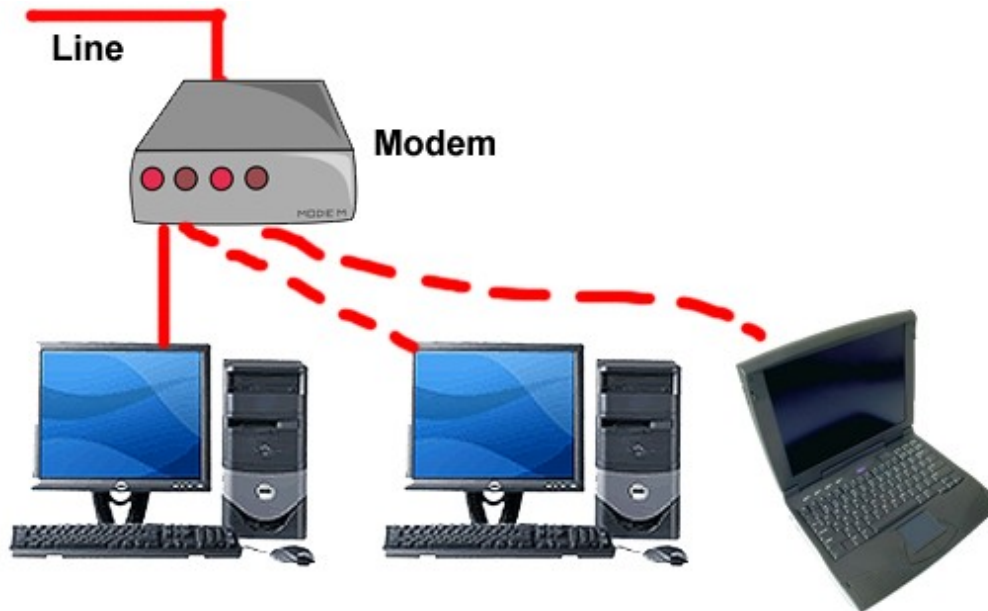
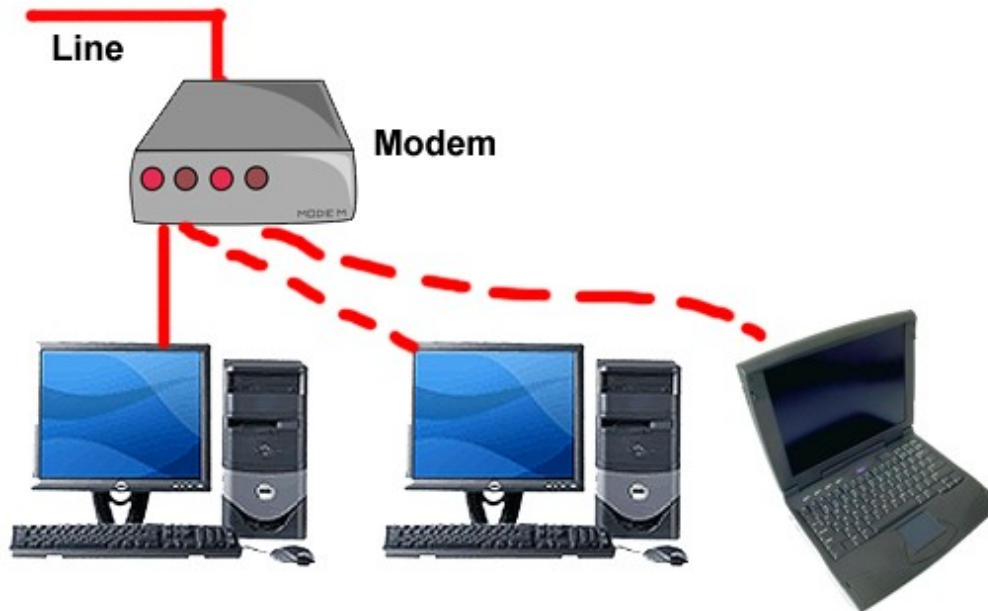


