

## **JANUARY 2023 CLASSES**

### **Introduction to Windows 11**

**Instructor: J.R. DAVIS**

**Tuesday January 24, 2023**

**10:00 am - 12:00 pm**

**This class is an introduction to Windows 11 and how to use it. It consists of a presentation and demonstration of Windows 11 including differences from Windows 10. This class is designed for the average person without a technical background who wants to make better use of their PC for common tasks such as Email and online browsing.**

### **Defending Your Technology**

**Staying Secure on Your Devices and The Internet**

**Instructor: Ron Nelson**

**Wednesday January 25, 2023**

**1:00 pm - 3:00 pm**

**Whether it's email, passwords, website security, phone scams, public Wi-Fi or... the best defense against technology scams are UNDERSTANDING. ALL forms of modern technology have security issues! But not using technology today is simply out of the question. So how do you protect yourself? By understanding some simple practices which will help to prevent many problems. We'll cover a bunch without the techno speak (unless you ask for it).**

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**Gmail and More**

**Instructor: Barbara Harris**

**Wednesday January 30 2023**

**12:45 pm - 3:00 pm**

This class is a hands-on class for individuals who have an existing Gmail account and want to know more about settings and other Google Features that come with your Gmail account. We will cover Gmail settings, Google Drive, Google Photos, Google Calendar and briefly touch on sheets, docs and slides.

**Prerequisites:** You need to have an active Gmail account and you will need to be able to get into your account which means you have to come with your log in and password. Please plan on coming 10 minutes early to log into your account so you are ready with the class begins at 1 PM. This class will be limited to 20 participants, and you are welcome to bring your own computer.