

# The IRISM Magazine

Apr 2021



For Parents Of Children And Young People With Special Educational Needs And Disabilities in Nottingham and Nottinghamshire



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## Young People's Zone

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## WELCOME TO THE APRIL IRIS MAGAZINE!

It's starting to look like there's a lot to look forward to. School, workplaces and shops are re-opening slowly but surely, the days are getting longer and it won't be long until summer is in full swing!

The IRIS team would like to take the opportunity to say a big 'well done' to you all! Essential workers, home-schooling parents and those who haven't seen family or friends for a long time - you've all played a big part in keeping everyone safe over the past 12 months.

You might notice that this issue has a bit of a focus on tech - the Young People's Zone in particular looks at how to set up an email address and use online meeting spaces Zoom, Microsoft Teams and Skype, as well as tips for spotting fake news.

The next issue will be delivered to you in July and as always, if you have any comments, feedback or suggestions for future magazines, please let us know by emailing [communications@the-futures-group.com](mailto:communications@the-futures-group.com)

If you know someone who could benefit from the IRIS magazine or newsletters, please let them know they can sign up online at [askusnotts.org.uk](http://askusnotts.org.uk).

*The IRIS Team*

# MESSAGE FROM ASK US

To all Parents, Carers and Young People,

As the days are getting longer and sunnier, and the UK “Roadmap out of lockdown” is well underway, we want to acknowledge the hard work of our public services and, of course, yourselves! You’ve all been working hard to meet the needs of children and young people with SEND. It’s been a difficult and challenging year. We have all been in the same storm, yet in very different boats!

A reminder that the Ask Us Team are here to support you with any matters concerning children and young people with SEND, in relation to education, health and social care. Our helpline number (**0800 121 7772**) can be used for all enquiries.

Please refer to The Council for Disabled Children’s website for a list of resources and guidance about Coronavirus. This page is kept under review, with new resources added to the categories as they become available.

[councilfordisabledchildren.org.uk/news-opinion/news/covid19-support-and-guidance](https://councilfordisabledchildren.org.uk/news-opinion/news/covid19-support-and-guidance)

Warm Regards,

*Catherine Connolly*



# HOW TO TALK TO YOUR CHILD ABOUT CORONAVIRUS TO REDUCE ANXIETY

As a parent or carer, it's important to talk to your child honestly - and calmly - about what's happening, and not to shield them from what's going on. It's absolutely fine to not have all the answers, but it's better to keep the conversation going so you all feel like you're in it together.

If you feel worried about starting this conversation, you could start by asking them what they think's going on, are their friends talking about it, what are they are saying?

Older children may have seen information about coronavirus on social media or online. If they show signs of feeling overwhelmed by what they're reading, direct them to The Government website as it's the most up-to-date and reliable source of information. Go through the information together to make sure they understand what's happening and can ask questions as they think of them.



## FIVE TIPS FROM [youngminds.org.uk](https://youngminds.org.uk):

1

Try not to shield your child from the news, which is going to be nearly impossible at the moment. The amount of information on the internet about coronavirus can be overwhelming, so ask your child about what they're seeing or hearing online and think together about reliable sources of information.

2

Talk to your child about what's going on. Find out how they're feeling and what they're thinking about, let them know it is okay to feel scared or unsure, and reassure them that this will pass.

3

Try to answer their questions and reassure them in an age-appropriate manner. Remember, you do not need to know all the answers, but talking can help them feel calm.

4

Reassure your child that it is unlikely they will get seriously ill, and if they do feel ill you will look after them. Your child might be concerned about who will look after you if you catch the virus. Let them know the kind of support you have as an adult so that they don't feel they need to worry about you.

5

Give some practical tips to your child about how they can look after themselves. For example, show them how to wash their hands properly, and remind them when they should be doing it.