Hardware and Software

Your Broadband Connection



Your Broadband Connection



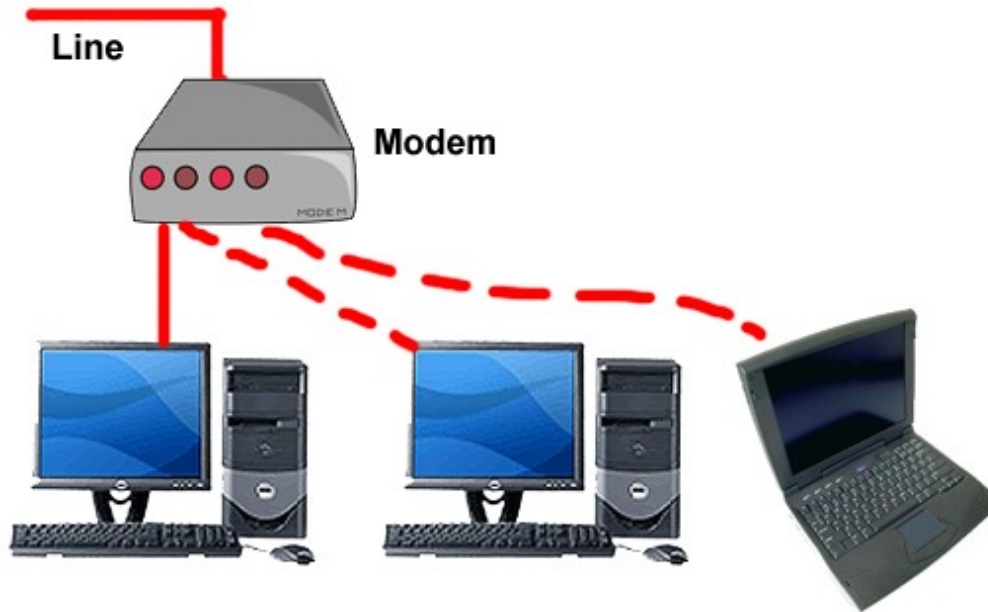
Modem types

Dial-up

ADSL

Cable

Your Broadband Connection



Modem types

Dial-up

ADSL

Cable

Connection types

USB (one PC only)

Network (multiple PCs)

Broadband Network-Style Modem

- The best choice for business
- Choose a model with
 - ADSL (or cable) modem
 - Router (connects without needing PC powered up)
 - Switch (sockets for cabling several PCs)
(Most models are all three in one box)
 - Wireless
 - Allows laptops etc to connect without cables
(Many models are now wireless as well as cabled)
- Cost between £50 and £100

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And on your Computer

- If your PC does not already have a network socket



Cable network card

OR



Wireless network card

OR



Wireless USB dongle

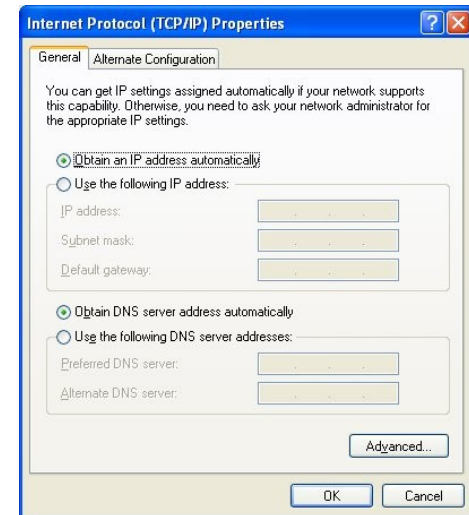
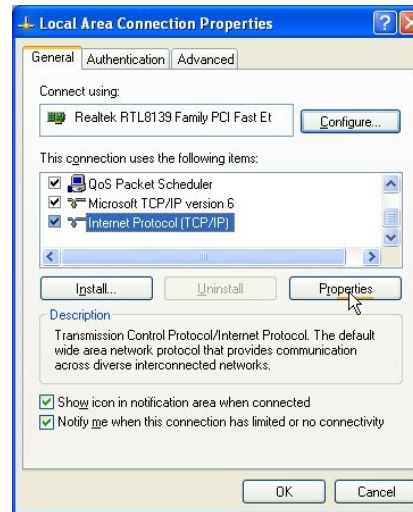
- Laptops often have wireless built in

About Wireless Networking

- Walls and doors greatly reduce effective range
- Can drop signal when people walk past or doors closed
- Be sure to have a network password
 - Set it up per instructions
 - Prevent neighbours ‘borrowing’ your Internet line
 - Prevent neighbours snooping around your PCs
- Cabled network more reliable and secure
 - But less convenient

Windows Settings

- Network all connected up
 - Put windows on “Automatic” network settings
 - The Modem/Router will give all your PCs their settings

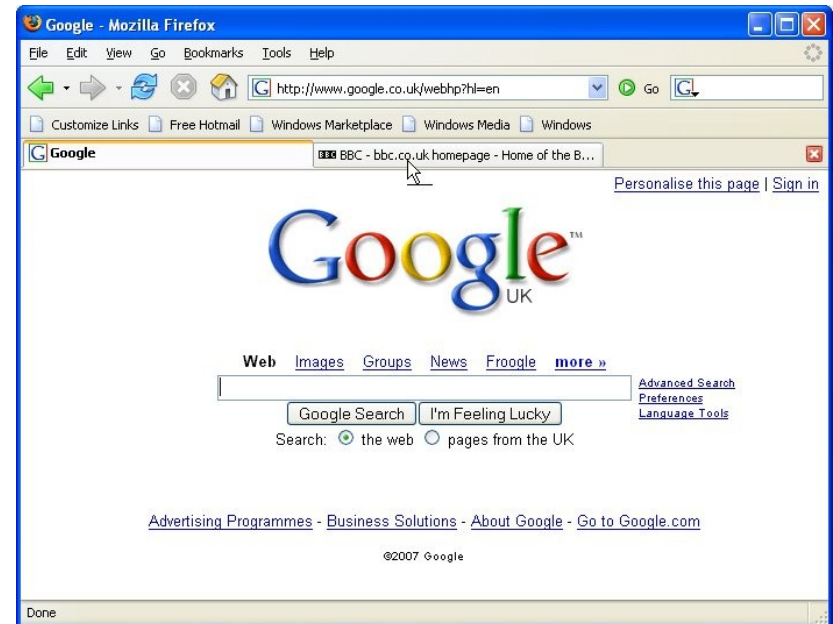
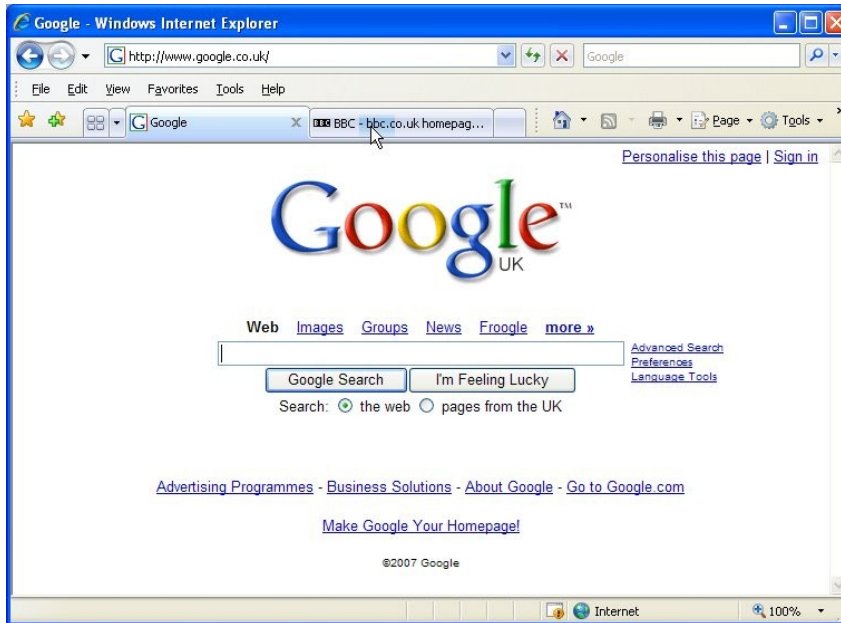


