

# **LESSON 4 – MOBILE COLLABORATION**

In this section, you will learn how to:

- Identify types of mobile devices and operating systems
- Understand Bluetooth and its use
- Understand Internet connection options and key security considerations
- Use mobile devices
- Manage apps
- Synchronise content

## 4.1 MOBILE DEVICES AND OPERATING SYSTEMS



### Concepts

#### Types of Mobile Devices

Mobile devices generally have the ability to connect to the Internet, support user input and interaction, offer multiple functionality, and are physically the size of a tablet computer or smaller. They have increased in popularity in recent years due to a number of affordable products becoming available to a growing number of people.

Examples of mobile devices include:

- Smartphones
- Tablets

A mobile device uses an operating system. Common operating systems for mobile phones are:

- **Apple's iOS**  
Popular operating system from Apple, running devices such as the iPhone, iPad, and iPod Touch.
- **Google's Android**  
Google's mobile device operating system, powering smartphones and tablets from a range of device manufacturers.
- **Microsoft's Windows Phone**  
Microsoft's operating systems ships on devices from a variety of vendors. Windows Phone 10 is particularly focused on integration with Windows 10, Microsoft's PC operating system

#### Understand Bluetooth and its Use

Bluetooth is a wireless technology standard for exchanging data over short distances between fixed and mobile devices.

Uses for Bluetooth include:

- Cable replacement
- Voice and data access points
- Ad-hoc or temporary networking

## Internet Connections

Internet connection options available for mobile devices:

- Wireless (WLAN)**  
 Wireless Local Area Network links two or more devices using a wireless distribution method, and usually providing a connection through an access point to the wider Internet. Wi-Fi hotspots are public locations (airports, hotels, coffee shops) where you can connect your smartphone or laptop wirelessly to the establishment's Internet service.
- Mobile Internet (3G, 4G)**  
 4G is the fourth generation of mobile phone mobile communication technology standards. It is a successor of the third generation (3G) standards. A 4G system has the potential to provide high-speed Internet access.

Although the above two can be considered complementary technologies, sometimes you have to choose one over the other for either budget reasons (mobile Internet data plans, especially for multiple devices, can be costly) or technological limitations (when the Apple iPad first came out, for example, users had to choose between getting a Wi-Fi-only model or wait for the version that offered 3G as well as Wi-Fi).

Associated features:

| Feature      | Wireless   | Mobile Internet  |
|--------------|--|--|
| Speed        | Generally DSL or cable speeds  | Not as fast as Wi-Fi   |
| Cost         | Many hotspots are free   | Depends on the data plan   |
| Availability | Must be connected to a specific wireless network, for example at a cybercafé | Virtually everywhere: Connect wherever you can get a cellular signal |

Key security considerations:

- Use a PIN**  
 Enable a passcode (PIN) to restrict access to the device. This helps prevent unauthorised individuals from getting at your data.
- Back up content**  
 Back up content regularly to ensure it can be restored when needed or transferred to another device if, for example, you lose your device.
- Turning wireless/Bluetooth off**  
 Turning off wireless and Bluetooth can prevent unauthorised access to your device although these services.

## 4.2 USING MOBILE DEVICES



### Concepts

#### Connecting to the Internet Securely

Setting up a wireless connection differs from model to model and operating system so the steps below are the basic way of connecting.



### Steps

To connect using wireless:

1. Go to **Settings**.
2. Turn on Wi-Fi.
3. If necessary, select the wireless network based on the hotspot area.

To connect using mobile technology:

1. Go to carrier settings.
2. Turn on 3G/4G.
3. Turn on the mobile data feature.



### Concepts

#### Searching the Web

Mobile devices come with web browsers built into them, and give you access to mobile versions (and sometimes desktop versions) of websites. Mobile devices may have limited access to certain types of web features however, in comparison to using a PC or laptop.