To read the full article go to [youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/](https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/)

# CHOCOLATE BUTTERFLY PRETZELS



## You will need:

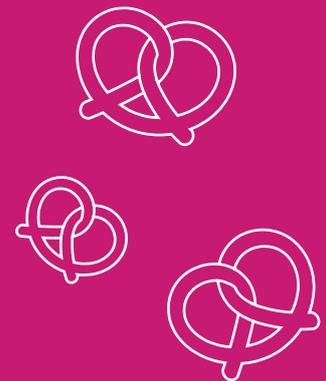
- A saucepan or microwave safe bowl
- Baking paper
- A fork or chopsticks
- Fridge space

## Ingredients:

- 1 bag large pretzel twists
- 1 bag pretzel sticks
- 1 bag milk chocolate chips
- Sweets and sprinkles to decorate

## To Make:

- 1** Melt the chocolate in a saucepan or microwave - remember to stir it to stop it from burning!
- 2** Using a fork or chopsticks, dip two pretzels twists in the melted chocolate.
- 3** Place the pretzels on a sheet of baking paper with the bottoms together to look like wings.
- 4** Decorate the wings with sweets and sprinkles, leaving a space where the wings meet.
- 5** Dip a pretzel stick in the melted chocolate and place it where the wings meet, to form the body of the butterfly.
- 6** Decorate the body of the butterfly.
- 7** Repeat until you have made as many butterflies as you want.
- 8** Place the baking paper and butterflies in the fridge for 30 minutes or until set.
- 9** Serve the butterflies on a tray or stand them up in a jar!



Remember to ask an adult for help when using scissors, knives and heat.



# COPING WITH ANXIETY AS THE WORLD RE-OPENS

We've been in lockdown - in one form or another, for over a year now.

For some, it's been life as normal, and for others, life without socialising or going to work and school has been very difficult. Whether you're usually a homebody, or you're more of a social butterfly, the thought of going out and seeing people face-to-face can be a source of stress and worry.

The first thing to know is that this is completely normal. Feeling wary about heading out into the shops, facing large classrooms full of people or settling back into an office environment is something most people are feeling right now.

So, what can you do to feel better?

## Don't compare yourself to others

Whether it's someone who's ready to host a barbeque as soon as the rules say they can, or someone who's booking their holiday for next year, we all move at different paces. You don't need to keep up with others. Equally, if you're ready to do things that others aren't yet, that's okay too.

## Start with something familiar

If you didn't like big crowds before lockdown, it's probably not a good idea to immediately go to a festival when it ends. Stick to activities you've done before and people you feel most comfortable around.

## Plan for big changes

If upcoming changes are causing you anxiety, try to find positive ways to plan ahead. Maybe you're worried about taking public transport or going to a busy supermarket? You can find out when the least busy times are and go then, or have a plan in mind for if you start to feel overwhelmed.

## Keep Up to Date

It's easy to get overloaded with information. It's okay to limit how much you read about Coronavirus. Just make sure that what you are reading comes from a reliable source, such as the Government website or Local Authorities (Councils).

Check out the article for tips on spotting fake news.

## Concentrate on the good things

The past year has been full of bad news. Now it's time to look at the good things coming up. Whether it's seeing family face-to-face or visiting your favourite shop, the little things can really pick up your mood and get you smiling.

## Confide in Someone

A parent, carer, best friend or partner. Talking about your worries can help you to get a new perspective. You may find that others are feeling the same as you, or they might give you good reasons to feel better. Either way, a problem shared, is a problem halved.

# INFORMATION AND HELPLINES

SignHealth has produced videos with information about Coronavirus in BSL, they can be found at [signhealth.org.uk/resources/coronavirus/](http://signhealth.org.uk/resources/coronavirus/)

More links and resources are available at [askusnotts.org.uk/resources/HelpinesandInfo](http://askusnotts.org.uk/resources/HelpinesandInfo)

## LOCAL AUTHORITIES

**Nottingham City Council  
Switchboard**  
0115 915 5555

Call this number to register for support if you are clinically extremely vulnerable and haven't registered before.

