Internet Navigation & Online Communication

Bridge4Mothers © 2026 by *Bridge4Mothers Erasmus+ VET KA210* is licensed under *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

WHAT IS THE INTERNET?

The Internet is a worldwide network that connects millions of computers and devices.

It allows us to:

- Find information
- Send emails
- Watch videos
- Read news
- Shop online
- Learn new skills
- Talk with family and friends

Example:

When you search for a recipe, read school information, or watch a YouTube video, you are using the Internet.

Bridge4Mothers © 2026 by *Bridge4Mothers Erasmus+ VET KA210* is licensed under *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

WHAT DO YOU NEED?

To access the Internet you need:

- ✔ A computer, laptop, tablet, or smartphone
- ✔ An Internet connection (Wi-Fi or mobile data)
- ✔ A web browser

Examples of web browsers:

- Google Chrome - https://www.google.com/chrome/
- Microsoft Edge - https://explore.microsoft.com/en-us/edge/download?form=MA13FJ
- Mozilla Firefox - https://www.firefox.com/en-US/
- Safari - https://www.apple.com/safari/

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

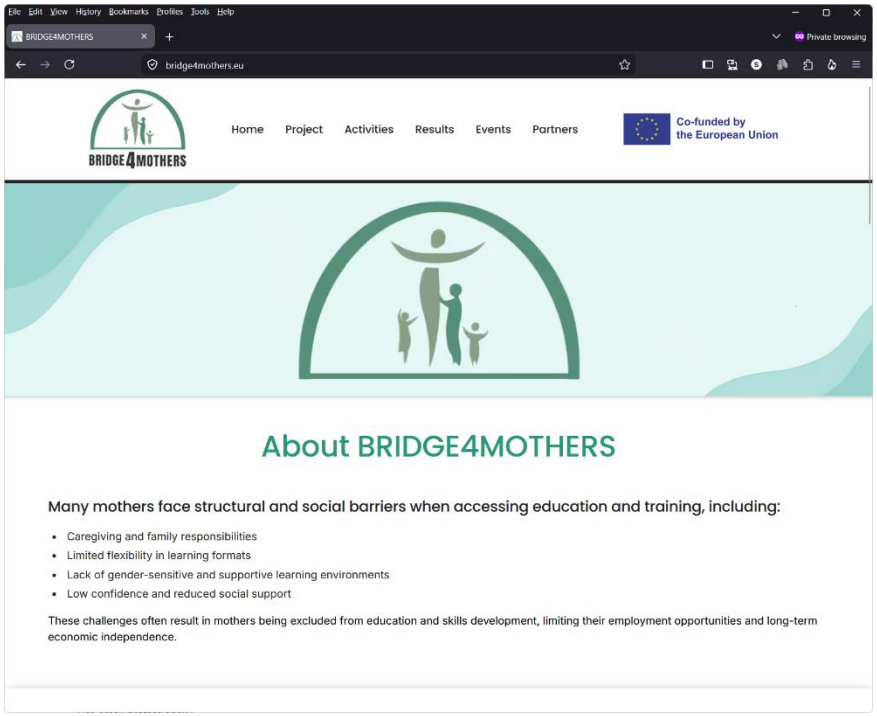
Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

UNDERSTANDING A WEB BROWSER

A web browser lets you visit websites.

Important parts:

- Address Bar
- Back Button
- Forward Button
- Refresh Button
- Home Button
- Tabs



Example Website Address: www.google.com

Every website has its own address (URL). Typing a website address into your browser takes you directly to that website. Type bridge4mothers.eu to visit our project website.

Bridge4Mothers **© 2026 by** *Bridge4Mothers Erasmus+ VET KA210* **is licensed under** *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