### Steps

1. Go to the web browser app (for example: Safari in iOS).
2. Tap in the URL or address box.
3. Enter the web site address or a search engine address.
4. Enter required keywords.
5. Tap **Search**.

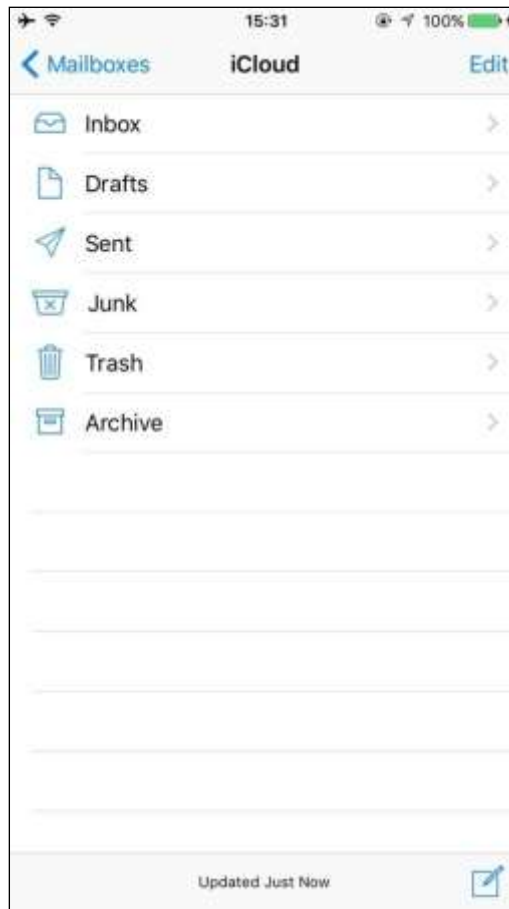
## Concepts

### Send and Receive E-mail

Mobile devices have proven to be a popular choice with users who want to keep track of their e-mails quickly and on the go. While many devices come with a built-in mail application, you can also download specific apps for e-mail services (for example Gmail or Outlook) on the respective device's app store.

## Steps

1. Tap the **Mail** app.



2. Tap on the **Inbox**.
3. If connected, new e-mails will be downloaded. Click on a mail to see the content.
4. Compose a mail using new mail or message and tap **Send**.

## Concepts

### Managing Calendar Event

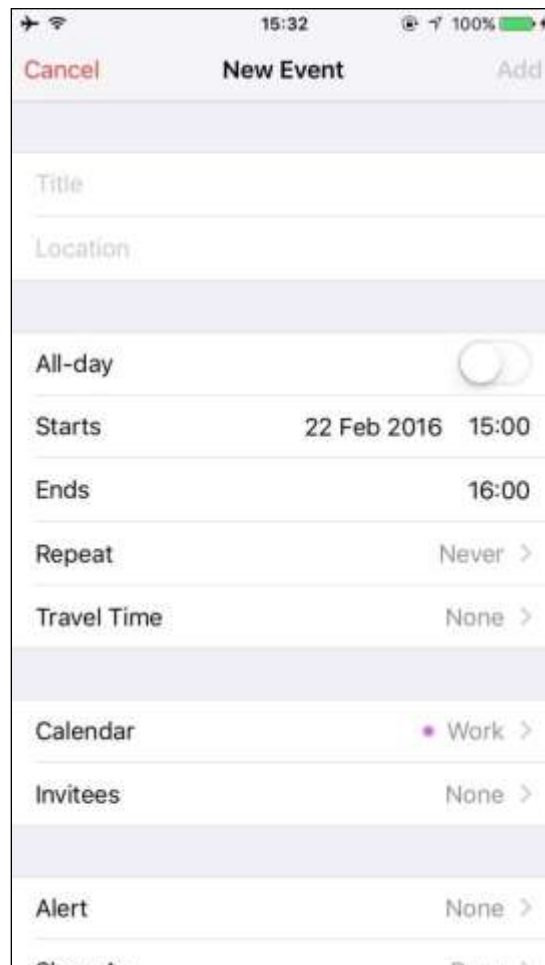
Similar to e-mail, calendar apps on mobile devices have proven a popular feature with users. They allow users to keep track of events and even synchronise them with their social media accounts to automatically update with any event they agree to go to.