Contact Notts Deaf Society if you need sign language interpretation to access council services  
0115 978 6984

[nslis@nottsdeaf.org.uk](mailto:nslis@nottsdeaf.org.uk)

**Nottinghamshire County  
Council Coronavirus  
Information**

Customer Service Centre  
0300 500 8080 - 8am-6pm Monday-Friday [www.nottinghamshire.gov.uk/care/coronavirus](http://www.nottinghamshire.gov.uk/care/coronavirus). Latest news and information about the ongoing situation.

**Nottinghamshire community  
support and volunteering  
response hub**

[www.nottinghamshire.gov.uk/care/coronavirus/nottinghamshire-community-support-and-volunteering-response-hub](http://www.nottinghamshire.gov.uk/care/coronavirus/nottinghamshire-community-support-and-volunteering-response-hub)

**District Council Homepages  
and phone numbers**

All District council websites have links to their Coronavirus updates on their homepage.

**Ashfield District Council**  
[www.ashfield.gov.uk](http://www.ashfield.gov.uk)  
01623 450 000

**Bassetlaw District Council**  
[www.bassetlaw.gov.uk](http://www.bassetlaw.gov.uk)  
01909 533 533

**Broxtowe Borough Council**  
[www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)  
0115 917 7777

**Gedling Borough Council**

[www.gedling.gov.uk/coronavirus](http://www.gedling.gov.uk/coronavirus)  
0115 901 3901

**Mansfield District Council**

[www.mansfield.gov.uk](http://www.mansfield.gov.uk)  
01623 463 463

**Newark and Sherwood District  
Council**

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)  
01636 650 000

**Rushcliffe Borough Council**

[www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)  
0115 981 9911

## DISABILITY HELPLINES

**Mencap Charity**

working with people with a learning disability, their families and carers. Helpline: 0808 808 1111 (Monday- Friday, 9am-5pm) Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**Disabled Students Helpline**

This line provides advice to disabled students who are studying in England. Opening hours: 11am-1pm on Tuesdays and Thursdays. 0330 995 0414 (Free) Email: [students@disabilityrightsuk.org](mailto:students@disabilityrightsuk.org)

**Disability Direct**

Not-for-profit aiming to help people of all abilities to live independently. Phone: 0115 9785095 Website: [disabilitydirect.com/derby/dd-nottingham](http://disabilitydirect.com/derby/dd-nottingham)

**Scope**

Scope's helpline provides free, independent and impartial advice and support on issues that matter to disabled people and their families.

Freephone: 0808 800 3333  
textphone: Use Type Talk by dialling 18001 from a textphone followed by 0808 800 3333

**Disabled Living Foundation**

Free, impartial advice about mobility products or other types of daily living equipment for older and disabled people  
0300 999 0004

**Mental Health Support**

Young Minds Information on child and adolescent mental health. Services for parents and professionals. Call the Parents' helpline 0808 802 5544 (Monday-Friday, 9.30am-4pm) or visit [www.youngminds.org.uk](http://www.youngminds.org.uk)

**SANE**

Emotional support, information and guidance for people affected by mental illness, their families and carers. SANEline: 0300 304 7000 (daily, 4.30pm-10.30pm) Textcare: comfort and care via text message, sent when the person needs it most: [www.sane.org.uk/textcare](http://www.sane.org.uk/textcare) Peer support forum: [www.sane.org.uk/supportforum](http://www.sane.org.uk/supportforum) or visit [www.sane.org.uk/support](http://www.sane.org.uk/support)

**Samaritans**

Confidential support for people experiencing feelings of distress or despair. Call 116 123 (free 24-hour helpline) or visit [www.samaritans.org.uk](http://www.samaritans.org.uk)

**CALM**

CALM is the Campaign Against Living Miserably, for men aged 15 to 35. Phone: 0800 58 58 58 (daily, 5pm to midnight) Website: [www.thecalmzone.net](http://www.thecalmzone.net)

**Men's Health Forum**

24/7 stress support for men by text, chat and email or visit [www.menshealthforum.org.uk](http://www.menshealthforum.org.uk)

**Mental Health Foundation**

Provides information and support for anyone with mental health problems or learning disabilities [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

# YOUNG PEOPLE'S ZONE UPDATE

Welcome to the Young People's Zone. Here you will find information, updates and articles for young people aged 16 - 24.

