Get Connected

....Stay Connected

A step-by-step guide for individuals with disabilities, their families, care providers, and disability service agencies

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Staying connected is more important today than ever before. Whether it is used for telling your story to legislators to change policies and laws, communicating with old classmates to stay updated on their lives, submitting resumes and portfolios to potential employers, participating in educational trainings with others around the state or country, spending time playing your favorite games, or making sure your service providers know about your dreams and goals you have for your life, the bottom line is this…Technology is ever changing and the fast pace of communication means that it is easy to be left behind.

Because of this, it is important to know how to communicate and the different channels available for communication. Using email, social networking, conference calls, and newsletters is a great way to stay informed and inform others. In this guide, you will find detailed instructions, as well as visual guides, to setting up these lines of communication and continuing to use them productively.

If you need help understanding anything in this guide, call us at the numbers outlined on the front of this document, and we will do our best to help you.

**Get Connected and Stay Connected!**
How to Start a Gmail Account

Today, we all need email. Whether you’re looking for a job, trying to find information, or just keeping in touch with friends, you need email.

Step 1. Open the internet.
Step 2. In the address bar, type: www.gmail.com and press Enter
Step 3. You will see a large button on the top-right that says “Create an Account”. Click it.
Step 4. Fill in your first and last name in the appropriate blanks.
Step 5. Pick your email address. This can be anything you want it to be.
   **Hints:** When you choose an email address, make sure it’s something you can remember and is something that is easy to tell people. Sometimes, the email address you want will be taken, make sure you’re willing to be flexible with what you want.
Step 6. Choose a password. You have to fill the blanks twice to make sure you typed it right.
   **Hints:** Make sure that when you choose a password; make sure it is not too difficult to remember. Add a number or two in there somewhere to help make it a strong password.
Step 7. Choose a security question.
   **Hints:** Make sure you choose a question that you can easily remember and when you type your answer, make sure it is something you will not have difficulty typing again in the future.
Step 8. Fill in your birth date on the appropriate line.
Step 9. Fill in the word verification line. This line consists of random letters.
   **Hints:** If you can’t read the letters on the screen, click the little Accessibility button beside the line. This will read you the letters and make it easier to get it right.
Step 10. Press the “I accept, Create my Account” button at the bottom of the page.

Congratulations! You are now the proud owner of an email account. Remember to give it out to your friends and family to stay connected!
Gmail
A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- Lots of space
  Over 7627.886495 megabytes (and counting) of free storage.
- Less spam
  Keep unwanted messages out of your inbox.
- Mobile access
  Get Gmail on your mobile phone. Learn more

Create an Account
Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can sign in here.

Get started with Gmail

Step 4

- First name:
- Last name:

Step 5

- Desired Login Name:
  Examples: JSmith, JohnSmith

Step 6

- Choose a password:
  Password strength:
  Minimum of 8 characters in length

- Re-enter password:

Step 7

- Security question:
  Choose a question ...
  If you forget your password we will ask for the answer to your security question. Learn More

Step 8

- Birthday:

Step 9

- Word Verification:
  Type the characters you see in the picture below

Step 10

- Terms of Service:
  Please check the Google Account information you entered above (feel free to change anything you like), and review the Terms of Service below.

  With Gmail, you won’t see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. Learn more

  Google Terms of Service
  Welcome to Google!
  1. Your relationship with Google

  By clicking on Accept below you are agreeing to the Terms of Service above and both the Program Policy and the Privacy Policy.

  I accept. Create my account.
How to Create a Facebook Account

Step 1. Open the internet.
Step 2. In the address bar, type: www.facebook.com and press Enter.
Step 3. Fill in the form on the page with your first and last name, as well as your email address.
Step 4. Create a password for your account.
    **Hints:** Remember to make your password something easy for you to remember, but not too easy that anyone can guess it.
Step 5. Select your gender and select your birth date from the drop down boxes.
Step 6. When the security check shows up, enter the letters that you see on the screen.
Step 7. Now, go to your email and check for a message from Facebook.
    **Hints:** It might take a few minutes for Facebook to send you the message. Be patient.
Step 8. Open the email from Facebook and you will see a link. Click that link to confirm your account.
Step 9. You will be returned to Facebook. Start with the Add Friends section.
Step 10. Facebook may already have friend suggestions, if so you can add them, or skip the step.
Step 11. Next, you can fill in more information about yourself; your school or your employer.
Step 12. Now, you can upload a personal photo to your account.
    **Hints:** Click the add photo button, and when the window appears on the screen, locate the photo you want to use.
Congratulations! You are now the proud owner of your own Facebook page. Now, you’ll want to add friends and organizations to your page so that you receive status updates.

**Searching for Friends and People First of West Virginia**

Step 13. At the top of the screen, you will see a bar that says “Search”. Click here.
Step 14. Once in the Search Bar, type the name of someone you want to be friends with.
Step 15. Type “People First of West Virginia”
Step 16. The Facebook page might instantly appear, if not, press “Enter” to see a list of pages.
Step 17. Click on People First’s or picture on the list and go to the page.
Step 18. At the top of the screen, you will see the “Like” button. Click it.
Facebook helps you connect and share with the people in your life.

**Sign Up**

It's free and always will be.

- **Step 3**
  - First Name:
  - Last Name:
  - Your Email:
  - Re-enter Email:

- **Step 4**
  - New Password:

- **Step 5**
  - I am: Select Sex:
  - Birthday: Month: Day: Year:

Why do I need to provide my birthday?

**Step 6**

**Security Check**

Enter both words below, separated by a space.
Can't read the words below? Try different words or an audio captcha.

```
aspects
likest!
```

Text in the box: What's this?

By clicking Sign Up, you are indicating that you have read and agree to the Terms of Use and Privacy Policy.

Click

Click
How to Create a Twitter Account

Step 1. Open the internet.
Step 2. In the address bar, type: www.twitter.com/signup and press Enter.
Step 3. Once on Twitter’s site, you will see a box on the right that says New to Twitter?
Step 4. Click the yellow button that says Sign Up.
Step 5. Create a username for your Twitter account.
   **Hints:** Make sure to choose something short and simple, as Twitter updates only allow 144 characters. You might not get exactly what you want, so be creative and try to come up with something unique.
   Remember, no spaces allowed!
Step 6. Select a password for your account.
   **Hints:** Remember to make your password something easy for you to remember, but not too easy that anyone can guess it.
Step 7. Type your email address in the appropriate line.
   **Hints:** Under the email line, there is a box that you can check to let other people search for you using your email address. This is a great way to connect with friends on Twitter!
Step 8. Under the Terms of Service box, you will see a button that says “Create my account”, click it.
Step 9. A security window will appear. Type the words you see into the line and click “Finish”
Step 10. Go to your email, you will receive a confirmation email from Twitter.
Step 11. Open the email and click the link.
Step 12. You will be sent back to Twitter and to your new account.

Congratulations! You are now on Twitter and can begin following people and organizations, like People First! Remember to search for: PeopleFirstWV.
It's your turn. Join Twitter.

Follow your interests
Instant updates from your friends, industry experts, favorite celebrities, and what's happening around the world.

New to Twitter? Join today!
Full name
Email
Password

Click Sign up

By clicking the button, you agree to the terms below:

Note: Others will be able to find you by name, username or email. Your email will not be shown publicly. You can change your privacy settings at any time.
How to Start a YouTube Channel

Step 1. Open the internet.
Step 2. In the address bar, type: www.youtube.com.
Step 3. At the top of the screen, you will see a “Create Account” link. Click it.
Step 4. You will see an account creation page. You will also notice that it says “Google Account”.

Hints: Since you have a Gmail account, you also have a Google account. YouTube is a part of Google and you are able to use your Gmail account to sign into YouTube. So, we’re going to skip all the boring stuff and go right to YouTube channels!
Step 5. At the top, a line says “If you already have a Google Account, you can sign in here.” Click it.
Step 6. You will now be taken to a page to sign in. Use your Gmail address and your Gmail password.
Step 7. Click sign in and you will be taken back to YouTube.
Step 8. Near the top, you will see your name with some arrows pointing down. Click it.
Step 9. A box will appear, find the word “Channel” and click.
Step 10. You will now be taken to your YouTube channel.