## Steps

To add a calendar event:

1. Tap the **Calendar** app.
2. Select the date to add the event to.
3. Tap the add event option.
4. Enter the event details.



To edit a calendar event:

1. Select the date with the event.
2. Tap the event name.
3. Tap the Edit option.
4. Edit the event as required.

To delete a calendar event:

1. Select the date with the event.
2. Tap the event name.
3. Tap the option to delete the event.

## Concepts

### Sharing Pictures or Videos

You can share pictures and videos that you've saved to your device in a variety of methods.

## Steps

1. Select the picture or video in the gallery.
2. Tap the **Share** or **Send** option.
3. Choose the **Mail**, **Message** or a **social media** option. You can also use **Bluetooth** to share through **AirDrop** on iOS devices, or share it directly between **Android** devices.



4. Send or post the picture or video.

---

## 4.3 MANAGING APPS



### Concepts

A mobile application (or mobile app) is a software application designed to run on smartphones, tablet computers and other mobile devices. They are usually available through application distribution platforms, which are typically operated by the owner of the mobile operating system, such as the **Apple App Store** and **Google Play**. Some apps are free, while others must be bought. Usually, they are downloaded from the platform to the device.

The most common types of mobile apps include:

- News
- Social media
- Productivity
- Maps
- Games
- eBooks

The following steps are for a mobile device operating with the iOS operating system. Similar options are available in other operating systems.



### Steps

#### Searching for Apps

To search for an app:

1. Go to the app store (**Apple App Store / Google Play**.)
2. Use the Search feature to search for an app.

It is important to remember that there may be purchase costs for some applications, as well as potential usage costs.

#### Install and Uninstall Apps

To install an app:

1. Tap on the required app.
2. Tap the **Install** option.



To uninstall an app:

1. Go to **Settings**.
2. In the general settings, tap the usage option.
3. Select the app to uninstall.
4. Tap the **Delete App** option.

### **Update Apps**

If any update is available, it can be downloaded to the mobile device. In the app store, simply tap the updates option and select the applications how wish to update.

### **Using Apps**

Voice / Video communication:

1. Tap the App (for example, FaceTime).
2. Use your contact list to call the person of choice.

For communication apps such as FaceTime, WhatsApp and Viber the recipient of messages or calls also needs to have the app.

Social media:

1. Tap the App (for example, Facebook).
2. Use the app as you would on your desktop Internet browser.

Map:

1. Tap the App (for example, Google Maps).
2. Use the search bar to find the location of choice.

## 4.4 SYNCHRONISING CONTENT

### Concepts

Synchronisation technologies are designed to synchronise a single set of data between two or more devices, automatically copying changes back and forth. For

example, a user's contact list on one mobile device can be synchronised with other mobile devices or computers.

Data synchronisation can be local synchronisation where the device and computer are side-by-side and data is transferred or remote synchronisation when a user is mobile and the data is synchronised over a mobile network.

Synchronisation is important because it:

- Acts as a backup.
- Can be used to restore apps and data.
- Allow you to manage what content is added to and removed.

## Steps

To set up synchronising settings and synchronise (the iOS operating system is used, but similar options are available in other operating systems):

1. Connect your device to your computer with the USB cable provided.
2. In iTunes, **select** the phone.
3. Decide whether you want iTunes to automatically synchronise your iPhone and your contacts, calendars, e-mail accounts, and bookmarks.
4. If you want iTunes to sync your iPhone automatically whenever you connect it to your computer, select the **Automatically Sync When This iPhone Is Connected** check box (in the Options area).
5. If you want to sync only items that are selected in your iTunes library, select the **Only Sync Checked Songs and Videos** check box.