We've been developing this section for a while, as well as the online Young People's Zone, which can be found at [askusnotts.org.uk/YPZ](http://askusnotts.org.uk/YPZ).

We've had a lot of feedback on this so far and we'd like to thank everyone who's told us what they think and helped us to shape this to be a fun, useful space for you.

We'll be continuing to ask for your thoughts and using your feedback to make the Young People's Zone better.

So, if you want to tell us anything...

## GET IN TOUCH!

We want to know what you want to see in the Young People's Zone both in the magazine and on the website.

We'd love it if you wanted to write your own articles for the Young people's Zone.

Budding photographer?

Show us your best snaps of Nottingham and Nottinghamshire and we could feature it in the magazine!

Email

[communications@the-futures-group.com](mailto:communications@the-futures-group.com)

Keep up to date with the latest advice about Coronavirus, groups and events by visiting the Local Offers for Nottingham and Nottinghamshire.



**NOTTINGHAM**  
[www.asklion.co.uk](http://www.asklion.co.uk)



**NOTTINGHAMSHIRE**  
[www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

You can also visit [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) for the latest changes to government guidelines and rules that could affect you and your family.

# STUDENTS, FEELING THE PRESSURE?

# We are here to help

Being a student is sometimes stressful, and COVID-19 hasn't made it any easier. If you need some mental health support right now, help is at hand. You can talk to your GP or self-refer to one of our local services. Support is free and can be delivered remotely online and on the telephone.

Anyone who needs emotional support or information about what help is available locally can call the Nottinghamshire Mental Health Helpline on **0300 555 0730** (open 9am-11pm 7 days a week)  
<https://www.turning-point.co.uk/services/nottingham-helpline>

If you need urgent care but you are not in a life-threatening situation, you can call NHS **111** (open 24/7)

If you are experiencing a mental health crisis, call the 24/7 Nottingham and Nottinghamshire Mental Health Crisis line on **0808 196 3779**. The crisis line is operated by local health workers, who will help you to get the right support

If you have injured yourself seriously or tried to end your life, or are actively thinking of ending your life now and are at immediate risk of harm, call **999** for an ambulance

## Other services and support:

### Harmless

#### Support for self-harm

A self-harm service that provides clinical support and clinical interventions for those that are at risk of self-harm and/or experience recurrent suicidal thoughts. Support for people of all ages with practical and emotional support, or long/short-term therapy. Based in Nottinghamshire - Referral line **0115 880 0280**, or [info@harmless.org.uk](mailto:info@harmless.org.uk)

### The Tomorrow Project

#### Support for suicidal thoughts/crisis

Short-term practical and emotional support, based in Nottinghamshire - Referral line **0115 880 0282**, or [crisis@tomorrowproject.org.uk](mailto:crisis@tomorrowproject.org.uk), open Monday to Friday (except bank holidays) 9am-5pm.

Suicide crisis text support service - open on Mondays 1-4pm, Wednesdays 3-7pm and Fridays 1-4pm **0780 000 2606**

#### Support for people who've been exposed to suicide

(friends, family members, colleagues, professionals, members of the public – anyone) Referral line **0115 880 0280**, or [bereavement@tomorrowproject.org.uk](mailto:bereavement@tomorrowproject.org.uk)

### Base 51

#### Emotional health and wellbeing services for 12-25 year olds who live in Nottingham City or County South

Young people do not need a referral to access this service. For further information please phone or email.  
Phone: **0115 952 5040**  
Email: [counselling@base51.org.uk](mailto:counselling@base51.org.uk)  
Website: [www.base51.org](http://www.base51.org)

### Kooth

#### Support for 10-25 year olds who want to talk to a mental health professional online, anonymously and free

You can register directly through [www.kooth.com](http://www.kooth.com). Alternatively you can email: [contact@xenzone.com](mailto:contact@xenzone.com)

