



# TRAINING MANUAL

## Hot-Spotting & Microsoft Outlook



**PNGAus Partnership**

Partnerships for  
Improving Education



## EXERCISE 4 – HOT-SPOTTING & MICROSOFT OUTLOOK



Hot-spotting enables us to use mobile data for the purposes of connecting a laptop to the Internet.

Connect your laptop to your mobile's data via Hot-spot.

On your mobile:

1. Go to **Settings**. Turn on **Mobile Data**. Turn on **Mobile Hotspot/Personal Hotspot**.

On your laptop:

2. In the bottom right corner of the screen, click on this icon: 
3. Click on Wifi: 
4. Find your network name (refer to mobile phone) in the list
5. Press Connect.
6. Enter in your network password. Your password will be listed on your mobile phone.

To disconnect:

1. Turn off **Mobile Hotspot/Personal Hotspot** on your phone.



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