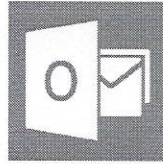


# Laguna Woods Village PC Club

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## Let's Talk E-mail

Do you occasionally find yourself confused, agitated, or just lost in process of managing your email? This session not only reviews what the various email providers think we should just inherently know and understand, but is intended to give you guidance that in many cases is well-hidden in the provider's app, or in some cases – missing entirely. It's increasingly clear that the most popular apps: **Yahoo Mail, Outlook, Gmail, Windows Live Mail/Windows 10 Mail**, and in our unique situation – **Comline, aka Smarter Mail**, contain many features and benefits that 1) we're not aware of; 2) are aware of but not using; 3) are subject to change and alteration on a very frequent schedule.

See below for assistance, guidance and other resources-

### For Yahoo Mail –

- click on the **cog** in the top-right-hand-corner of you window. (this should be visible on any page within Yahoo Mail)
- for the most comprehensive list of Help topics, click on “Still Need Help” at the bottom of the screen (box) that opened when you clicked the cog.
- Choose a topic from the 1<sup>st</sup> screen
- type your question or issue in the Search box at the top of the box
- visit the two websites by clicking the links below: a) “Yahoo Community” - a forum that addresses all things Yahoo – not just Mail; b) Yahoo's “answer” central – pick a topic from the rectangular box.

<https://help.yahoo.com/kb/helpcentral>

<https://answers.yahoo.com/dir/?sid=396546091>

Open Google's You Tube (or type [www.youtube.com](http://www.youtube.com) in your browser window and type the following in the Search box: **yahoo mail email**

Open an internet browser and type the following in the address box: <http://yahoomail.tumblr.com/>

**For Windows 10 Mail; 8.1 mail; Windows Live Mail (7) – also - for Outlook; former Microsoft hotmail or Outlook Express accounts –**

- click this link to go to a Microsoft “one-size-fits-all” and review the info. available
  - <http://windows.microsoft.com/en-US/windows/email-problems-help>

Over ►

- visit the Microsoft products Community Forum -  
➤ <http://answers.microsoft.com/en-us/outlook.com>
- More resources are on yet another Microsoft page –  
<http://windows.microsoft.com/en-us/windows/email-communication-help#email-communication-help=windows-8&v1h=win8tab1&v2h=win7tab1&v3h=winvistatab1&v4h=winxptab1>

As an alternative, go to msn.com and open Outlook by clicking its link on the top left of the Menu bar.

- Click the cog on the tool bar at the right of the window with your open messages
- Click Help from the drop down Menu
- To by-pass this process, click the link below –

<http://windows.microsoft.com/en-us/windows/outlook-help>

Open Google's You Tube (or type [www.youtube.com](http://www.youtube.com) in your browser window and put the following in the Search box: **windows 10 mail; windows 8.1 mail; windows 7or outlook mail**

#### For Gmail-

- sign in to open your gmail messages
- locate and click the **cog** in the upper right-hand-corner of your window
- click **Help**: note the 5 (probably most popular) topics
- select one and click it; you'll now have comprehensive instructions and information regarding your issue
- if you find nothing that seems to address your issue, type your question or topic in the **Search box** at the top of any Help window
- return to main "Help" window: note the two links at the bottom – "Browse all articles"; "Visit the Help Forum."

Open Google's You Tube (or type [www.youtube.com](http://www.youtube.com) in your browser window and put the following in the Search box: **gmail; return to Search box and type- google email tutorial (Anson Alexander)!**

Open an internet browser and type the following in the address box: <http://gmailblog.blogspot.com/>

#### For Comline (Smarter Mail)

- from Smarter Mail main screen click Help on the Menu at the top of the window.
  - a) click on Online Help: note and view content. Utilize links in the Menu at the top of the window - "Home; Search; Community; Knowledge Base and Videos"
  - b) from any screen, click on Search Online Help; type your question in the Search box
- using any web browser, visit the West Coast Internet home page: [www.comline.com](http://www.comline.com)  
Click on Support to obtain their tel. #s – 949.487.3307; 949.487.3303 (billing)

-type in the Search box of your internet browser and to find ALL email users forums and/or blogs-

Check these out: <http://www.101emailtippetips.com> [www.netmanners.com](http://www.netmanners.com)