

HOW TO ENHANCE YOUR EMAILING EXPERIENCE

TABS: (Used To Organize Your Computer Work Space) Conf. Demonstration

Tabs allow multiple websites to be open at the same time – with 1 click accessibility.

Reference Video:

<http://www.youtube.com/watch?v=UaYU52Q55D8>

COPY & PASTE: Conf. Demonstration

COPY -- allows you to Copy an entire article or a selected portion of an article - so it can be emailed and shared.

PASTE – allows you to Insert/paste - the articles website address into the message part of your email– so that the entire article can be emailed and shared – or – you can insert/paste a

Selected portion of the article - into the message part of your email– so that only the selected portion of the article can be emailed and shared.

Reference Video:

<http://www.youtube.com/watch?v=7ukgjr9mKxI>

TOOLS TO ENHANCE YOUR EMAIL:

Conf. Demonstration

ATTACHING PICTURES, MUSIC & DOCUMENTS: Conf. Demonstration

Reference Procedure:

<http://support.google.com/mail/bin/answer.py?hl=en&answer=6584>

CREATING CONTACT GROUPS: Conf. Demonstration

Reference Procedure:

<http://support.google.com/mail/bin/answer.py?hl=en&answer=30970>

SECURITY AND PROTECTION ISSUES:

Doing Safe Money Transactions online (HTTPS & THE GOLDEN LOCK): **Conf. Demonstration**

Reference Video:

http://howto.cnet.com/8301-11310_39-57330558-285/how-to-shop-safely-online/

The Email Providers that offer the most protection are: **GMAIL & HOTMAIL**

For Anti-virus Protection - For your computer - and other devices:

Use **MCAFEE, NORTON, ETC.**

Reference Video:

<http://www.youtube.com/watch?v=hg-mMYinHn8>

10 TIPS TO HELP YOU EMAIL MORE EFFICIENTLY:

GO TO: <http://www.makeuseof.com/tag/10-tips-email-efficiently/>

For more information or questions – contact William Dentham at:

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