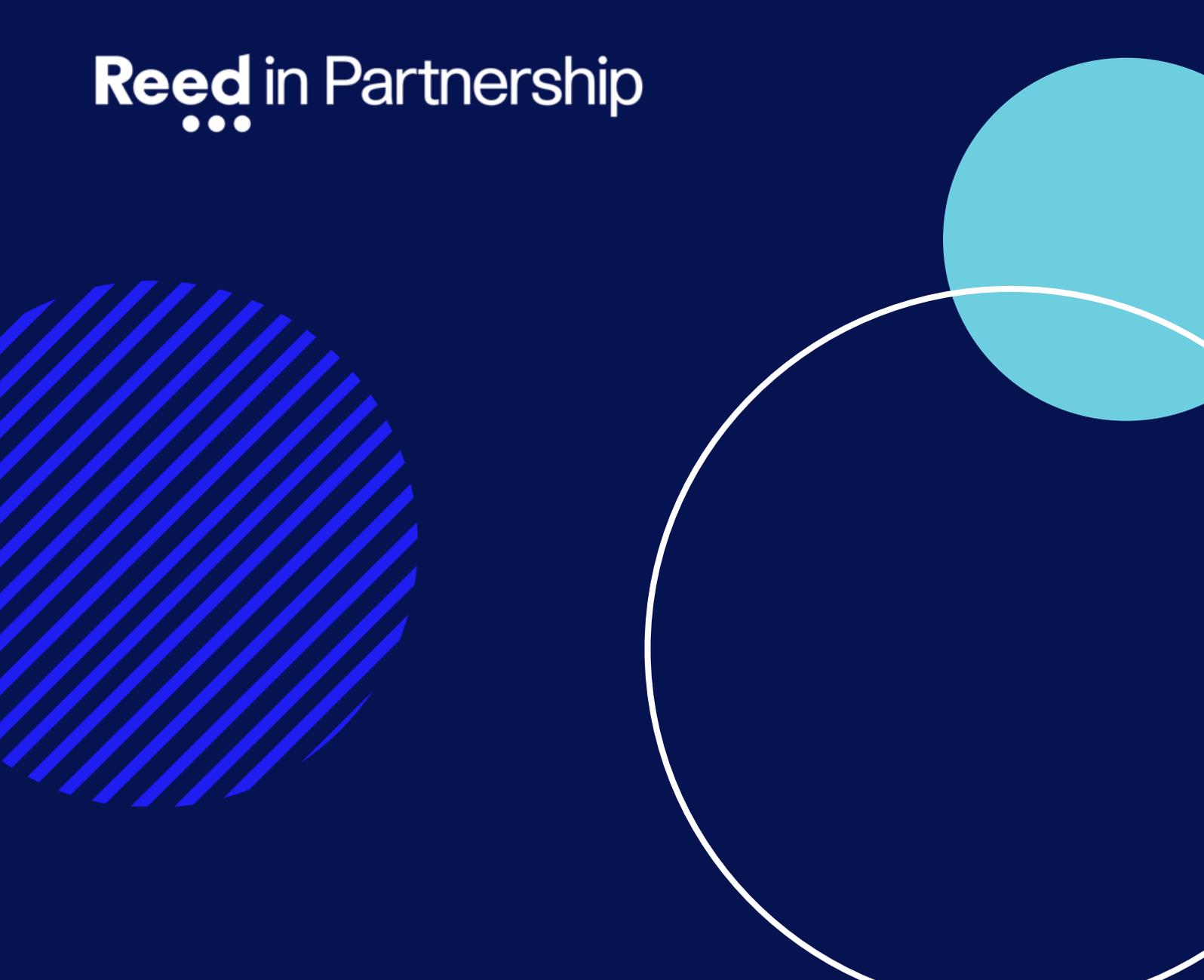


Reed in Partnership



Digital Hub Guidance

A guide on how to use the Digital Hub for participants.

reedinpartnership.co.uk

Product Innovation



#	Document title	Last reviewed	Reviewed/approved by
1	Digital Hub Guidance	28/03/2023	Lucy McCurdy
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Introduction

This guide has been designed to assist participants in using the Digital Hub PCs at Reed in Partnership offices. Our goal is to empower you with the skills and confidence needed to navigate the digital world effectively. Whether you're new to using computers or looking to enhance your existing skills, this guide will provide you with step-by-step instructions and valuable tips.