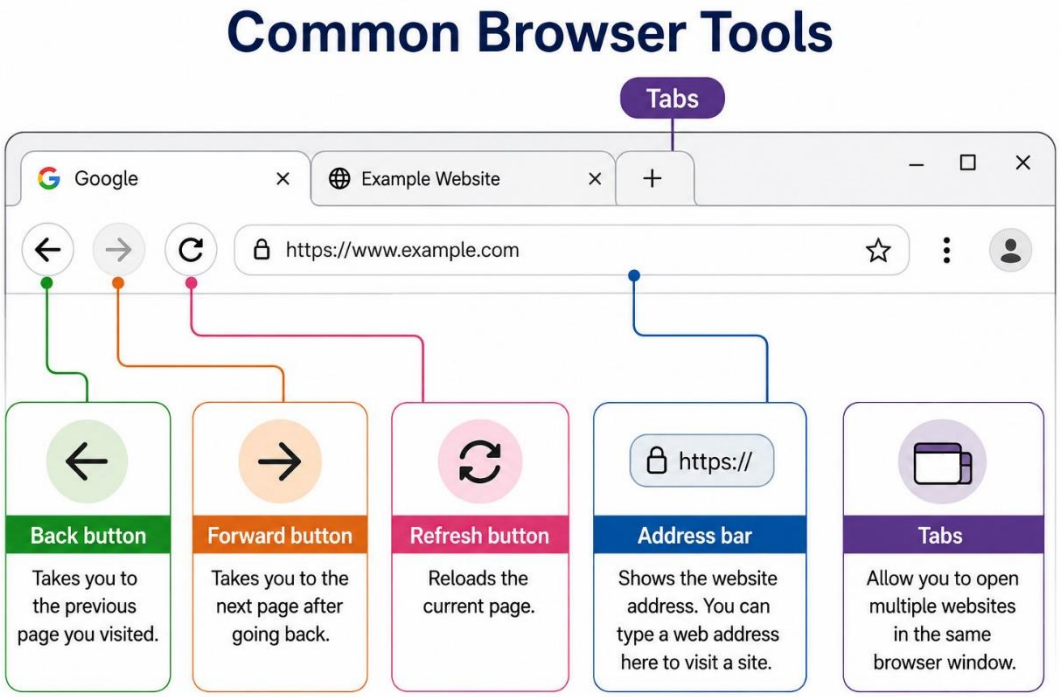
USING A WEB BROWSER

A web browser helps you move from one website to another.

Common browser tools include:

- Address bar
- Back button
- Forward button
- Refresh button
- Tabs

Learning to use these tools makes browsing faster and easier.



Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

NAVIGATING A WEBSITE

Most websites include:

- Menus
- Links
- Buttons
- Search boxes

Clicking a link opens another page with more information.

Take your time and explore different sections of a website.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

SEARCHING THE INTERNET

A search engine helps you find information online.

Popular search engines include:

- Google
- Bing

To get better results, use clear and specific words.

Instead of searching: **Food**

Try: **Healthy dinner recipes**

The more specific your search, the more useful the results.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

CHOOSING RELIABLE INFORMATION

Not everything on the Internet is accurate.

Before trusting information, ask yourself:

- Who created this website?
- Is the information up to date?
- Is the source reliable?
- Can the information be confirmed elsewhere?

Reliable information often comes from government agencies, schools, universities, healthcare organizations, and well-known companies.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

STAYING SAFE ONLINE

Keep your personal information safe.

Never share:

- Passwords
- Bank details
- Personal identification numbers

Always:

- Use strong passwords
- Log out of shared computers
- Visit secure websites (look for **https://**)

Being careful online helps protect your privacy.

Bridge4Mothers © 2026 by *Bridge4Mothers Erasmus+ VET KA210* is licensed under *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

RECOGNIZING ONLINE SCAMS

Some websites and emails are designed to trick people.

Warning signs include:

- Requests for personal information
- Messages saying you won a prize you did not enter
- Urgent requests for money
- Suspicious links
- Poor spelling and grammar

If something seems unusual, do not click. Verify the information first.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

WHAT IS EMAIL?

Email is a way to send and receive electronic messages over the Internet.

You can use email to:

- Communicate with family and friends
- Apply for jobs
- Contact schools or organizations
- Send documents and photos

Email is one of the most widely used communication tools.

Bridge4Mothers **© 2026 by** *Bridge4Mothers Erasmus+ VET KA210* **is licensed under** *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

PARTS OF AN EMAIL

A typical email includes:

To: The recipient's email address

Subject: A short description of the message

Message: What you want to say

Attachment: Optional files or photos

Always include a greeting and a polite closing.

Co-funded by the European Union

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

GOOD EMAIL ETIQUETTE

When writing an email:

- Use a clear subject line.
- Be polite and respectful.
- Keep your message clear and concise.
- Check your spelling before sending.

Avoid writing in ALL CAPITAL LETTERS, as it can appear as shouting.