### Insight Healthcare

#### Talking/psychological therapies for anxiety, depression, stress, trauma and other conditions

[www.insighthealthcare.org/our-services/talking-therapies/find-a-service/](http://www.insighthealthcare.org/our-services/talking-therapies/find-a-service/), email: [east.midlands@insighthealthcare.org](mailto:east.midlands@insighthealthcare.org), phone: **0300 555 5582**

### Let's Talk Wellbeing

Talking/psychological therapies for anxiety, depression, stress, trauma and other conditions  
[www.nottinghamshirehealthcare.nhs.uk/nottingham-city-and-county](http://www.nottinghamshirehealthcare.nhs.uk/nottingham-city-and-county)  
Phone: **0300 300 2200**

### Trent PTS

Talking/psychological therapies for anxiety, depression, stress, trauma and other conditions  
<https://www.trentpts.co.uk/self-referral/>  
Email: [enquiries@trentpts.co.uk](mailto:enquiries@trentpts.co.uk)  
Phone: **0115 896 3160**

### Talkzone Counselling Service

Free and confidential one-to-one counselling for children and young people in Bassetlaw, aged 11-25. Young people aged 13 or over can self-refer. Referrals for anyone under the age of 13 need to be made by someone aged 18 or over. Referrals can be made directly via the website.  
Website: [www.talkzone.org.uk](http://www.talkzone.org.uk)  
Phone: **01909 530943**  
Text: **07368 323945**

## Other services and support continued:

### Nottingham Trent University

#### health and wellbeing

[www.ntu.ac.uk/studenthub/student-help-advice-and-services/health-and-wellbeing](http://www.ntu.ac.uk/studenthub/student-help-advice-and-services/health-and-wellbeing)

### University of Nottingham

#### health and wellbeing

[www.nottingham.ac.uk/currentstudents/healthy/mental-health/bodymind.aspx](http://www.nottingham.ac.uk/currentstudents/healthy/mental-health/bodymind.aspx)

### Student Space

Student Space is here for you through the Coronavirus pandemic.

However you're feeling, help and guidance is available. Explore a range of trusted information, services and tools to help you with the challenges of student life on the Student Space website:  
<https://studentspace.org.uk/>

### SHOUT

Shout is a 24/7 UK crisis text service available for times when people feel they need immediate support.  
Text SHOUT to 85258 (open 24/7).

### Samaritans

Whatever you're going through, a Samaritan will face it with you, 24 hours a day, 365 days a year.  
Call 116 123.

### CALM

Campaign Against Living Miserably run a free and confidential helpline and webchat

[www.thecalmzone.net/help/get-help/](http://www.thecalmzone.net/help/get-help/)  
7 hours a day, 7 days a week for anyone who needs to talk.

CALM challenges stereotypes and stigma, particularly for men and LGBTQ+ who may be struggling with life.

### The Mix

The Mix support service for children and young people.

[www.themix.org.uk/get-support](http://www.themix.org.uk/get-support)

(Phone, webchat, or email service for those aged 25 or under).

Coronavirus: Tips & Information for young people:

[www.themix.org.uk/coronavirus-support](http://www.themix.org.uk/coronavirus-support)

### HopelineUK

HopelineUK for children and young people.

<https://papyrus-uk.org/hopelineuk/>

If you are having thoughts of suicide or are concerned for a young person who might be you can contact HopelineUK for confidential support and practical advice.

Call: 0800 068 4141. Text: 07860 039967.

Email: [pat@papyrus-uk.org](mailto:pat@papyrus-uk.org)

9am – 10pm weekdays, 2pm – 10pm weekends, 2pm – 10pm bank holidays.

### The Grief Line

A dedicated service for those who need immediate support following bereavement.

Call 0800 111 4451, lines are open 8am to 8pm every day and answerphone out of hours. If it is an emergency and immediate help is required, contact the emergency services on 999.

### Stay Alive App

The free Stay Alive app is a suicide prevention resource for the UK, packed full of useful information and tools to help you stay safe in crisis.

