



### 1. Getting Started:

- Download the Duolingo app from the App Store (iOS) or Google Play Store (Android).
- Open the app and sign up for a new account or log in if you already have one.

### 2. Choosing a Language:

- Select the language you want to learn from the available options.
- Duolingo offers a wide range of languages, including popular ones like Spanish, French, German, and many more.

### 3. Placement Test (Optional):

- If you have prior knowledge of the language, you can take a placement test to assess your proficiency and skip beginner levels.

### 4. Daily Goals:

- Set a daily learning goal based on the time you can commit to language learning.
- Duolingo encourages regular practice to reinforce language skills.

### 5. Learning Modules:

- Duolingo organizes lessons into bite-sized modules focusing on vocabulary, grammar, listening, and speaking exercises.
- Complete lessons to earn experience points and progress through the course.

### 6. Types of Exercises:

- **Multiple Choice:** Choose the correct translation or answer.
- **Translate the Sentence:** Translate sentences from the target language to your native language or vice versa.
- **Speaking Exercises:** Practice your pronunciation by repeating phrases.
- **Listening Exercises:** Listen to phrases and choose the correct translation.

## **7. Strengthen Skills:**

- Duolingo's "Strengthen Skills" feature helps reinforce what you've learned by revisiting previous lessons.
- It adapts to your learning needs, emphasizing weaker areas.

## **8. Progress Tracking:**

- Monitor your progress through the app's dashboard.
- Track daily streaks, earned XP (experience points), and the skills you've mastered.

## **9. Duolingo Stories (Optional):**

- Explore Duolingo Stories for immersive, real-life conversations.
- Stories provide additional context and help improve comprehension skills.

**10. Duolingo Plus (Optional):** - Consider Duolingo Plus for an ad-free experience and offline access to lessons. - Duolingo Plus is a subscription service with additional features.

## **11. Community and Events:**

- Join language learning clubs and engage with the Duolingo community.
- Participate in events and challenges to stay motivated.

## **12. Practice on the Web:**

- Duolingo is also available on the web. Access the platform through your browser for a larger interface and additional features.

## **13. Review and Reinforce:**

- Regularly review completed lessons and practice to reinforce what you've learned.
- Consistent practice is key to language retention.

## **14. Additional Resources:**

- Duolingo offers additional resources such as podcasts and a blog for language learners.
- Explore these resources to complement your learning journey.

## **15. Enjoy the Journey:**

- Language learning with Duolingo is designed to be fun and engaging.
- Embrace the learning process, celebrate achievements, and enjoy the journey of acquiring a new language.

# FreeForm



## **1. Download and Install:**

- Visit the App Store on your iOS device.
- Search for "Freeform" and download the app.
- Install the app on your device.

## **2. Apple ID and iCloud:**

- Users must be logged in with their Apple ID to use FreeForm.
- Freeform must be turned on in your iCloud to operate.

## **3. Create a Freeform:**

- Tap the "+" button to start a new Freeform.
- Give your Freeform a title or theme to organize your content.

## **4. Add Content:**

- Explore the boundless canvas by adding several types of content.
- Tap the "+" icon to add photos, drawings, links, and files.

## **5. Photos:**

- Select photos from your device's gallery or take new ones within the app.
- Arrange and resize photos on the canvas.

## **6. Drawings:**

- Use the drawing tool to sketch or annotate directly on the canvas.
- Choose distinct colors and brush sizes for creative expression.

## **7. Links:**

- Embed links to websites, articles, or videos.
- Tap on the link icon, enter the URL, and customize the link preview.

## **8. Files:**

- Attach files from your device or cloud storage.

- Access and view documents, PDFs, or other file types within the app.

### **9. Collaborate with Others:**

- Invite others to collaborate on your Freeform.
- Share your Freeform with friends or colleagues, allowing them to contribute and edit.

### **10. Editing and Organization:**

- Edit and rearrange content easily.
- Use the app's tools to organize and structure your Freeform.

### **11. Save and Share:**

- Save your Freeform to access it later.
- Share your creations with others through the app or export as a shareable link.

### **12. Explore Additional Features:**

- Check for additional features such as stickers, annotations, or text.
- Explore the app's settings for customization options.

### **13. Privacy and Security:**

- Familiarize yourself with the app's privacy settings.
- Adjust sharing and collaboration settings according to your preferences.

### **14. Help and Support:**

- Access the app's help or support section for FAQs or assistance.
- Stay updated on new features through official app announcements.

### **15. Regular Updates:**

- Keep the Freeform app updated to access the latest features and improvements.
- Check for app updates in the App Store.