Everyday Software

- Web browser
 - Internet Explorer is free with Windows
 - Now up to version 7 which has tabbed browsing
 - Firefox is a free Browser from the originators of Netscape
 - Can have oodles of free addons easily downloaded
 - Firefox has about 15% of the market share
 - Useful if only as an alternative browser

(Image on next slide)

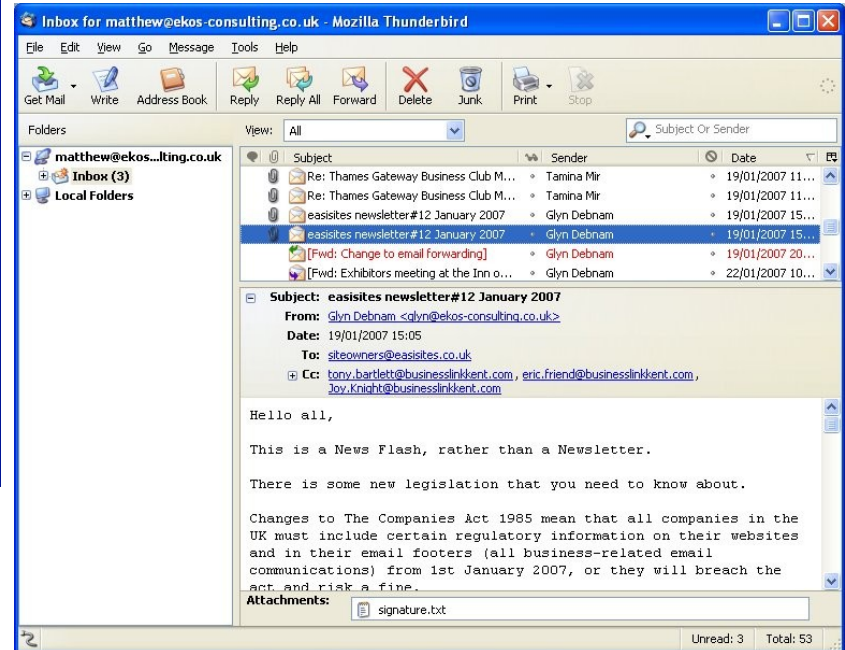
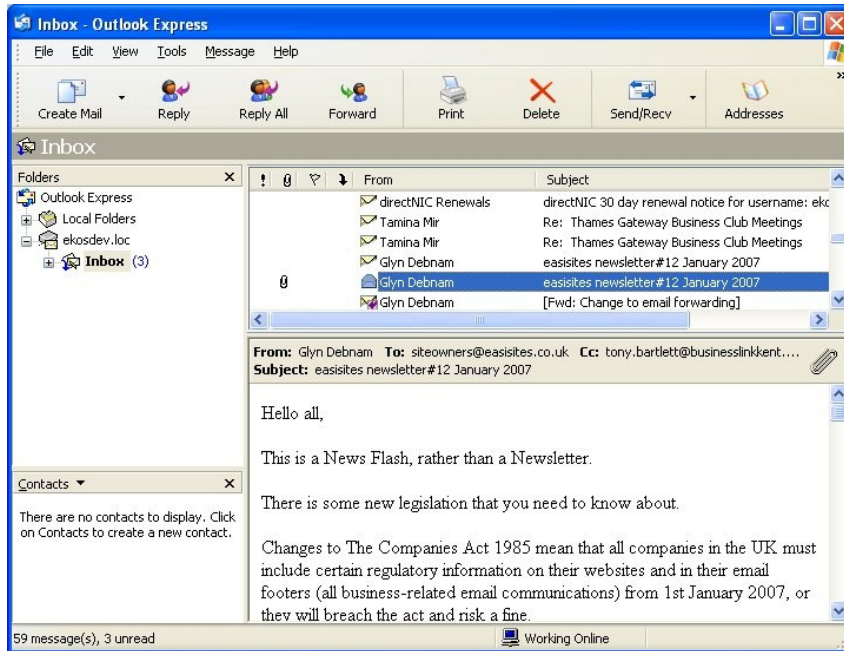
Everyday Software



Everyday Software

- Email
 - Outlook Express is free with Windows
 - Email features only
 - Outlook is part of Microsoft Office
 - Adds calendar/appointments facilities
 - Thunderbird is a free email program
 - Same company as Firefox browser
 - Less prone to virus attacks than Outlook (+Express)
 - Includes spam removal feature
 - ‘Heuristic’ – learns when you click the Junk button

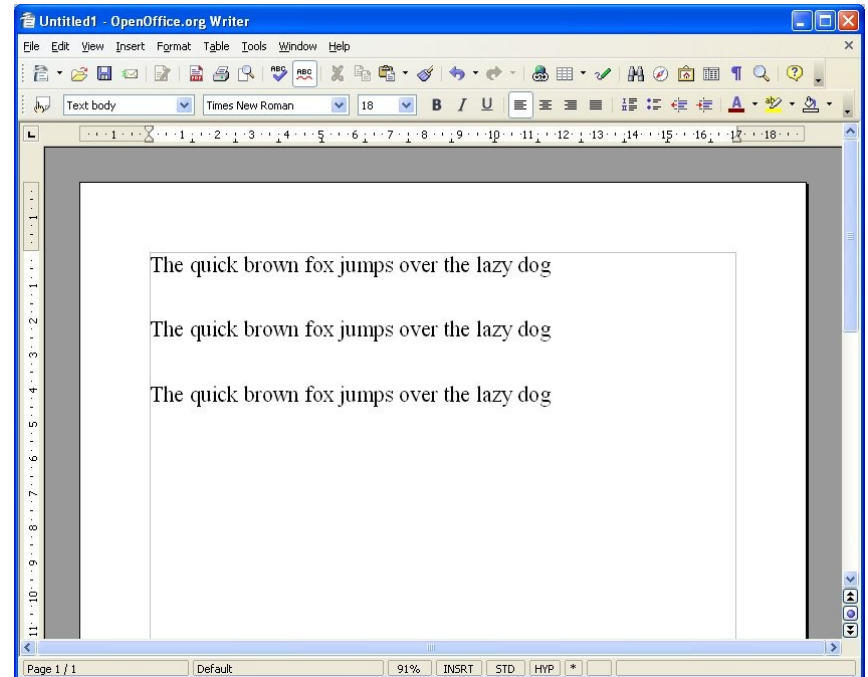
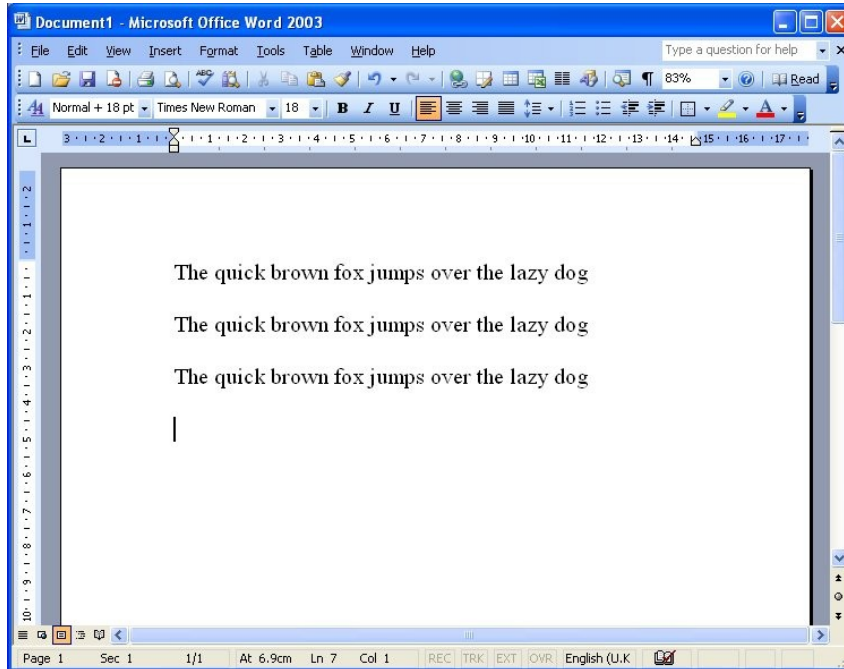
Everyday Software



Everyday Software

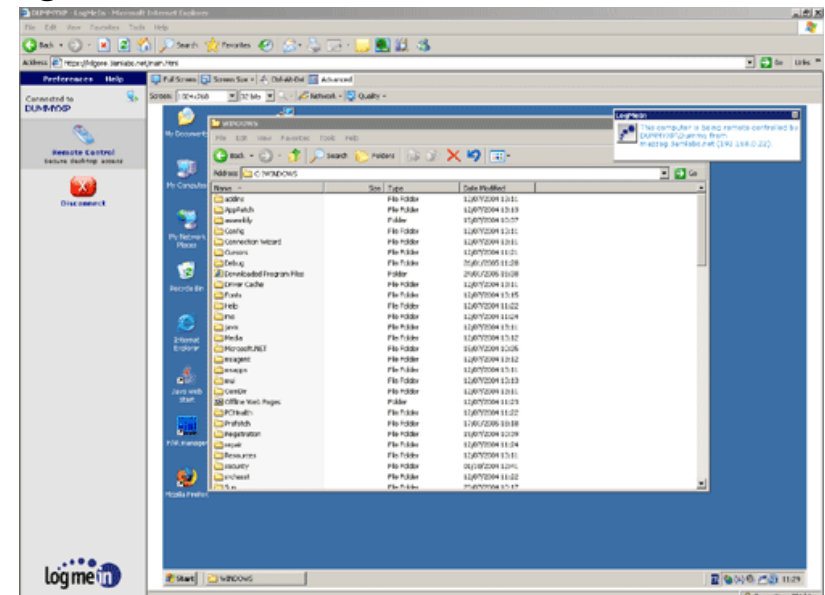
- Use your broadband to save money
 - Microsoft Office costs around £300
 - Word processor, spreadsheet, database, presentation, email
 - OpenOffice costs NOTHING
 - Word processor, spreadsheet, database, presentation
 - Works with Microsoft files
 - Also saves files as Acrobat for use on web etc
 - www.openoffice.org for the download ... ~ 100 Megabytes

Everyday Software



Remote Access

- Variety of products
 - XP built in facility, GoToMyPC, VNC ...
 - LogMeIn is very effective www.logmein.com
 - Free version
 - allows remote control
 - Pro version (\$70 pa)
 - adds remote print and file transfer
 - Requires distant PC to be ON !



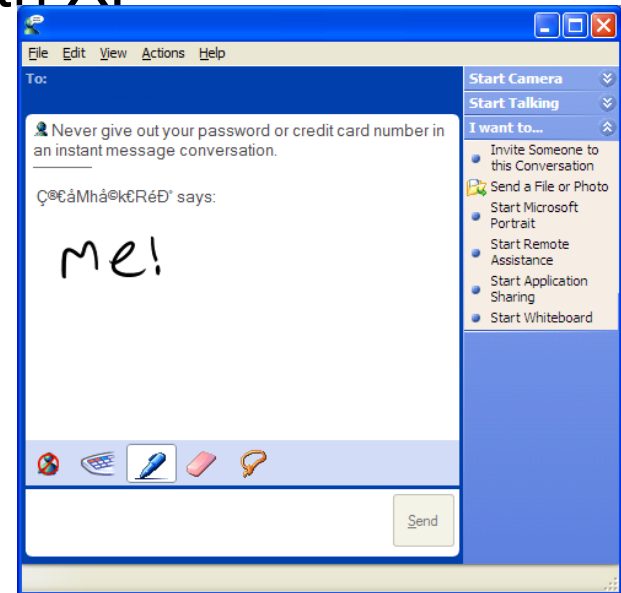
Instant Messaging

- Ideal when collaborating on a project
- Windows Messenger is included with XP

What you type appears on the other user's screen immediately – and vice versa.

Can also transfer files between users.

To start, you register for an ID which you email to your colleague and they add you as a contact.



- It's a bit like a phone conversation via text

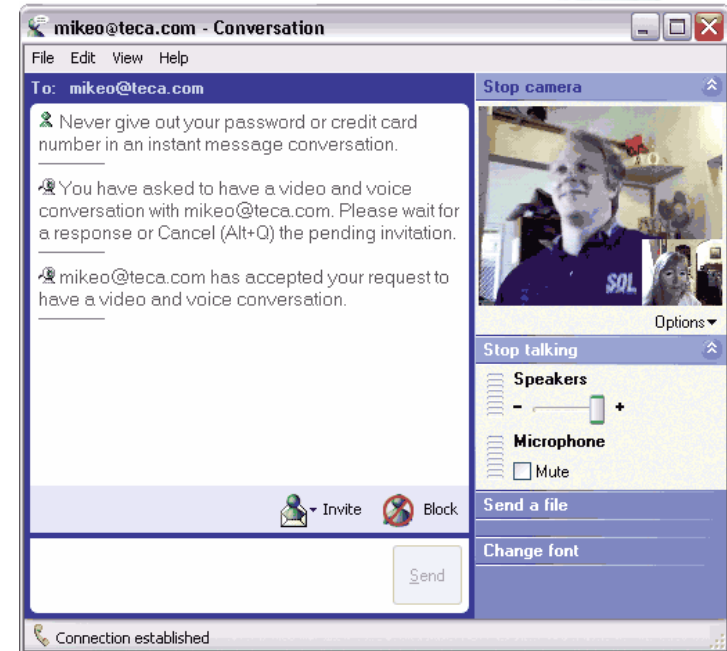
Video Conferencing

- Instant Messaging with sound and camera
- You need a webcam & microphone ~ £20



You and a distant colleague can talk as if you were at adjacent desks.

It's FREE on broadband so you could leave it running all day while you get on with your work.



Internet Phones

- This technology is slowly replacing traditional phoning
- Been used between phone exchanges for several years
- The links to homes/offices are now happening
- Named Voice Over Internet Protocol - VOIP
 - Voice carried by internet methods
- Call other VOIP users for FREE
- Call ordinary phones very cheaply
 - E.g. calls to USA or Australia less than 1.5 pence per minute

VOIP hardware

- Possible to use microphone and PC speakers
 - But very awkward !
- Buy a dedicated “Internet Phone” ~ £20 and upward