Congratulations, you are now a member of the YouTube community! Now it’s time to start posting videos.

Step 11. Near the top of the screen, you will see a link that says “Upload”. Click it.
Step 12. You will see a yellow button that says “Upload Video”. Click it.
Step 13. A window will appear. Find your video on your computer and click “OK.”

It’s that easy! Once you’ve recorded your video and put it on your computer, you are ready to put it on YouTube. Be careful and mindful of what you put onto YouTube. Anyone can see what you’ve posted and you want to make sure you’re sending the right message.
How to Participate in a Conference Call

The second Thursday of every month, People First of West Virginia holds a conference call to discuss issues and events. All self-advocates and support staff are encouraged to attend this meeting.

Step 1. Pick up your phone and dial the toll-free number: 1-888-296-6828
Step 2. Once you have dialed, you will hear a computerized voice.
Step 3. The woman’s voice will tell you to enter your participant PIN #: 361954#
Step 4. The woman’s voice will tell you to speak your name then press the # key.
Step 5. When the moderator enters the call, you will be entered into the conference.
    Hints: If a moderator hasn’t shown up to the call yet, you will be put on hold until one shows up. It might be a few minutes, so be patient.
Step 6. Your name will be announced to the group and the conference call will begin.

Congratulations! You are now participating in a People First of West Virginia conference call. This is a very important part of self-advocating and will keep you in touch with our state group.
How to Sign Up for The Arc’s Action Center

Step 1. Open the internet.
Step 2. In the address bar, type: capwiz.com/thearc/mlm/signup/
Step 3. On the lines, enter your correct information. Make sure your email is correct!
Step 4. You do not have to enter your +4 Zip code.
Step 5. Click the “Submit” button.

It’s as easy as that! You will now begin receiving information about legislative issues from The Arc. Now, to further explore the information provided by The Arc’s Action Center, click the elected officials tab and select your state and district. You can find all the information for each Congressman and Representative for our state!
Keep Track of Your Information

**Gmail**
Username: ____________________________
Password: ____________________________

**Facebook**
Email: _______________________________
Password: ____________________________

**Twitter**
Username: ____________________________
Password: ____________________________

**Youtube**
Gmail: ______________________________
Password: ____________________________

**Yahoo Mail**
Username: ____________________________
Password: ____________________________

**Hotmail**
Username: ____________________________
Password: ____________________________
Do You Need Assistive Technology, Specific Accommodations, or Modifications To Help You Get Connected?

As with any technology, accessibility can become an issue. Thankfully, there are many different accessibility options you can use to help you better communicate or use other technology in a way that makes sense for you.

Whether it is an augmentative communication device, accessible computer program, or specialized application for your Smart Phone, Ipod, MP3 player, or Tablet PC, we can help you navigate the assistive technology world and link you to resources that will move you into the “connected” world!

There are far too many accessibility options to discuss in the limited space of this guide, so please contact The Arc of the Mid Ohio Valley’s TechLink program for assistance on how to access, learn, and utilize these resources.
Internet Resource List

Websites:

The Arc of the United States: www.thearc.org

The Arc of the Mid Ohio Valley: www.thearcmov.org

WV Birth to Three: www.wvdhhr.org/birth23

People First of West Virginia: www.peoplefirstwv.org

West Virginia DD Council: www.ddc.wv.org

WV Assistive Technology System: wvats.cedwvu.org/

WV Office of Special Programs: wvde.state.wv.us/osp/

Autism Now: autismnow.org

Wrightslaw: www.wrightslaw.com

The Fair Shake Network: www.fairshake.org

Facebook Pages:

The Arc of West Virginia: The-Arc-of-West-Virginia

The Arc of the Mid Ohio Valley: The-Arc-of-the-Mid-Ohio-Valley

People First of West Virginia: People-First-of-West-Virginia

People First of the Mid Ohio Valley: People-First-of-the-Mid-Ohio-Valley

Birth to Three: WVBirthToThreeRegion2

The Arc Thrift Shops: The Arc-Thrift-Shops