Next Computer Club (BVCC) Meeting

Next Program – Len Nasman will review Email Options

October 10 6:30PM Glenn Center

Also on BVTV

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If you are reading this on your computer display, remember that **Acrobat Reader** has a *zoom* feature (under "**View**" in your top tool bar) for enlarging or reducing text and graphics.

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Newsletter Contents

BVCC Server Issues

By Len

A number of bvres.org email users experienced problems recently. It turns out that our server was choking on too many files. The problem has been resolved. If you have a bvres.org email address, and if you are using Thunderbird as your email program, there is a setting that will help keep server file space to a minimum.

BVCC Officers

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The settings process for Thunderbird is covered in a special tutorial found on the BVCC Schoolhouse page.

Email Topics

By Len

Email is a method of composing, sending, storing, and receiving messages over electronic communication systems. It provides a way to keep in touch with anyone who has an email account on the Internet.

Email Requirements

There are three things required for sending and receiving email. The first thing you need is an email address. The address is in the form <yourname@domain_name.ext>. If you have taken advantage of the BVCC email option, your address will be <yourname@bvres.org>. The domain name tells you who controls your mail box. When you are assigned a mail box you will have to create a user name and password. You should write down your user name and password in a place where you will be able to find it sometime in the future. Most ISP's (Internet Service Providers) will allow you to establish an email box with their domain name. You may choose

to make this your primary email box, or you can create additional email boxes that are not connected to your ISP.

To send and receive email, you have to be connected to the Internet. You might use an Internet Service Provider (ISP) that you pay for a connection in your home through a company like Time Warner Cable. Or you can visit someplace, like a library or the BVCC computer room, that has computer terminals available that are connected to an ISP. If you have a laptop or other portable device, you can connect to the Internet through a wi-fi connection. There are many free wi-fi locations sponsored by companies, libraries, or other institutions. Keep in mind that some free wi-fi sites (like those in airports) have been subject to hacking.

The third thing you need is a program (or App [application]) to read and write email.) Some people use email software that comes from their ISP, while others prefer to use email software from their email box supplier. Gmail and Yahoo are very common email box providers and they also supply email reading and writing software. Windows users often use Outlook or Windows Mail that is supplied by Microsoft. Millions of email users prefer to use an email program that is independent from either their ISP or email box provider. One example is *Thunderbird*, a free program that can be configured to use any email box address.

Email Box Providers

It's no surprise that you have to have an email box to get email. However, you are not limited to having just one email box. You can even have different email boxes from different providers. You can use the same password for different email accounts, but it is not recommended. It was recently reported that

Yahoo had been hacked and hundreds of thousands of passwords were stolen.

For demonstration purposes, I have created email boxes at *Gmail*, *Yahoo*, and *bvres*. Each of the programs for reading and composing email has similar features, but each is slightly different.

In the **Gmail** example, logging on to a Gmail account also provides links to other Google account options. Since I have uploaded a number of YouTube videos, The *Social* link shows a list of my videos and also shows the names of people who have subscribed my YouTube space (which is lenatlenshamn).
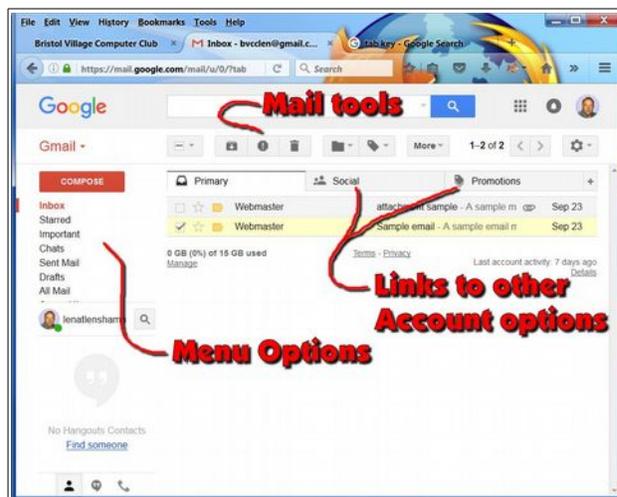

The *promotions* link shows things that Google thinks you might be interested in.

The *Yahoo Mail* sample shows similar tools for viewing mail. It also has a Menu for accessing other Yahoo web pages.
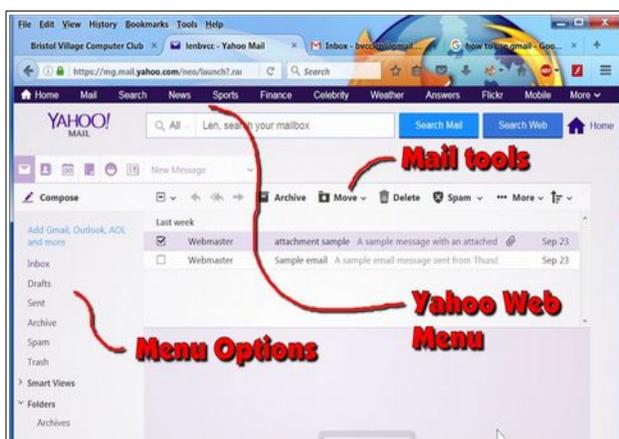
If you have a *bvres.org* mail box, you can access it from any Internet connected computer. After you login using the *bvres.org/controlpanel* page, you will see a *webmail* option. This application provides basic no frills options for reading and composing email. Note that this is a fairly simple way to do email, and there is no adverting or fancy popup news or other distractions.
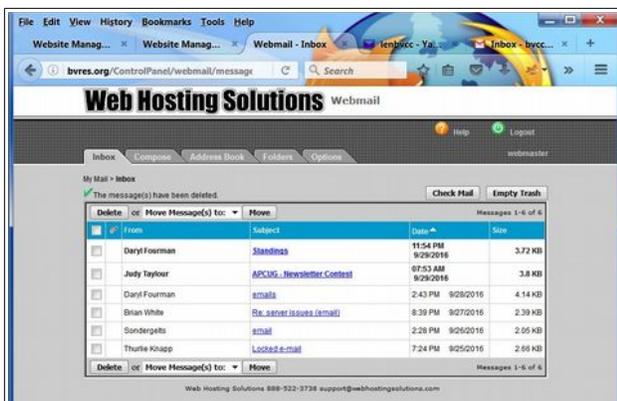
Email Programs