Tesco Internet Phone - £14.97

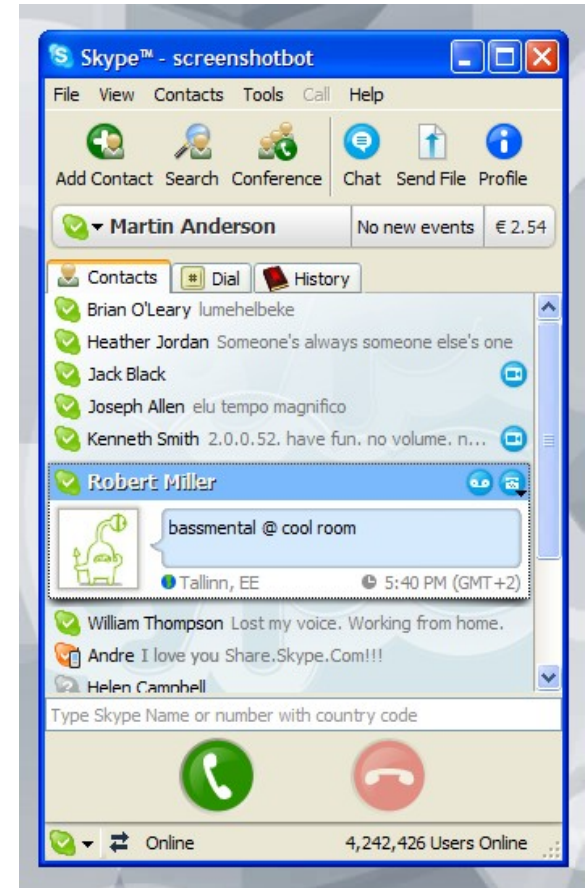
Tesco Internet Phone adaptor - £49.97



Allows connection of ordinary phones – even cordless ones.

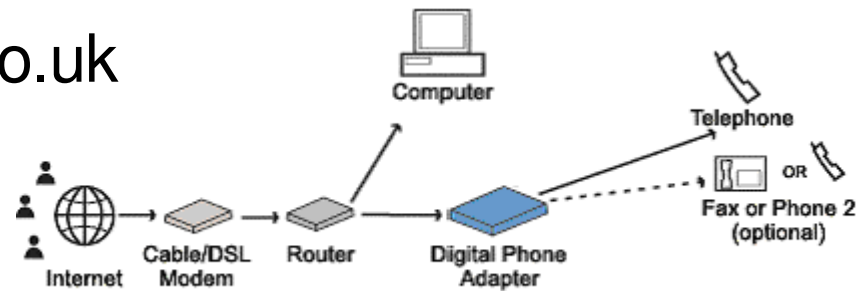
VOIP Providers

- Skype www.skype.com
 - Free software download
 - Free calls to other Skype users
 - Buy SkypeOut credit to call ordinary phones
 - Option to buy a normal phone number for people to call you via Skype (allows you to have extra phone lines)
 - Millions of users worldwide
 - Can send SMS text messages



VOIP Providers

- Vonage – www.vonage.co.uk
 - Adaptor ~ £30
 - No need to have PC on
 - Connects ordinary phones
 - Residential package
 - £7.99 pm / free UK landline calls
 - Business package
 - £18.99 pm / free UK landline calls plus free fax line
 - Cheap calls to mobiles and other countries
 - Free calls to other Vonage users – but not Skype users
 - Good solution for extra business line at home



VOIP Providers

- BT Total Broadband
 - Includes modem / wireless router and internet phone
 - £26.99 per month includes broadband line rental
 - Free evening and weekend calls
 - Low cost UK and International calls
 - ‘Promise’ of video/TV in future



Securing your Broadband Connection

- Firewall
 - Firewalls are like night club bouncers refusing entry to unwanted signals
 - Ordinary modem/router has firewall built in
 - 100% protection unless you deliberately open certain channels (ports)
 - If you have a direct USB modem connection
 - Install a software firewall on your PC
 - ZoneAlarm is FREE – www.zonelabs.com
 - Windows XP firewall has known weaknesses

Securing your Broadband Connection

- Anti-virus software
 - Many to choose from
 - Norton, McAfee, AVG and so on
 - Clamwin is FREE - www.clamwin.com
- Anti-virus software scans your files and emails
 - Protects computer from damaging software
- A firewall cannot stop viruses
 - Viruses are 'invited in' as downloads or email messages

Summary

- Network modem/router preferable to USB device
 - Allows additional PCs and includes firewall
 - If using wireless be sure to have password
- Try alternative browser and email programs
 - Often better than what you have been using
- Save £££ by using free software like OpenOffice
- Remote access saves time travelling
- Instant Messaging is quicker than email
- Add camera & microphone for video communication
- Internet Phones are becoming the norm – cheap calls
- Secure your system with firewall and anti-virus

Next Session

- Website creation, updating and Upgrading
 - Internet is the shopping centre of the 21st century
 - Make sure your business is a part of it

Questions

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