**FreeForm** is an app only available to iOS devices.

# Libby



## **1. Download Libby:**

- Visit your device's app store (App Store for iOS or Google Play for Android).
- Search for "Libby, by OverDrive" and download the app.
- Install the app on your device.

## **2. Sign in or Create an Account:**

- Open the Libby app.
- Sign in with your library card if you already have one. If not, follow the prompts to sign up for an account.

## **3. Find Your Library:**

- Use the app to find your local library by entering your zip code or library name.
- Select your library from the search results.

## **4. Add Your Library Card:**

- Link your library card to Libby by entering your card number and PIN.
- Some libraries also offer instant digital cards through Libby.

## **5. Browse and Borrow:**

- Explore the app's collection of eBooks and audiobooks.
- Borrow titles by tapping on the book cover and selecting "Borrow."

## **6. Read and Listen:**

- Tap "Shelf" to view your borrowed items.
- Read eBooks directly in the app or listen to audiobooks.

## **7. Customize Settings:**

- Access the settings menu to customize your reading preferences.
- Adjust font size, background color, and other settings to enhance your reading experience.

## **8. Manage Loans:**

- Loans are typically available for a set period. Monitor due dates on your Shelf.
- Renew loans if the title is eligible for renewal or return items early if you finish before the due date.

## **9. Holds and Waitlists:**

- If a book is unavailable, you can place a hold and be added to a waitlist.
- Libby will notify you when the book becomes available for borrowing.

## **10. Explore Additional Features:**

- Libby offers features like skipping ahead or going back in audiobooks, creating bookmarks, and adjusting playback speed.
- Explore these features to personalize your reading or listening experience.

## **11. Discover Recommendations:**

- Libby provides personalized recommendations based on your borrowing history.
- Explore these suggestions to discover new titles.

## **12. Return and Remove:**

- Return borrowed items early if needed to free up space on your Shelf.
- Remove titles from your Shelf once you have finished reading or listening.

## **13. Sync Across Devices:**

- If you use Libby on multiple devices, your Shelf and settings will synchronize across them for a seamless experience.

## **14. Get Help:**

- Access Libby's help and support resources within the app.
- Check FAQs or contact your local library for assistance.

# Microsoft 365



## **1. Accessing Microsoft 365:**

- Open a web browser and go to the Microsoft 365 login page.
- Sign in with your Microsoft account or your organization's credentials.

## **2. Navigating the Microsoft 365 Dashboard:**

- Once logged in, you'll see the Microsoft 365 dashboard.
- Navigate through the various apps and services available, such as Outlook, Word, Excel, PowerPoint, Teams, and more.

## **3. Using Microsoft 365 Apps:**

- **Word, Excel, PowerPoint, and OneNote:**
- Create new documents, spreadsheets, presentations, and notes.
- Collaborate with others in real-time by sharing documents and inviting collaborators.

## **4. Email and Calendar with Outlook:**

- Access Outlook to manage your emails, calendar, and contacts.
- Compose and send emails, schedule appointments, and organize your contacts.

## **5. Collaboration with Microsoft Teams:**

- Use Microsoft Teams for real-time communication and collaboration.
- Schedule and join online meetings, chat with colleagues, and share files within the Teams interface.

## **6. OneDrive for File Storage and Sharing:**

- Store files in OneDrive, Microsoft's cloud storage service.
- Share documents and collaborate with others by granting them access to specific files or folders.

## **7. SharePoint for Team Collaboration:**

- Utilize SharePoint for team collaboration and document management.

- Create team sites, share resources, and collaborate on projects within a centralized platform.

#### **8. Accessing Microsoft 365 on Mobile Devices:**

- Download and install the Microsoft 365 apps on your mobile device (iOS or Android).
- Access and edit documents, check emails, and collaborate on the go.

#### **9. Security and Compliance:**

- Familiarize yourself with security features such as multi-factor authentication.
- Use compliance tools to meet regulatory requirements and protect sensitive information.

#### **10. Microsoft 365 Admin Center:**

- If you have administrative responsibilities, explore the Microsoft 365 Admin Center.
- Manage user accounts, configure security settings, and monitor the health of your Microsoft 365 environment.

#### **11. Learning Resources:**

- Take advantage of Microsoft's online resources and tutorials to enhance your skills.
- Explore Microsoft Learn and the Microsoft 365 Training Center for in-depth guides and courses.

#### **12. Updates and Support:**

- Keep your Microsoft 365 apps and services updated to access new features and security enhancements.
- Utilize Microsoft's support resources, including the Microsoft 365 community forums and support documentation.