Covering a few areas, like:

Turning On/Off the PC, this ensures that you start your sessions smoothly and shut down correctly to avoid any potential data loss or hardware issues.

Accessing the Internet from Participant Hub is a gateway to a vast amount of information and opportunities. We'll show you how to connect to the internet from the Participant Hub, enabling you to browse, research, and access various online resources.

Creating and Logging into Microsoft Outlook and Gmail Accounts, as having an email account is essential for communication and accessing many online services. This section will guide you through creating and logging into Microsoft Outlook and Gmail accounts, which are crucial for job applications, correspondence, and more.

Applying for Jobs Using Internet Tools, the internet offers numerous tools for job searching and applications. We'll demonstrate how to use these tools effectively, helping you to find and apply for jobs online, enhancing your employment prospects.

Using Communication Platforms. We'll introduce you to Microsoft Teams and Zoom, two popular platforms for online meetings and collaboration, ensuring you can stay connected with potential employers, colleagues, and support networks.

Basic Features of MS Word and Google Docs. This section covers the basic features of MS Word and Google Docs, enabling you to create, edit, and format documents for various purposes, from resumes to reports.

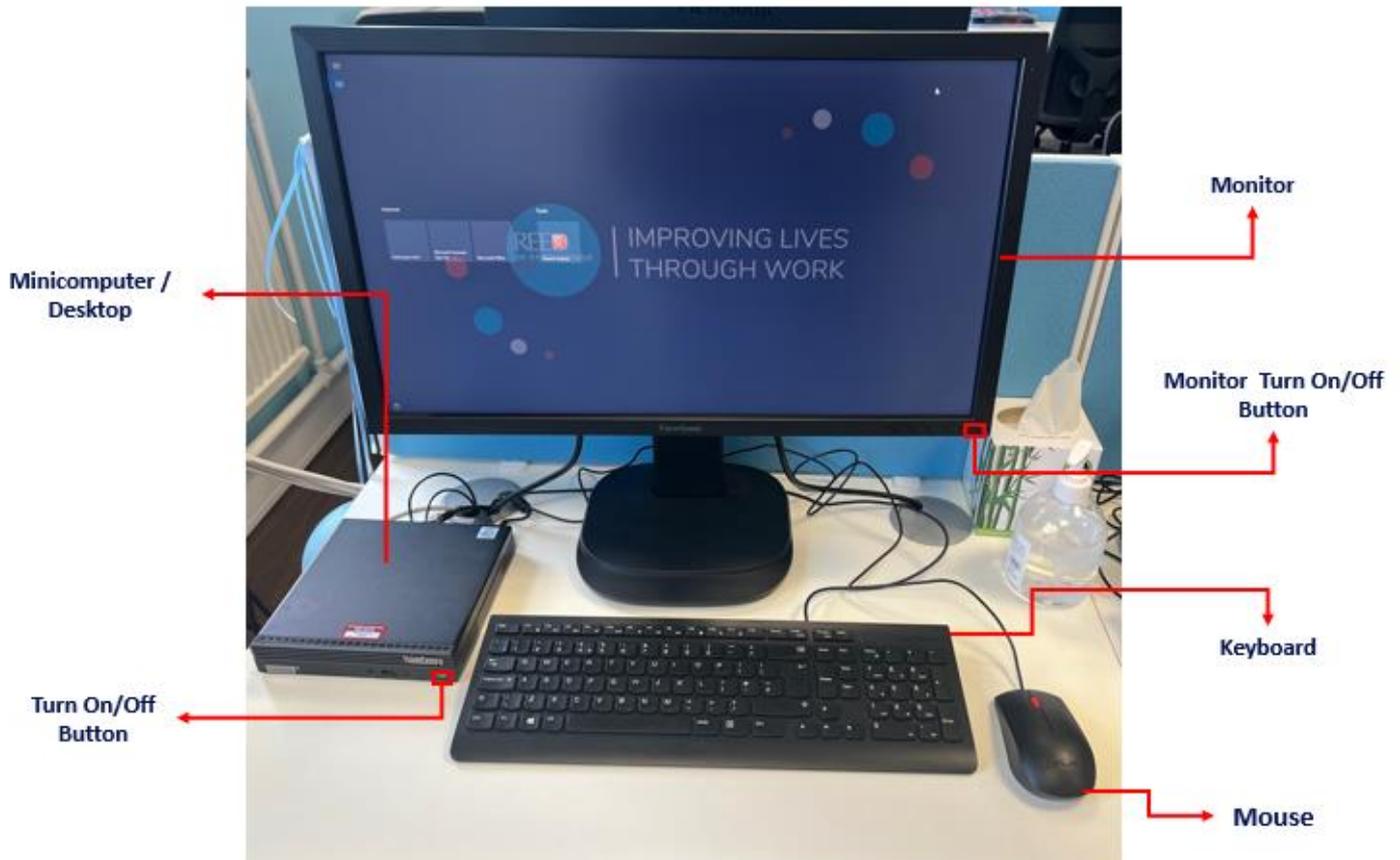
Common Tasks, like knowing how to download documents and attach or upload them to emails or job applications is a practical skill. We'll guide you through these common tasks, including using the drag-and-drop function, to streamline your digital interactions.

Each section of this guide is designed to build your digital literacy, making you more confident and capable in using technology for personal and professional growth. We hope you find this guide helpful and empowering as you navigate the Digital Hub



Getting Start

Step One is to familiarise yourself with Your Digital Hub Workplace. Before you begin, make sure your PC is turned on. Your workstation should look like the image below:



To use headphones or a webcam with the Digital Hub, please contact a staff member for assistance with the setup. If you need either of these items, please contact a member of staff.



The Home Page

When you access the Digital Hub PC, the home page is the first thing you'll see. It features four clickable icons:



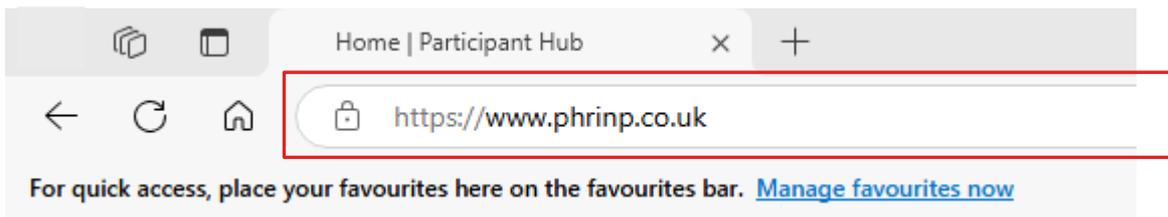
- **Participant Hub:** Access the Participant Hub home page and all available resources.
- **Microsoft Account Sign Up:** Sign in to your Microsoft account immediately. If you don't have one, you can easily create it. We'll provide a link to a guide to help you with the process.
- **Microsoft Office:** With a Microsoft account, you can access Microsoft applications.
- **Restart Session:** This option will wipe your session, ensuring all entered data is removed.



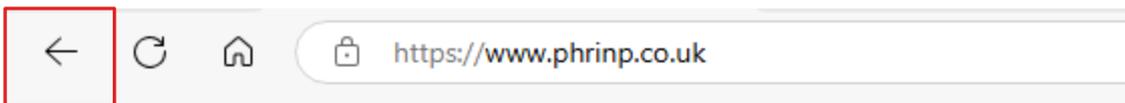
Using a Browser

Once you select either **Participant Hub**, **Microsoft Account Sign-Up**, or **Microsoft Office**, you will automatically start using Microsoft Edge, which is Microsoft's internet browser.

