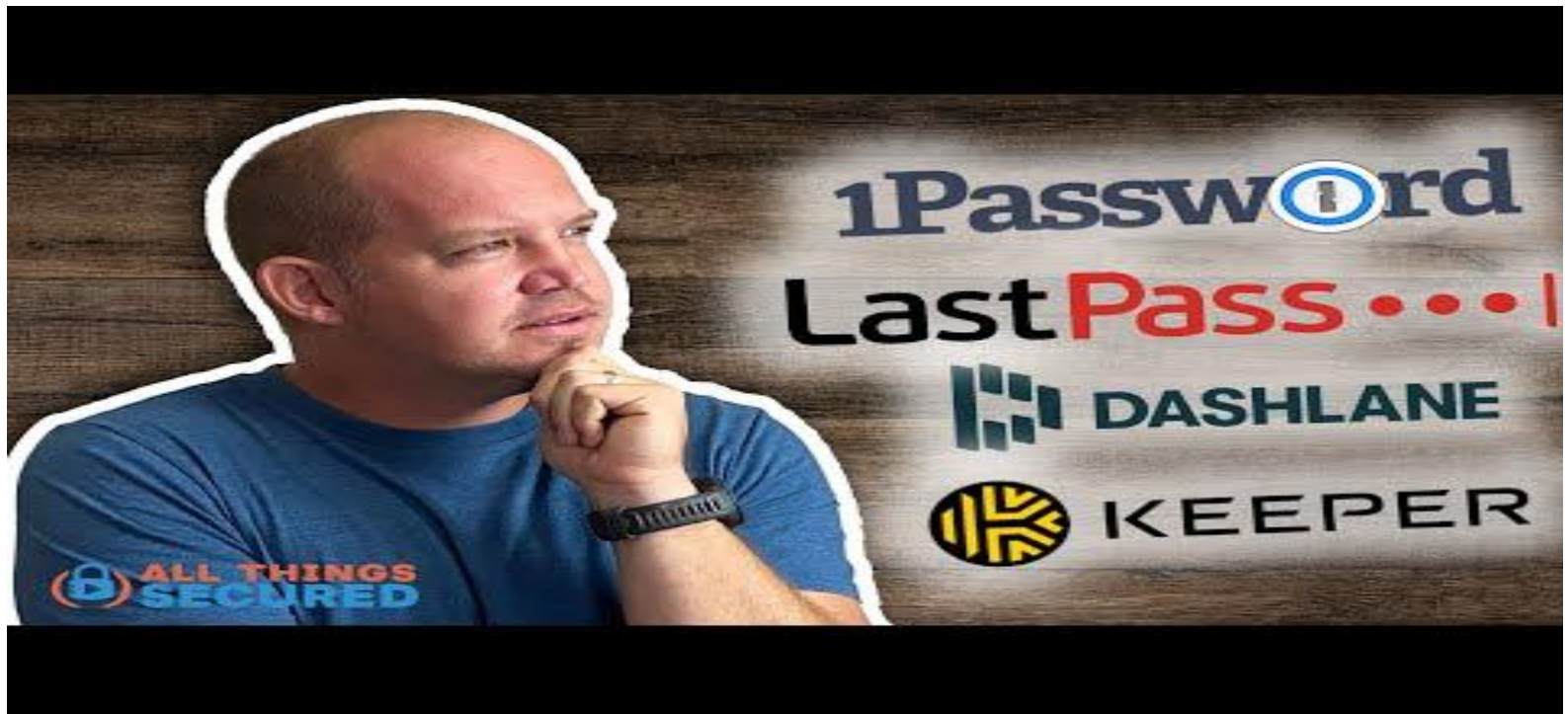
PASSWORD MANAGER

A computer program that allows users to store, generate, and manage their passwords for apps and websites.

A password manager assists in generating and retrieving complex passwords, storing such passwords in an encrypted database, or calculating them on demand.

Top 6 Password Managers





YouTube Channel: All Things Secured

YouTube Video Name:

What is a Password Manager? Simple Explainer & Setup Tutorial



YouTube Channel: Cyber News

YouTube Video Name:

Are password managers SAFE? | Best password manager picks

OPINION

You are better off using one than none at all.
&
Sticky notes and loose paper are not good at
organizing passwords long term.

Will you use a password manager?

IF NO

Keep your physical password logbook & memory up to date.

What to Document in Password Log

Website Name:

Login Email:

Username:

Password:

Notes:

- Is credit card on file?
- Is there downloadable content?
- What is the account for?
- Two Factor Authentication account
- Phone Number

IF YES

Remember one master password on logged in devices

Password Managers

- **Store your info on their servers aka “ the cloud” using encryption.**
- **Multiple devices have access to your encrypted password manager.**
- **Generate stronger passwords for you to use.**
- **Logging into mobile devices easier.**

How to protect your online accounts incase the password has been compromised?

**SECURITY
BREACH**



**50 Million Facebook User
Accounts Hacked**

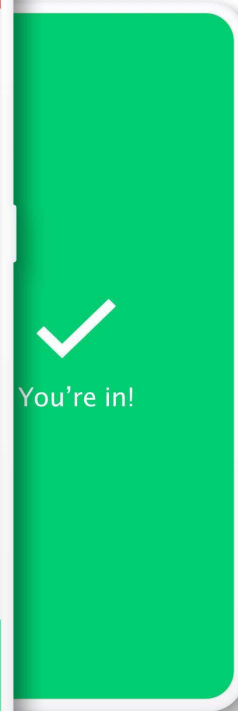
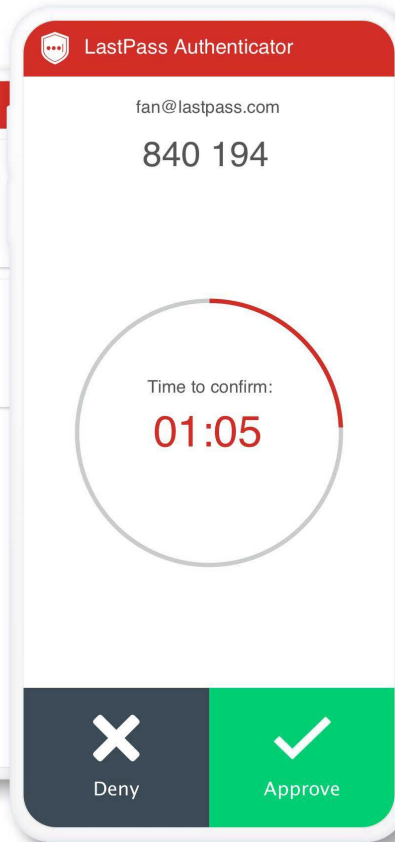
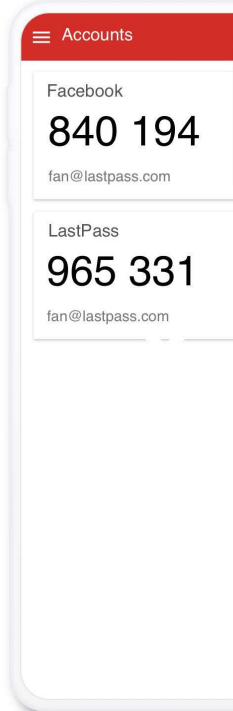
Someone May Have Accessed Your Account


Recently, there was a security incident on another website unrelated to Facebook. Facebook was not directly affected by the incident, but your Facebook account is at risk because you were using the same password in both places.

To secure your account, you'll need to answer a few questions and change your password. For your protection, no one can see you on Facebook until you finish.

Continue

Two Factor Authentication (2 F A)



An illustration of a customer service interaction. A male customer with dark hair, wearing an orange sweater and orange pants, is seated on a black chair at a blue counter. He is looking at a female bank teller with short brown hair, wearing a light blue shirt and an orange necklace. The teller is standing behind the counter, which has a computer monitor and a brown folder on it. A speech bubble from the customer says, "I would like to access my bank account. Here is my account credentials." Another speech bubble from the teller says, "OK. Do you have your card?"

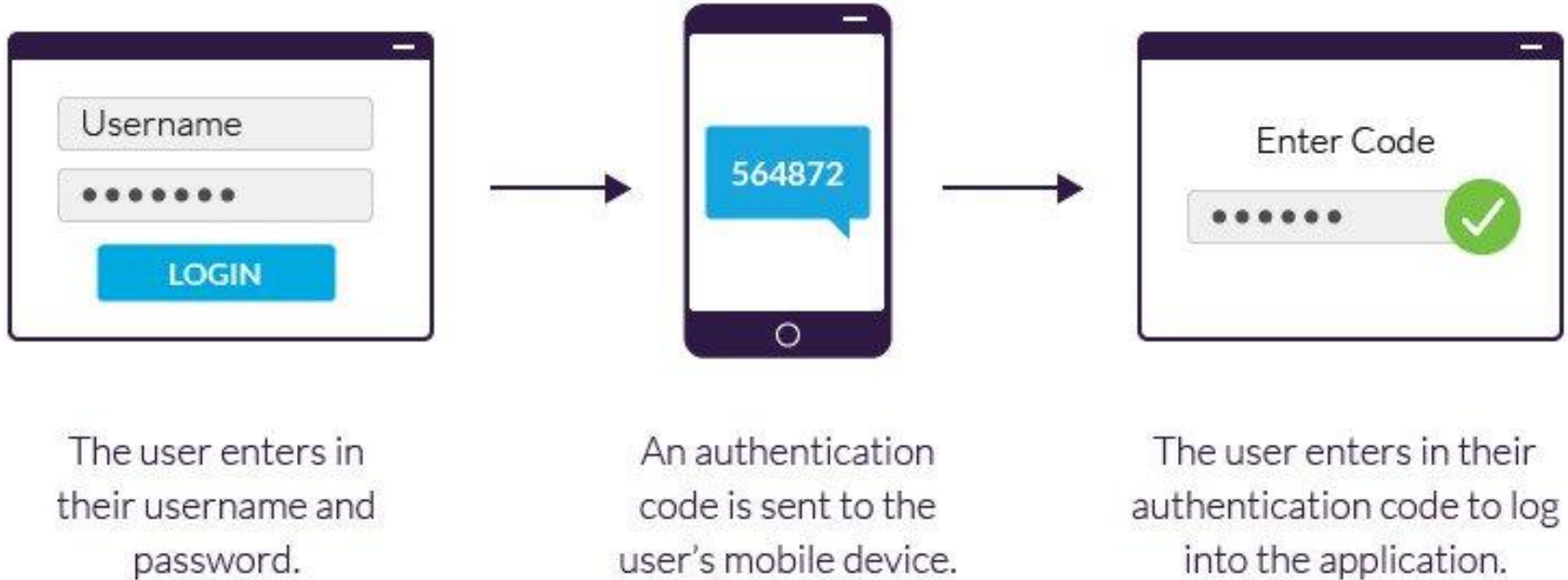
I would like to access my bank account. Here is my account credentials.

OK.
Do you have
your card?

Think of two factor authentication as extra credential to your online account.

Two Factor Authentication

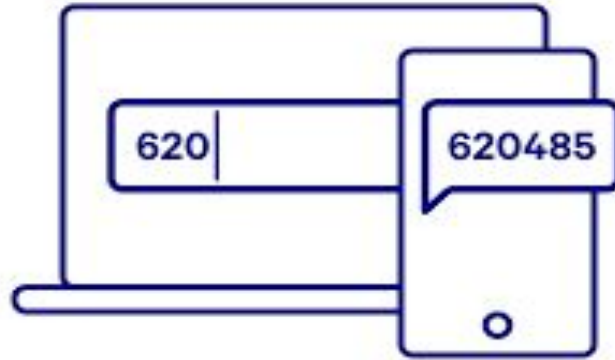
2FA



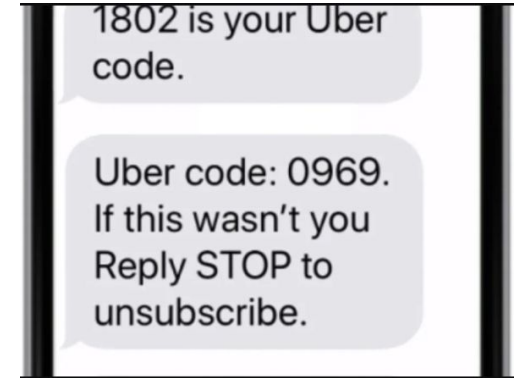


Two Factor Authentication: Flaw of Text Messages

To login enter the code we sent to your phone:



Example: Uber



If you don't have access to your phone
OR don't have the phone number.

Say "Good-Bye" to that account.



Two Factor Authentication

Installing the 2FA App / Software



Installing on multiple devices gives you a backup if phone is lost or broken.

Setting up 2FA app with a website

1. The website will give you a “KEY”.
2. Insert the “KEY” into your authenticator app
3. Authenticator App + Website “KEY” = Authentication CODE
4. The next time you log into the website you need to enter the password & authentication code.

Two-Factor Authentication

Backup code

Backup codes have been generated. 0 of 10 codes have been used.

Regenerate backup codes

If you regenerate backup codes, you automatically invalidate old codes.

TOTP (Time-based One-time Password) app

Enable TOTP

Your new TOTP secret is: BDYEWMHZNSPDQD2I

For quick setup, scan this QR code with your TOTP app:



If your 2FA app is on a mobile device you may be asked to use the device's camera to scan a QR code.

After you configured your app, enter a test code below to ensure everything works correctly:

Authentication code

Verify

FREE

2-Factor Authenticators



Authentication Codes

- Require a master encrypted password.
- Can be accessed on multiple devices.
- Better security than text message