# OneDrive



## **1. Signing In and Accessing OneDrive:**

- Open a web browser and go to the OneDrive website ([onedrive.live.com](https://onedrive.live.com)).
- Sign in with your Microsoft account or your organization's credentials.

## **2. Uploading Files and Folders:**

- Click on "Upload" to add files or folders to OneDrive.
- Alternatively, drag and drop files directly into the OneDrive window.

## **3. Organizing Files:**

- Create folders to organize your files. Click on "New" and select "Folder."
- Right-click on files or folders to rename, move, or delete them.

## **4. Syncing Files with OneDrive App:**

- Download and install the OneDrive app on your computer or mobile device.
- Enable sync to automatically mirror your OneDrive files on your device for offline access.

## **5. Sharing Files and Folders:**

- Right-click on a file or folder and select "Share."
- Choose whether to share with specific people or generate a link for broader access.
- Set permissions such as view-only or editing rights.

## **6. Collaborating on Documents:**

- Open documents directly in Office Online or sync them to your device for editing in desktop applications.
- Collaborate in real-time with others on the same document.

## **7. Version History:**

- OneDrive keeps track of version history for documents.

- Restore previous versions or review changes made by collaborators.

## **8. Accessing OneDrive on Mobile Devices:**

- Download and install the OneDrive app on your iOS or Android device.
- Access and manage your files on the go.

## **9. OneDrive Settings:**

- Access OneDrive settings by clicking on the gear icon.
- Configure settings such as automatic photo and video upload from your mobile device.

## **10. Integration with Microsoft 365 Apps:**

- OneDrive seamlessly integrates with Microsoft 365 apps such as Word, Excel, and PowerPoint.
- Save and open documents directly from OneDrive within these applications.

## **11. Recycle Bin:**

- Deleted files are initially moved to the Recycle Bin.
- Recover or permanently delete files from the Recycle Bin.

## **12. Security and Privacy:**

- Utilize OneDrive's security features, including two-step verification.
- Control sharing settings to manage access and protect your data.

## **13. Storage Space:**

- Be aware of your OneDrive storage limits, especially if you are using the free or basic plan.
- Consider upgrading if additional storage is needed.

## **14. Learning Resources:**

- Explore the OneDrive support documentation and tutorials for more in-depth information.
- Take advantage of Microsoft's online resources for learning about OneDrive features.

# Microsoft Outlook



## 1. Setting Up Your Email Account:

- Open Microsoft Outlook on your computer.
- Click on "File" and select "Add Account."
- Choose "Email Account" and enter your name, email address, and password.
- Follow the prompts to complete the setup process.

## 2. Navigating the Outlook Interface:

- **Mail:** Access your emails, create new messages, and organize emails into folders.
- **Calendar:** Schedule appointments, meetings, and events. View your schedule and set reminders.
- **Contacts:** Manage your address book, create contacts, and organize them into categories.
- **Tasks:** Create to-do lists, set due dates, and manage your tasks.

## 3. Composing and Sending Emails:

- Click on "New Email" to start composing a new message.
- Enter the recipient's email address, subject, and compose your message.
- Use formatting options for text, attach files, and add CC/BCC recipients if needed.
- Click "Send" to send the email.

## 4. Organizing Emails:

- **Folders:** Create folders to organize your emails. Right-click on your mailbox and choose "New Folder."
- **Rules:** Set up rules to automate the organization of incoming emails. Go to "File" > "Manage Rules & Alerts."

## 5. Managing Calendar:

- Click on "Calendar" to view and manage your schedule.
- Double-click on a date to create a new appointment or meeting.
- Set reminders, mark events as private, and share your calendar with others.

## **6. Contacts:**

- Go to the "People" tab to manage your contacts.
- Add new contacts, edit existing ones, and create contact groups for easy emailing.

## **7. Tasks and To-Do Lists:**

- Access the "Tasks" tab to create and manage your to-do lists.
- Set due dates, prioritize tasks, and mark them as complete.

## **8. Searching for Items:**

- Use the search bar to quickly find emails, contacts, or calendar events.
- Refine your search by using filters like sender, date, or keywords.

## **9. Collaboration:**

- Share your calendar with colleagues for better coordination.
- Use the "Meeting" option to schedule and invite attendees to meetings.

## **10. Customize Your Outlook:**

- Adjust settings by going to "File" > "Options." Customize display settings, email signatures, and other preferences.

## **11. Updates and Maintenance:**

- Regularly update Microsoft Outlook to access new features and security patches.
- Archive old emails to keep your mailbox organized and improve performance.