You can use it if you are having thoughts of suicide or if you are concerned about someone else who may be considering suicide. The app also includes a safety plan, customisable reasons for living, and a LifeBox where you can store photos and memories that are important to you. There are strategies for staying safe and tips on how to stay grounded when you're feeling overwhelmed. There are guided-breathing exercises and you can create your own interactive Wellness Plan.

To find out more and to download the app visit: **Stay alive app**

**Child and Adolescent Mental Health Services (CAMHS) is the part of the NHS which helps children and young people who have problems with their thoughts or feelings. CAMHS can help until you are 18.** If you are 12-18 you can refer yourself into this service. If you are under 12, speak to your GP and, if appropriate they will refer you.

### Targeted CAMHS

Support for up to 18 year olds with moderate emotional and/or mental health needs who live in Nottingham City

For more information,  
Call: 0115 876 4000,  
Text: 0786 000 213,  
Email: [cypbehm@nottinghamcity.gov.uk](mailto:cypbehm@nottinghamcity.gov.uk)

### CAMHS Crisis Resolution & Home Treatment

Support for up to 18 year olds experiencing a mental health crisis

For more information about the service and how to access please phone or visit the website.

Phone: 0115 854 2299 or 0115 844 0560  
Website: [nottinghamshirehealthcare.nhs.uk/camhs-crisis-team](http://nottinghamshirehealthcare.nhs.uk/camhs-crisis-team)

### Specialist CAMHS

Support for up to 18 year olds with severe / complex emotional and mental health difficulties who live in Nottingham City

For more information about the service and how to access please phone or visit the website.

Phone: 0115 876 4000  
Email: [cypbehm@nottinghamcity.gov.uk](mailto:cypbehm@nottinghamcity.gov.uk)

### County Community CAMHS

Support for up to 18 year olds who are experiencing mild to complex emotional and mental health difficulties living in Nottinghamshire County

For more information about the service and how to access please phone or visit the website. Phone: 0115 854 2299

Website: [nottinghamshirehealthcare.nhs.uk/camhs-young-people](http://nottinghamshirehealthcare.nhs.uk/camhs-young-people)

### SHARP

#### (Self-Harm Awareness Project)

support for up to 18 year olds with self-harm and/or suicidal thoughts and behaviours who live in Nottingham City

For more information,  
Phone: 0115 876 4000,  
Text: 0786 000 213,  
Email: [cypbehm@nottinghamcity.gov.uk](mailto:cypbehm@nottinghamcity.gov.uk)  
Website:

[eduserve.co.uk/additional-needs/sharp-self-harm-awareness-and-resource-project/about-sharp/](http://eduserve.co.uk/additional-needs/sharp-self-harm-awareness-and-resource-project/about-sharp/)

### Young Minds

Text "YM" to 85258 if you're under 19 for support from Young Minds.

If you're under 19, you can also call 0800 1111 to talk to Childline on their 24 hours helpline. The number will not appear on your phone bill.



# HOW TO USE MICROSOFT TEAMS, ZOOM AND SKYPE FOR SCHOOL MEETING

With most schools and teachers now incorporating some form of “online” in their teaching and meetings, it can feel a bit overwhelming if you don’t feel particularly confident online. We’ve broken down the top 3 free applications - how to get them and use them!

## GETTING SET UP

### Microsoft Teams

You can download the Microsoft Teams App from [microsoft.com](https://microsoft.com), or access the browser version from your Outlook account by clicking on the 9 squares in the top left corner.

If you’re downloading the app, Microsoft will take you through the process step by step.

Teachers using Teams will send invitations to meetings in an email. To join them, click the link in the email and Teams will open - in the app if you have it, or in a browser if not. Once you have the email invite, you can share that with co-parents and other guardians involved in the student’s education if necessary.

### Zoom

Zoom works in much the same way as Teams, you can download the app if you will be using it a lot, or you can join a meeting through the Zoom website. You can sign up and download Zoom at: [zoom.us/download](https://zoom.us/download).

You’ll get an email from the teacher with all the information you’ll need for the meeting, including an 11-digit meeting ID that you just click or tap to get into the meeting.

