

Smart Phone

A friend in need



Digital Literacy booklet

Learning to use internet and social media Apps to adapt to lockdowns

Using the internet

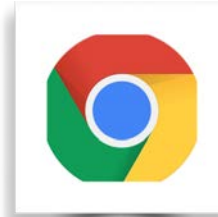
Using WhatsApp

Using Google Pay & Pay TM

Ordering Grocery Online

Using the Internet

1. Finding information online



With so many websites online today, there is a lot of information on the Internet. Search engines make this information easier to find. Introduction **Google Chrome**. You have to do just type one or more keywords, and the search engine will look for relevant websites.

2. Chat & online messaging



Chat and instant messaging (SMS) are short messages sent and read in real time, and it is easier than email. Basically usage of Messages and WhatsApp.

3. Online Media



Learn how to watch videos and listen to music. For example, watching of videos on You Tube and listening to music on Gaana . Other services, like Netflix and Amazon Prime, to watch movies and TV shows.

Using WhatsApp

Make a voice call

1. Open the the contact you want to voice call.
2. Tap Voice call 

Receive a voice call

If your phone is locked, you'll see an incoming WhatsApp voice call screen when someone voice calls you, where you can:

1. Swipe up to accept  to answer the call.
2. Swipe up to decline  to reject the call.

Make a video call

1. Open the WhatsApp chat with the contact you want to video call.

2. Tap Video call 

Else, open WhatsApp, then tap the CALLS tab > New call 

Find the contact you want to video call, then tap Video call 

Receive Video Calls

If your phone is locked, you'll see an incoming WhatsApp video call screen when someone video calls you, where you can:

Swipe up to accept 

Swipe up to decline 

If your phone is unlocked, you'll see an Incoming video call pop-up when someone video calls you, where you can tap Decline or Answer.

Switch from a Video Call to a Voice Call

1. While on the video call, tap Video off  which will notify the contact you're video calling.

2. Once the contact turns their video off, the call will be switched to a voice call.

Switch from Voice call to a Video Call

1. While on the voice call, tap Video call  > Switch

2. The contact you're voice calling will see a request to switch to a video call and can accept or decline the switch.

Using Pay TM

How to Create a Paytm account

Steps to create Paytm account via app:

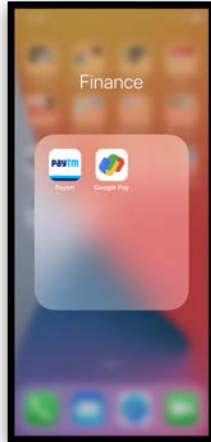
- Download Paytm app



- Tap on the Profile icon at the top right corner of the screen.
- Tap on 'Create a New Account'
- Enter your mobile number, email address and a password.
- Tap on 'Create a New Account'.
- You will get an OTP on the mobile number you entered
- Once you enter the OTP and click on 'Submit', and enter your First Name, Last Name and DOB
- Tap on 'Create Account'
- Your account will be created

How to make payments through Paytm

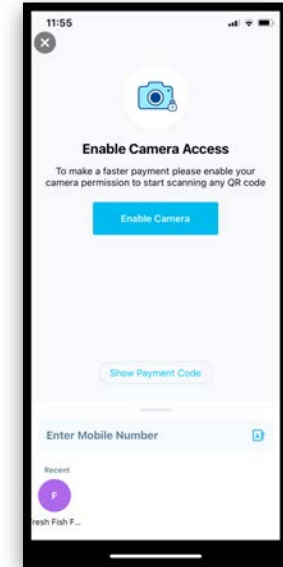
1.Launch your Paytm App



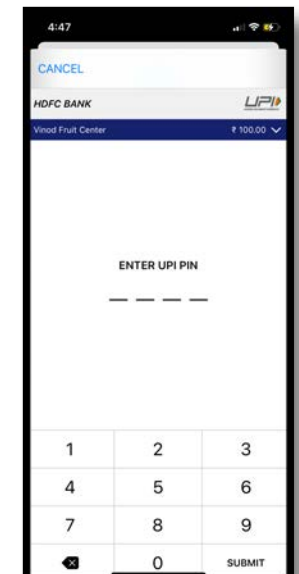
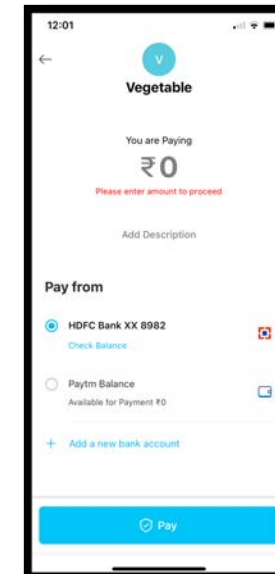
2.Tap on the “Pay” icon



For Paytm enter the mobile number of the person whom you want send money to or select from the contacts icon



4. Once that contact screen opens tap “Pay” enter the amount to be paid then again tap on Pay button enter the Pin and its PAID



Using Google Pay

How to Create a GooglePay account

- Open the app on your smartphone that you just downloaded



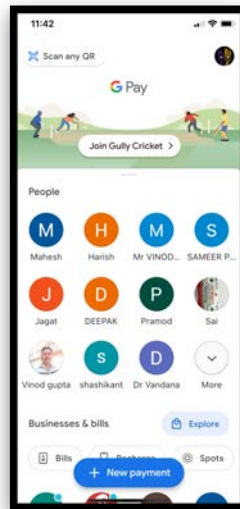
- Enter your phone number in the space provided.
- Sign up with your Google account and click on the continue button.
- You will receive an OTP on your registered mobile number. Enter the OTP
- Click on the next button
- Select your bank from the list and add all the required details including bank account number, name, IFSC code, etc.
- You have created your Google Pay account. Now, you can easily send or request money

How to make payments through Google Pay

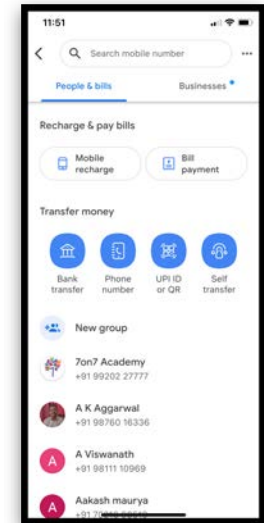
1. Launch Your Google Pay



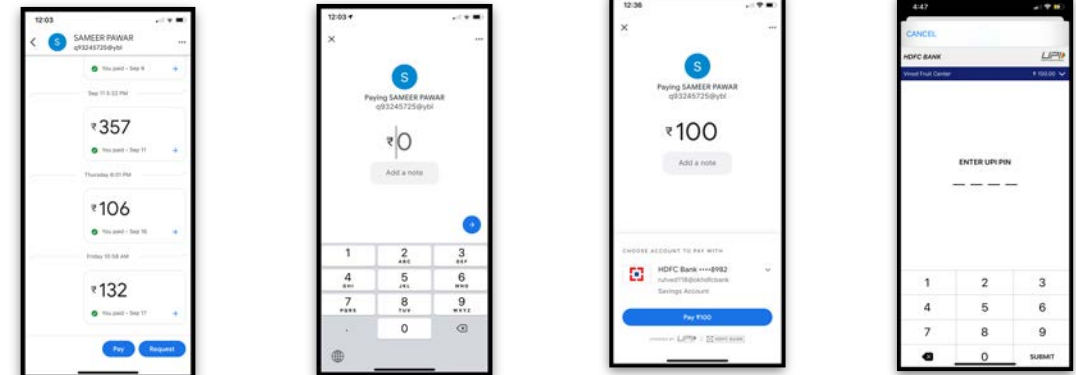
2. Tap on the “New payment”



3. Then tap on the Phone Number option and enter the mobile number of the person whom you want send money to or select from the contacts below



4. Once that contact screen opens tap “Pay” enter the amount to be Paid tap on Arrow and pay button enter the Pin and its PAID



Ordering Grocery Online

- o Download the big basket app from Google store

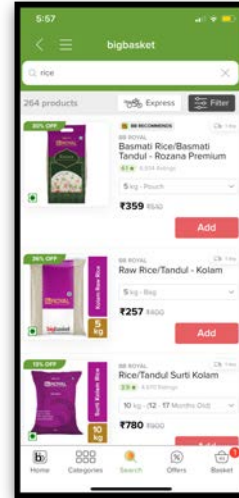


- o You can register by clicking on the "Register" link at the top right corner of the homepage. Fill in the information in the form that appears.
- o Complete your KYC and add delivery address.
- o In search option choose the products to bought.

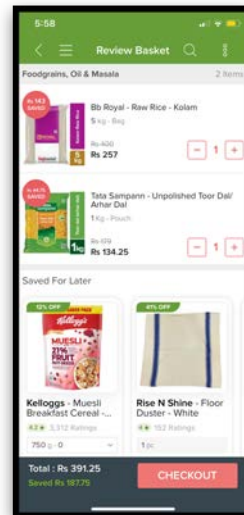


How to make payments through Google Pay

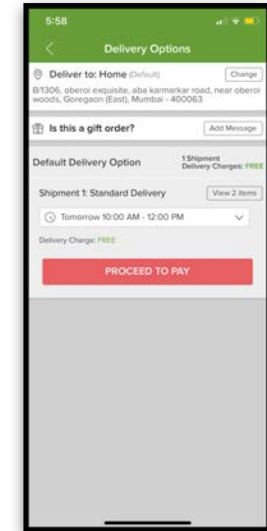
Click on “Add” button. The products will be added in the basket. Click on “basket” button.



•All the products added will be in the basket. Click on “checkout”.



Check on the address and delivery days. Next click on “proceed to pay” button



Select the payment option.
Pay and checkout.