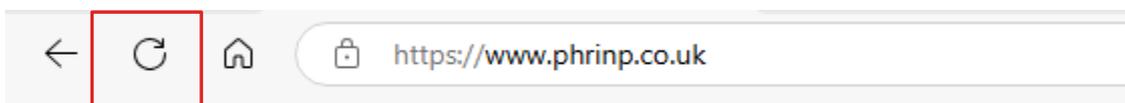
From here, you can access **any** website. You can do this by typing the URL into the browser URL - highlighted in red below. Another way to easily find resources is to use Google. Simply copy+paste "Google.com" Into the browser URL, or click this link: [Google.com](https://www.google.com).



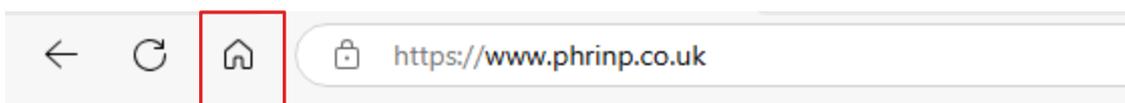
From the browser bar, you can go back to the previous website by clicking the arrow:



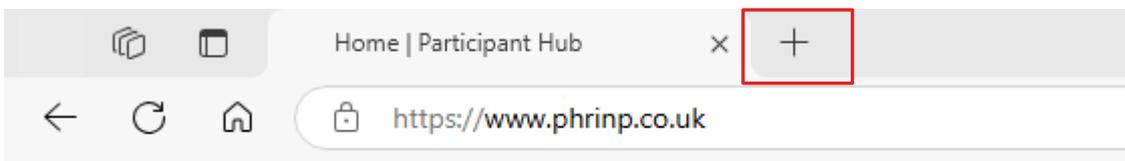
You can refresh the page, by clicking the refresh icon:



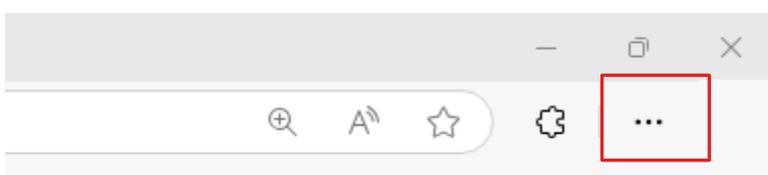
You can return to the Participant Hub home page, by clicking the home icon:



You can open a new tab, by clicking the + icon:



You can access your settings by clicking the 3 dots, highlighted in red below:





You can get your page read aloud to you, by clicking the 'A' Icon:



Participant Hub

This is your gateway to access resources designed to support your journey. Click on the "Participant Hub" icon to be directed your Participant Hub home page, where you can access all the tools and information you need. Whether you're looking for guides, or other helpful materials, the Participant Hub has you covered.

Participant home

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Welcome!
 On this computer you have internet access to write your CV, apply for jobs, access your emails and social media, and find additional support resources.
 Use the bar at the top to type in a website or use Google here: [google.com](https://www.google.com)
 Remember to log out of your account at the end of your session using this computer.



[Need more help using this PC? - click here](#)

Access your Online Career Centre here:

Reed in Partnership/Serco >

Maximus >

Seetec >

Look for jobs here:
[Need help applying for a job? - click here](#)

Reed.co.uk

Indeed

Monster

CV Library

Adzuna

Total Jobs

Glassdoor

LinkedIn

Login into your email here:
[Need help creating an account or logging in? - click here](#)

Outlook

Gmail

iCloud

Yahoo Mail

Login to your tools here:
[You will need an account to use these tools. Need help creating an account or logging into your existing account? - click here](#)

Word

Excel

Google Drive

Google Docs

Google Meet

Teams

Zoom

[Latest tax and national insurance information >](#)

[Latest Jobcentre Plus information >](#)

[Support with Disability Assessments >](#)

Find more resources here:

[CV and Job Application Support](#)

[Job & Interview Advice](#)

[Self-Employment, Apprenticeships & Courses](#)

CV Help
 How to write the perfect CV
[Click Here >](#)

Job Application Forms
 How to answer job application forms
[Click Here >](#)

Cover Letters
 How to write a great cover letter
[Click Here >](#)

Grammarly
 Check the spelling, grammar in your CV or cover letter
[Click Here >](#)

Personal Finance **Physical & Mental Health** **Family & Social Support**

Debt Management
 Support with debt management
[Click Here >](#)

Grants Search
 Find out what's available for your grants
[Click Here >](#)

Travel by Train
 Work out your best rail route and journey
[Click Here >](#)

Cost of Living Support
 General support and budgeting advice management, and dealing
[Click Here >](#)

Log in to your social media here:

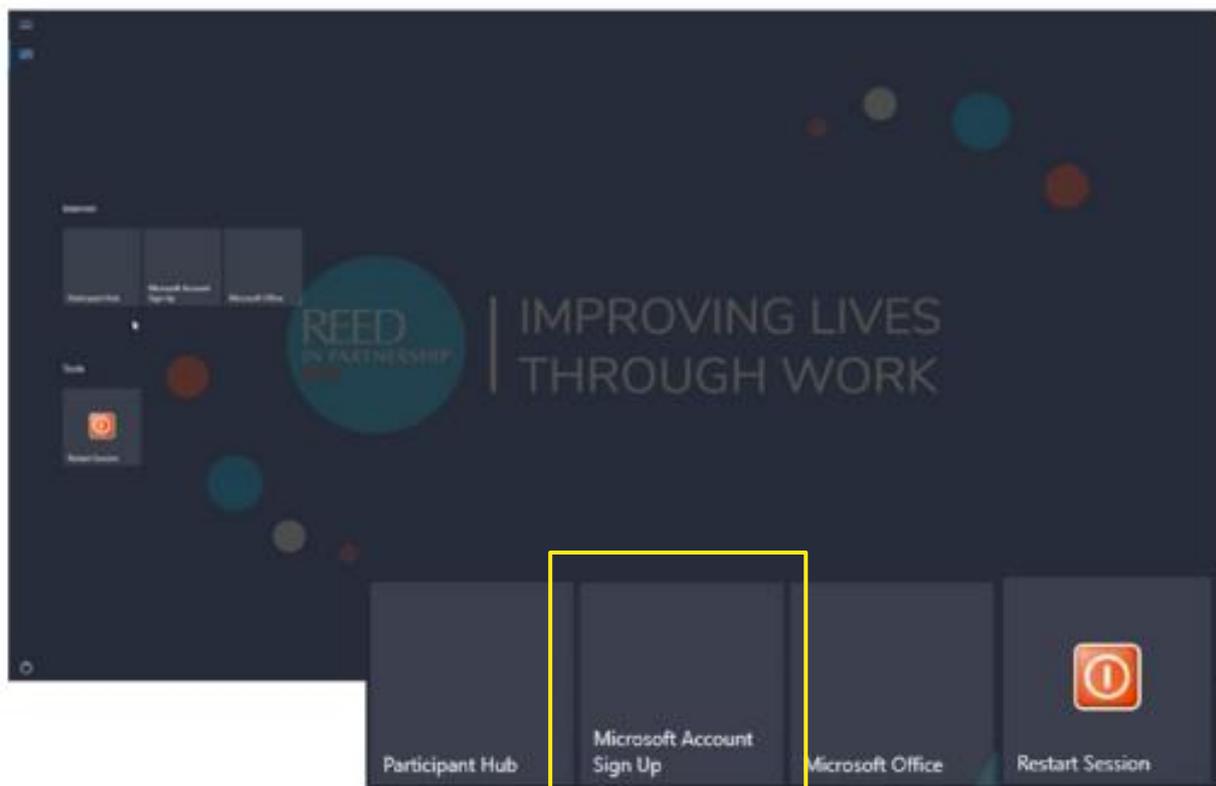
[Learn more about using this computer >](#)

[Home >](#)



Microsoft Account Sign Up

Creating a Microsoft account is your first step to accessing a wide range of Microsoft services and applications. Click on the "Microsoft Account Sign Up" icon to be directed to the Microsoft website, where you can easily create your account. Whether you need it for email, cloud storage, or Office applications, like write a CV, Cover letter [...].