Good communication creates a positive impression.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

OTHER WAYS TO COMMUNICATE ONLINE

Besides email, people communicate online using:

- Video meetings
- Instant messaging
- Online discussion platforms
- Social media

These tools allow people to work together, study, and stay connected from anywhere.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

DIGITAL CITIZENSHIP

Everything you share online can have a lasting impact.

Remember to:

- Be respectful to others.
- Protect your personal information.
- Think before posting.
- Respect copyright and intellectual property.
- Avoid sharing false or misleading information.

Being a responsible digital citizen helps create a safer online environment.

Co-funded by the European Union

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

REMEMBER

- ✔ Use specific search terms to find better information.
- ✔ Verify information before trusting it.
- ✔ Protect your passwords and personal data.
- ✔ Be polite and respectful in online communication.
- ✔ Continue practicing your digital skills - the more you use them, the more confident you will become.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

ONLINE MEETINGS WITH ZOOM & MICROSOFT TEAMS

Communicating and Collaborating Online

Zoom and Microsoft Teams are popular video conferencing platforms that allow people to communicate, collaborate, and work together from different locations. They are widely used for online classes, business meetings, interviews, webinars, and staying connected with family and friends.

Both platforms support video and audio calls, instant messaging, screen sharing, and file sharing, making online communication simple and effective.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

WHAT IS ZOOM?

Zoom is a cloud-based video conferencing application designed for virtual meetings and online learning.

With Zoom, you can:

- Join or host online meetings.
- Participate in video and audio calls.
- Share your screen during presentations.
- Use the chat feature to send messages.
- Record meetings (if the host allows it).
- Join meetings from a computer, tablet, or smartphone.

Zoom is easy to use and is commonly chosen for online training courses and webinars.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

JOINING A ZOOM MEETING

To join a Zoom meeting:

1. Open the meeting invitation.
2. Click the meeting link or enter the Meeting ID.
3. Enter your name if requested.
4. Choose whether to use your camera and microphone.
5. Click **Join**.

Before joining, make sure your Internet connection, camera, and microphone are working properly.

Bridge4Mothers © 2026 by *Bridge4Mothers Erasmus+ VET KA210* is licensed under *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

ZOOM MEETING CONTROLS

During a Zoom meeting, you can use several controls:

- **Mute/Unmute** – Turn your microphone on or off.
- **Start/Stop Video** – Enable or disable your camera.
- **Participants** – View everyone attending the meeting.
- **Chat** – Send messages during the meeting.
- **Share Screen** – Show your screen, presentation, or documents.
- **Leave Meeting** – Exit the meeting safely when finished.

Knowing these controls helps you participate confidently.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

WHAT IS MICROSOFT TEAMS?

Microsoft Teams is a communication and collaboration platform that combines meetings, chat, file sharing, and teamwork in one application.

Teams is commonly used by:

- Businesses
- Schools and universities
- Government organizations
- Project teams

It is part of Microsoft 365 and integrates with applications such as Word, Excel, PowerPoint, and Outlook.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

USING MICROSOFT TEAMS

Microsoft Teams allows you to:

- Join online meetings.
- Send instant messages to individuals or groups.
- Share files and collaborate on documents.
- Organize conversations in channels.
- Schedule meetings through Outlook.
- Work together on shared projects in real time.

Teams helps people stay connected and organized, even when working remotely.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

ZOOM VS. MICROSOFT TEAMS

Zoom	Microsoft Teams
Focuses mainly on video meetings	Combines meetings, chat, file sharing, and collaboration
Easy to join with a meeting link	Often used within organizations and schools
Popular for webinars and online courses	Best for ongoing teamwork and project collaboration
Simple interface for beginners	Integrates with Microsoft Office applications

Both platforms offer video calls, screen sharing, chat, and file sharing.

Bridge4Mothers © 2026 by *Bridge4Mothers Erasmus+ VET KA210* is licensed under *Creative Commons Attribution 4.0 International*

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

GOOD PRACTICES FOR ONLINE MEETINGS

To participate professionally in online meetings:

- Join the meeting a few minutes early.
- Test your microphone and camera before the meeting starts.
- Keep your microphone muted when you are not speaking.
- Speak clearly and politely.
- Dress appropriately for professional or educational meetings.
- Avoid distractions and background noise.
- Use the chat feature respectfully and only when appropriate.

Following these simple practices creates a positive and productive meeting experience for everyone.

Bridge4Mothers © 2026 by Bridge4Mothers Erasmus+ VET KA210 is licensed under Creative Commons Attribution 4.0 International

Disclaimer: *Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*