

**Community Computer Education**  
**May 18<sup>th</sup> – 10 am and 7 pm**  
**North Plains Public Library**  
**Social Contacts – Part 1**

**Your Teachers: Mark and Carolyn Leavitt**

- **ISP's and Email**
  - Gmail, yahoo, and other free, web-based email providers
  - Institutional Email (e.g. .com, .edu, .gov, .org)
  - \$\$ services (e.g. verizon, comcast, qwest, etc)
  - High-speed vs. dial-up and wireless connections
  
- **Getting Started**
  - Signing up
  - Format of email addresses
  - User names and passwords
  - Setting up Outlook express
  
- **Maintaining a Contact List**
  - Grouping contacts for bulk emails
  
- **Sending Email**
  - New
  - Recipients - To ; CC ; BCC
  - Subject
  - Attachments
  - Spell Check
  - Other Buttons – Reply, Reply all, Forward, Send/Receive, Print
  
- **Saving and Organizing Email**
  - Inbox folders
  - Sent Mail
  - Drafts
  - Outbox
  - Deleted
  - Junk Mail
  
- **Attachments**
  - Opening/closing
  - Saving an attachment
  - Appending to a message
  - Security risks
  
- **Security Issues**
  - No personal info via Email
  - Phishing – no bank or agency asks for info via email.
  - Spam – Delete and never open attachments
  - The ultimate spam blocker - white listing with Microsoft Outlook
  - If suspicious - delete
  
- **Extras**
  - Bulk mail using mailing lists
  - Copying links into a message
  - Formatting messages - choosing between Plain Text, Rich Text, or HTML Text
  - Using custom stationery