The teacher will then virtually “let you in”, and that’s it!

### Skype

Skype can also be used in a browser or you can download the app. Visit [skype.com](https://skype.com) to see your options.

To join a meeting, you’ll receive an email from the school or teacher with a link or code. Copy the link or code, click Meet Now, then Join a Meeting. Paste the link or code into the Meeting link or code box and then click Join. You’ll then be added to the meeting.

### During Meetings

No matter what platform a meeting is held on, you have a range of basic options. Such as

- Muting and unmuting your microphone.
- Showing/not showing video - if you have a webcam you may choose to show your face or not.
- Applying backgrounds. All three of the above platforms let you change your background effect - you can do anything from blur your real surroundings to making it look like you live in the world of Minecraft! You can even upload your own backgrounds.
- Chatting by text - all platforms have an area where you can respond by typing, share documents and use GIFs and reactions to take talking to others that step further.
- Teams, Skype and Zoom have all integrated live captioning - subtitles for meetings in real time. They’re not always 100% accurate but they do help with accessibility.

Please note that when you receive an invitation to join a meeting you will need to access it using the platform it has been sent from. For example, if a teacher invites you to join a Skype meeting, you will not be able to access that meeting through Teams.

# HOW TO SET UP AN EMAIL ADDRESS

Lots of things have moved online, and you may need to set up an email address to be able to access things like Zoom, Microsoft Teams, Skype, or your school's online learning portals.

## What are email addresses for?

Email addresses are used to send and receive messages, but you will find most online services will also use your email address to confirm who you are. You can also use it as a username when logging into services and websites.

## What should my email address be?

You have control over the first part of your email address - the bit before the '@.' Everything after that depends on which email provider you use, for example, @gmail.com or @outlook.co.uk

You can use whatever you'd like before the '@,' but we would advise that you use a version of your name so that you can easily remember it and to keep it professional for any future messages you send to work or school.

You may find that you're not able to use exactly what you want to. This can be because other people have already used it. In this case, you can add some numbers or symbols to make the email address unique to you.

For example, if Jodie Smith is setting up an email address and she tries to use jsmith@gmail.com, she is likely to find that it's already been used - there's a lot of J Smith's in the world! But by adding an underscore and a number, she can claim j\_smith4.

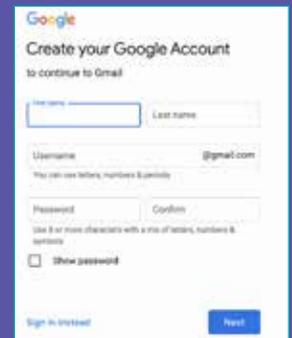
If the email address you want is already being used by someone else, you will be told when you sign up for an email account and the provider usually suggests some similar addresses that are available.

## How do I Create my Email Address?

You can create a free email address in a few steps. We've covered the process for the two biggest free email providers, but you're free to choose a provider that you trust. It is often easier to do this on a desktop PC or laptop, rather than on a tablet or phone.

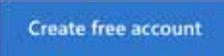
## Google Gmail

1. On Google.com, click Gmail in the top right-hand corner.
2. On the next screen, click Create an Account.
3. The form has two parts and you will need to create a secure password that you don't use anywhere else. Click next to get to the second part of the form.
4. On the next page you will be asked to provide a phone number - you can if you want to but you don't have to. You do need to provide a backup email address that will be used if you forget your password or have problems getting into your account. This could be your parent or guardians' email address. Once you've filled in this page, click next.
5. Select your settings, if you're not sure what to pick, Google offers a default option.
6. Read through the Terms of Use and click to say you agree with them.
7. You will be automatically signed into your Gmail account and can start adding contacts and begin emailing for free.

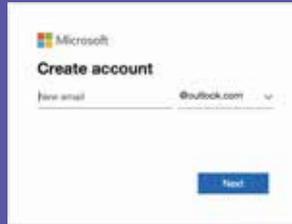


## Microsoft Outlook

1. Go to outlook.live.com and click the big **Create Free Account** button.
2. Decide what your email address will be, you can choose between @hotmail.com and @outlook.com
3. Create a strong password. If you want to receive updates from Microsoft, tick the box, if not, leave it unticked. At the bottom there is a link to the terms and conditions you are agreeing to.
4. On the next page, enter your first and last name. Then press next and fill in the location and birthday information.
5. You will then be asked to complete a puzzle to prove that you are a human and not a robot. You can ask a parent, carer, or friend to help with this if needed.
6. Your account should now be signed in and you're ready to get started.



Create free account



## Creating a Strong Password

All your accounts online will need passwords. Strong passwords are the key to keeping your accounts safe and protecting yourself from hackers. Here are five fast tips to create strong passwords.

1. Pay attention to the requirements. Most websites have a minimum length for passwords and must include capitals, numbers, and symbols.
2. Don't use the same password on more than one website.
3. Most browsers remember passwords for you and will automatically put your password in for you when you sign in. This is good if you can't remember lots of passwords (which most people can't).
4. Don't use things that can be easily guessed in passwords - such as, your name, date of birth or pet's names.
5. You can use password generators to create strong passwords if necessary. Nordpass.com has a free password generator at the bottom of the home page.

# 5 TIPS FOR SPOTTING FAKE NEWS

These days, we see news - or information that's supposed to be news - everywhere. If you use social media, you might follow pages that publish news, or you might see information that has been shared by friends, family and influencers that you follow. Offline, you might hear news by word of mouth - in conversations with people you know, for example.

It's good that we have access to so much information, but unfortunately, not all of it can be trusted.

Here's 5 tips for spotting fake news and making sure you know how to find out what's real and what's not.

1

Think about what you're being told. Does it sound realistic? As you learn more ways to spot fake news, your instincts on whether something is real or not will be sharper.

2

Look at the way things are written. More trustworthy sources will use full words, sentences and be easier to understand. Information that is trying to confuse you or make you believe things that aren't true or be written using hard to read fonts and formatting.

3

Is it advertising? Some 'news' is actually trying to make you buy a product or service. This is most common with articles that promise a quick fix for things like making money or improving health. These articles might make claims that seem too good to be true - and they usually are.

4

Double check. True news and information will be reported in more than one place. Try a mix of news sources to get a balanced view of what's happening. Some easy-to-read news sources made for young people are The Week Junior, BBC Bitesize and Newsround. Both BBC Bitesize and Newsround have videos to watch if you find that easier than reading articles.

5

Be aware of things that are 'free'. Unfortunately, some information, offers and news are designed to trick you in some way. They may be trying to steal your money or your personal information. If you're unsure whether something is real or not, search for reviews from other people, ask someone you trust for their opinion, or avoid it altogether.

We hope you've found this interesting and useful. If you want to get better at spotting fake news, we recommend practicing. There are fun, interactive ways to learn about fake news:

Google: [beinternetawesome.withgoogle.com/en\\_us/interland](http://beinternetawesome.withgoogle.com/en_us/interland)

CBBC: [www.bbc.co.uk/cbbc/quizzes/real-or-fake-news-quiz](http://www.bbc.co.uk/cbbc/quizzes/real-or-fake-news-quiz)

BBC Bitesize: [www.bbc.co.uk/bitesize/tags/zr2yscw/fact-or-fake/1](http://www.bbc.co.uk/bitesize/tags/zr2yscw/fact-or-fake/1)

# BACK TO SCHOOL WORDSEARCH

TEACHER

BOOK

LEARN

SPELL

WRITE

THINK

ASK

READ

PLAY

DRAW

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| B | O | O | K | K | F | A | B | K | D |

# UPCOMING ISSUES

July | October | January | April

## Moving House? Let us know!

To change your address or contact details, please go to [askusnotts.org.uk/IRIS](https://askusnotts.org.uk/IRIS) and click the link at the bottom of the page. Alternatively, please email [communications@futuresforyou.com](mailto:communications@futuresforyou.com).

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