If you already have an account, simply sign in. If not, no worries! We've prepared a guide to help you create and use your new account, which you can find via the link below:

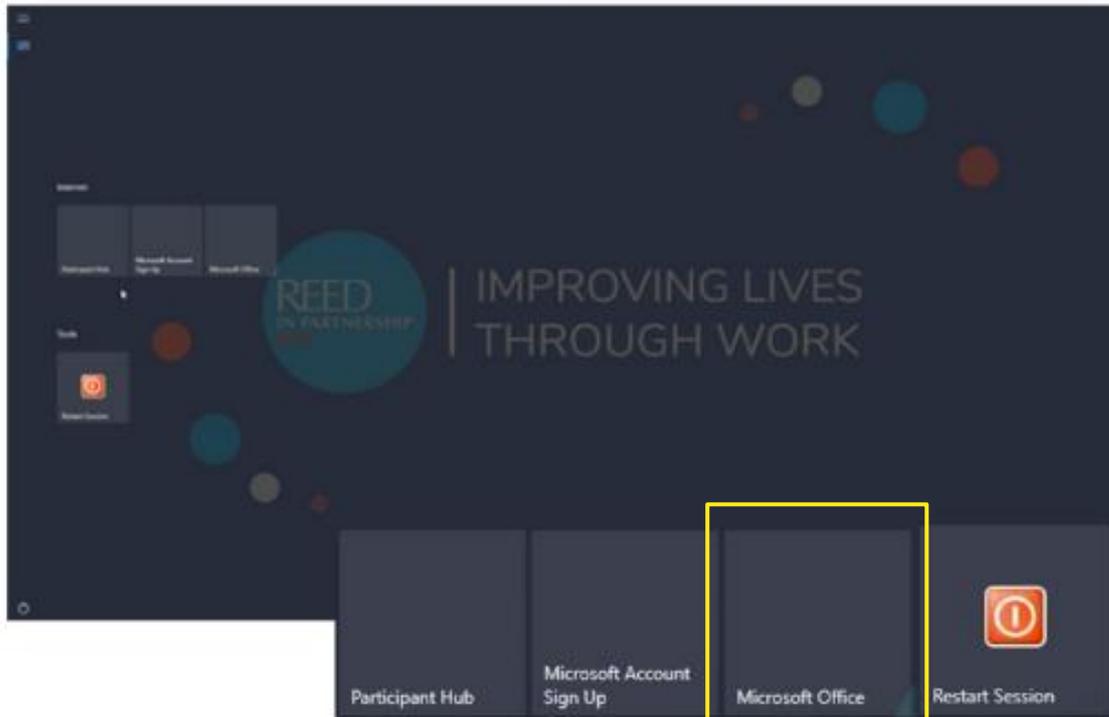


[Click here to access:](#)



Microsoft Office

Click on the 'Microsoft Office' to access the free online versions of all Microsoft applications - such as Word, Excel, PowerPoint, and more. Whether you're working on documents, spreadsheets, or presentations, Microsoft Office provides the tools you need to succeed.



Specifically, you can use MS Word to update your CV, create personal statements, and draft cover letters.

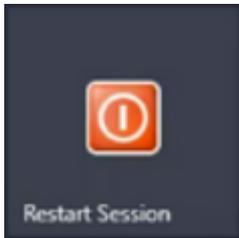
We've prepared a guide to help you use MS Word in the Digital Hub, including how to download and upload documents via email, how to edit them, and how to send a document to your employment advisor or upload your updated CV to a job application.



[Click here to access:](#)



Restart Session



Clicking this icon will wipe your current session, ensuring that all data you have entered is removed. This is a great way to protect your privacy and ensure that no personal information is left behind. Use this feature whenever you need to reset your session and start anew.

Gmail Account and Google Docs

Creating and using Gmail Account and Google Docs is another and highly beneficial way for managing your emails and documents. You can sign up for a free account by providing some basic information. Once your account is set up, you can access Google Docs through the Google Apps menu in your Gmail interface.