You can use the email read/write software provided by your Web Host, or you can use separate email applications. I have been using the free Thunderbird program for many years, and find it to have a clean (no advertising pop ups) word processing interface. The bvres.org Schoolhouse page has tutorials for installing and using Thunderbird.

Be a Windows Power User

By Len

To make a few things quicker and easier when using Windows, it helps to know a few 'power user' tricks. I hope by now that most folks have memorized the Copy [**Ctrl+C**] and Paste [**Ctrl+V**] shortcut keys. (This means hold the **Ctrl** key down and press the shortcut key letter.

Control Your Files

There are a few other shortcut keys that are useful. For example, to open the Windows Explorer (in Windows 7) or File Explorer (in Windows 10) Press the **Windows** key and, while holding the windows key down, press the **E** key. If you are not using File Explorer to take control of where your files are stored, you should review the tutorial found in the Computer Tricks button on the BVCC Schoolhouse Web page.

If you do not want an application like a word processing or paint program save files to a default location, or if you are trying to organize your pictures or documents, you must learn the basics of **File Explorer**.

BTW, To control where your files are located, it is better to use the **Save As** option rather than the *Save* option. The Save option will put files in a default location that is controlled

by the application in use. The Save As option will open a dialog box that lets you control exactly where the file is stored. The Save As dialog box even allows you to create a new folder for files.

Double the Windows Fun

The reason the Microsoft operating system was given the name *Windows* was that each application operates in it's own window. You can have as many application windows open at the same time as you want, but it is messy when one window is covering another. Here is a trick that puts one application window on the left half of the screen and another application on the right half of the screen.

Suppose you are organizing or backing up a bunch of files. You can make the process easier. First press **Win+E** to open File Explorer and find the location of the desired files.

Press the **Windows** key and, while holding the windows key down, press the **left cursor control arrow key**.

This will cause your File Explorer window to fill the left half of the screen. Next press **Win+E** again to open another File Explorer window. Press **Windows Key + right arrow**.

You should now have two File Explorer windows open, one on the left side

of the screen and the other on the right. By setting different paths in the two windows, it makes it easier to *copy* and *paste* files or file folders from one location to another.

You can also use the two window trick to work between two different applications. For example if you want to copy text or images from a web page to a word processing or email program, make the web browser window fit one side of the screen and make the word processing or email program fit the other side of the screen. This is much better than closing one application to access a different application.

Switch Between Applications

If you have several different applications running in different windows at the same time, it would be nice to know how to switch from one application to another without having to close an application.

The windows *Task Bar* (the horizontal row of icons along the *bottom* of the screen) shows both icons for shortcuts to applications and icons for open applications.

The Task Bar does not have to be located across the bottom of the screen. If you *right click* on the Task Bar and select **Properties**, you will see an option to set the Task Bar location. This Properties dialog
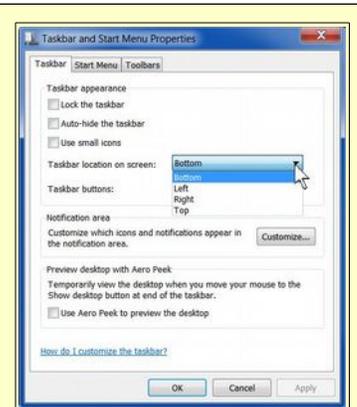
box also allows you to auto-hide or lock the Task Bar.

If you have more than one item open in an application, hovering the mouse cursor over the application icon in the Task Bar will PopUp thumbnail images for each open item. You can then select the thumbnail to jump to that window.

Thumbnails for open PSP images.

If you *right click* on a Task Bar icon, a PopUp list will show recent files. You can open these files by selecting them.

There is another way to switch between open applications. This is very handy if an application is filling the entire screen and you want to switch to a different open application.

The trick is to hold the **Alt** key down, and while holding it down, press the **Tab** key.

This will open an application selection window.\

This window will show thumbnails for all the open applications and also the desktop. Each time you press the **Tab** key (while holding the **Alt** key down) a different thumbnail will be highlighted. When you

release the **Alt** key, the selected application window will open.

What are Emojis?
By Len

A small digital image or icon used to express an idea, emotion, etc., in electronic communication.

Here are some examples: