

Text Messaging Checklist

Getting Started with Texting

- Find the Messages app on my phone (looks like a speech bubble or envelope)
- Open the app and locate the button to create a new message (+ sign or pencil icon)
- Learn how to select a contact from my address book
- Practice typing a simple message in the text field
- Send my first text message to a family member
- Check that I've received a notification when someone texts me
- Open and read incoming text messages
- Reply to a text someone has sent me

Adding Personal Touches

- Take or select a photo to include in a text message
- Find and use the emoji keyboard (smiley face icon)
- Try sending a voice message instead of typing
- Learn how to save or screenshot important text information

Texting Etiquette

- Keep my messages brief and to the point
- Avoid texting late at night unless I know it's okay
- Use normal capitalization (not ALL CAPS) unless expressing excitement
- Learn common texting abbreviations:
 - LOL (Laughing Out Loud)
 - BTW (By The Way)
 - TY or THX (Thank You or Thanks)
 - TTYL (Talk To You Later)

Managing My Messages

- Create a group message with multiple family members
- Delete old or unwanted conversations
- Forward important information to save it
- Adjust my notification settings if needed

Texting Safety

- Recognize suspicious text messages about unexpected prizes or gifts
- Be cautious of urgent banking messages asking me to click links
- Verify any "emergency" messages from family members by calling them directly
- Know never to send money, gift cards, or personal information via text
- Avoid clicking links in suspicious messages
- Know how to block unwanted text message senders

Practice Activities

- Send a "hello" text to a close family member
- Share a photo of something interesting with a friend
- Create a small group message with family members
- Use an emoji in my next text conversation
- Save an important address or information from a text

Resources

- Visit the Cyber Smart Seniors website for more digital guides
- Consider joining a free virtual workshop on smartphone skills
- Share this checklist with another senior who might find it useful

www.CyberSmartSeniors.com

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