Google Docs allows you to create, edit, and share documents online, making collaboration easy and efficient. You can also upload existing documents, work on them in real-time with others, and save your work directly to Google Drive for easy access from any device.

To help you creating a Gmail account and navigate its features to streamline your workflow, we've created two guides to support you: 1. How to use Gmail and 2. How to Use Google Docs.



[Click here to access these guides:](#)

How to print documents

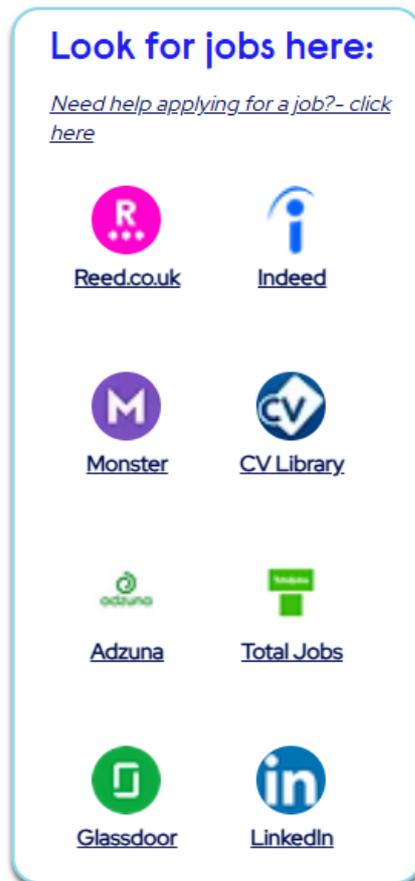
If you need to print your CV, cover letter, job application, or any other document, please email the relevant files to your employment advisor or administrator. They will be able to print the documents for you.

[Instructions on how to download and upload documents are available in the guides above \(MS Outlook and Gmail\).](#)



How to use the participant hub to apply for jobs

Completing your job search has never been easier. On the Participant Hub Home Page you will find a dedicated job search section, as shown in the image below, where you can browse and apply for jobs.



To assist you, we've created a guide designed to help you with your online job search, specifically on platforms like Reed.co.uk and Indeed, using the Digital Hub PCs at Reed in Partnership offices. Click In the link below to access the guides:



[Click here to access:](#)



Communication Platforms: Teams and Zoom

Attending a remote workshop, wellbeing session, meeting, or job interview can be a game changer when you know how to use platforms like Teams and Zoom is essential. We've prepared a basic guide to introduce you to Microsoft Teams and Zoom, two popular platforms for online meetings and collaboration, ensuring you can stay connected with potential employers, colleagues, and support networks.

Remember! You don't need to sign in to access meetings on Teams or Zoom.



[Click here to access the guide:](#)

Helpful tips when using Digital Hub

Below you will find a collection of tips and suggestions on how to make the most of what the Digital Hub has to offer, where to find resources, and how to keep your accounts safe.

- ✚ The Digital Hub is a safe space to navigate and find a wide range of resources to support your employability journey. Remember, it is a shared workplace for all participants, so be kind and mindful when using the equipment to avoid any damage.
- ✚ The Participant Hub works in browser mode, so it is not possible to download apps. All resources need to be accessed using the browser.
- ✚ It is good practice to log out of any accounts and delete any personal documents you might have downloaded onto the Digital Hub.
- ✚ When registering a new account, make sure to use a password that you will remember and a recovery email to reset your password if needed.
- ✚ If you need to print something, send the document by email to your employment advisor, and they will be able to help you.
- ✚ Headphones and webcams are available; you just need to ask your employment advisor.



- ✚ Employability resources are available on the Participant Hub Internet page.
- ✚ The Online Career Centre is a great tool to boost your employability skills, build your CV, prepare for an interview, or discover more about any job market sector.
- ✚ Wellbeing resources are available on the Participant Hub Internet home page, such as mental health support, drug and alcohol support or health & wellbeing advice.



For further technical guidance on how to use the Digital Hub, please contact your Digital Hub Champion or a member of staff.



If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.



To watch a video on how to use the Digital Hub, please use the link below:

<https://www.phrinp.co.uk/>

