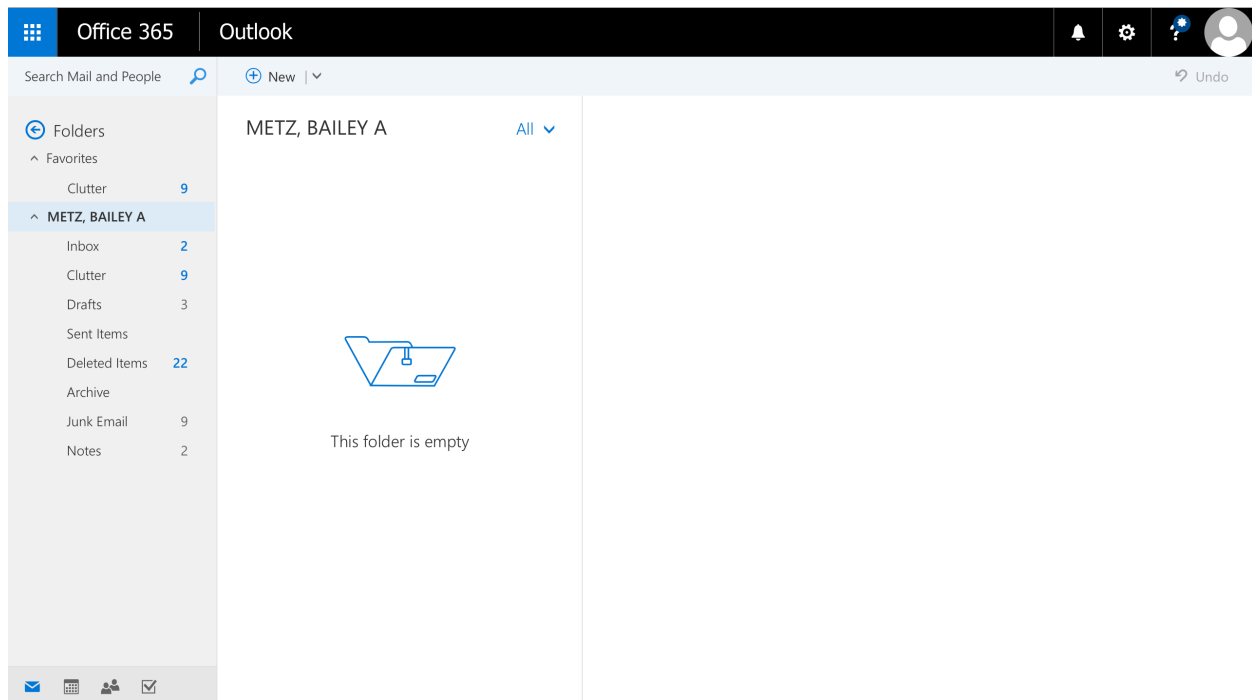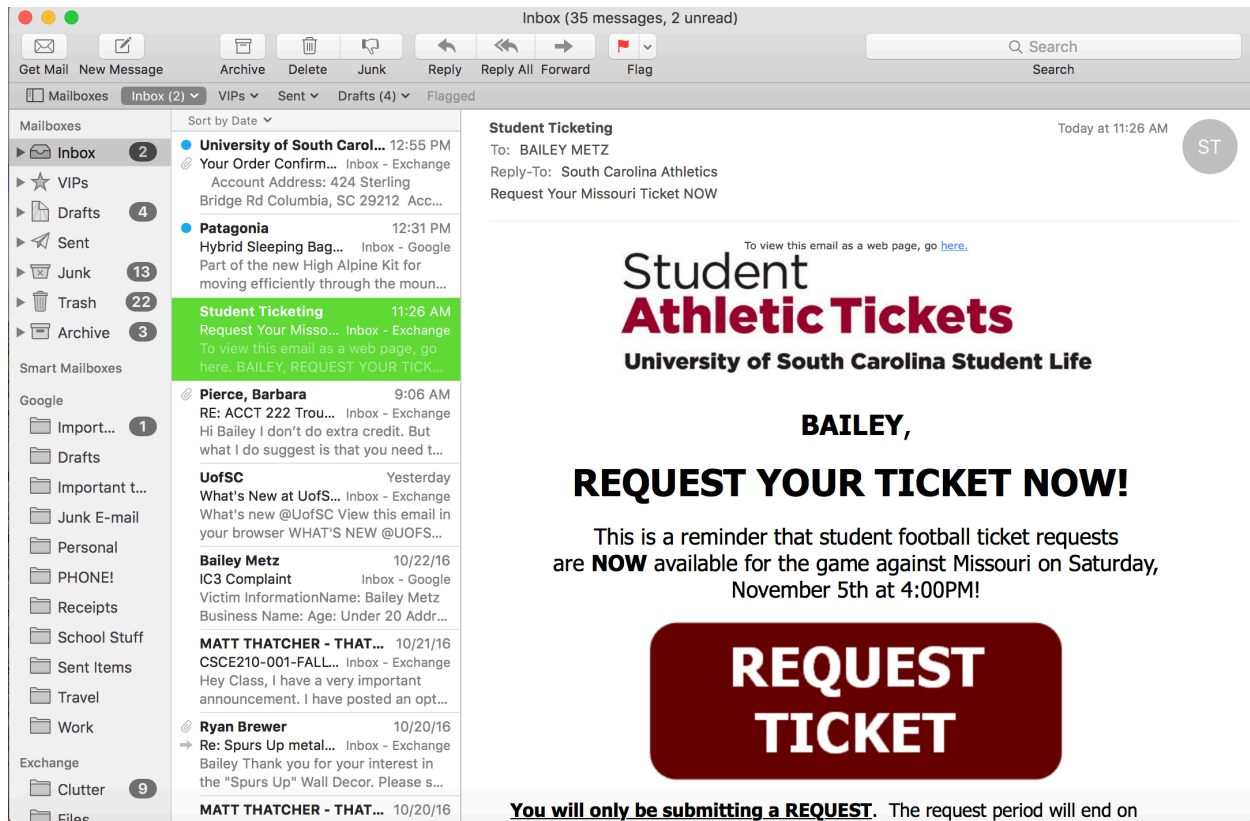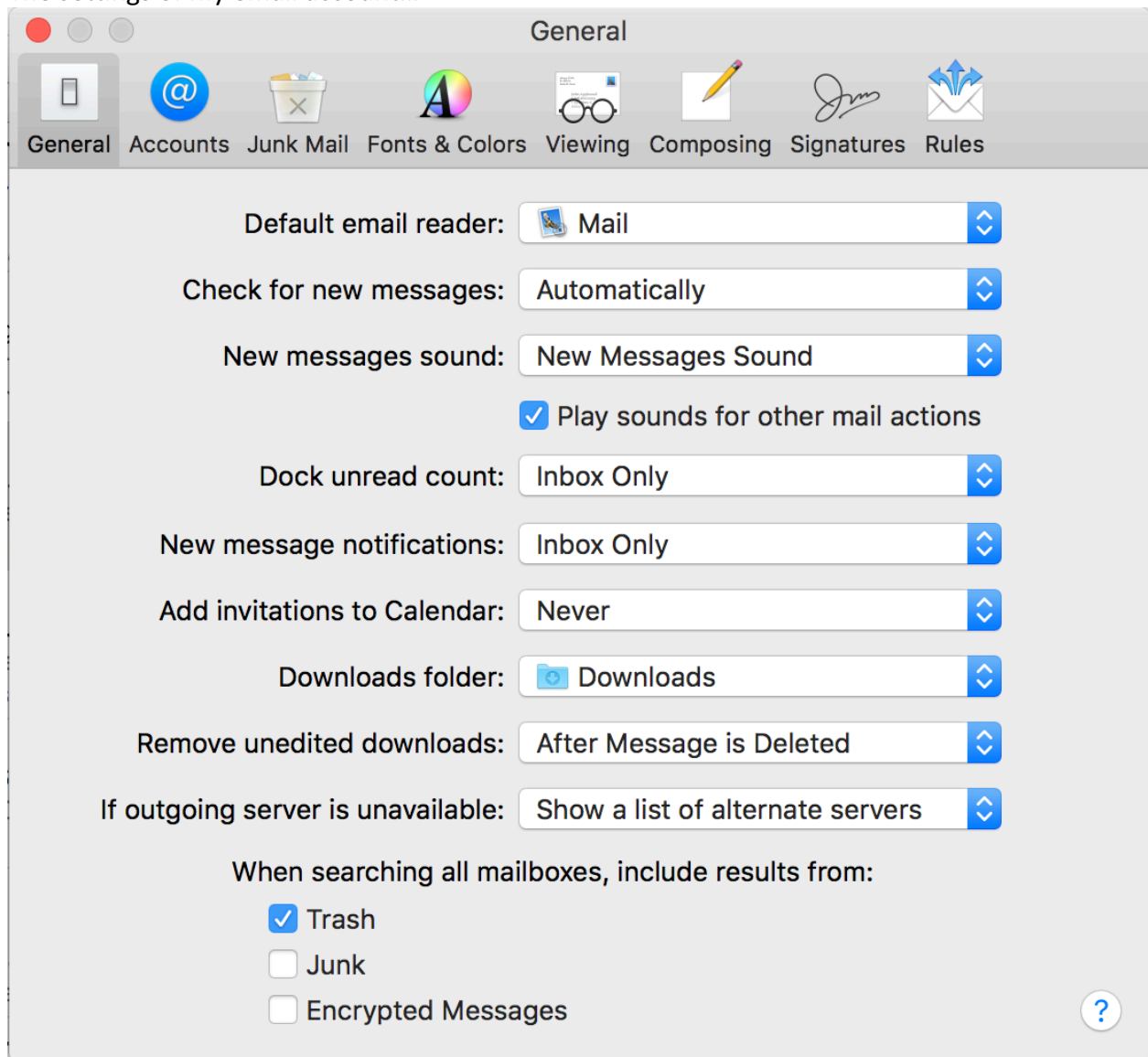# 1. Using webmail…

(I clicked on an empty folder to keep personal emails from displaying)

Inbox rules are automatic actions performed by your webmail account when an email is received and loaded to the inbox. An example of a user-created inbox rule would be every time an email from Health&BeautyRewards.com is sent to the user, the email account automatically redirects it to a spam folder. Another example could be when an email from a particular company, such as an Apple, comes to the inbox, it can be automatically redirected to a folder the user has created entitled "Apple Info".

2. Using my email client (Mac Mail)…

The settings of my email account…

General

General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules

Default email reader: Mail

Check for new messages: Automatically

New messages sound: New Messages Sound

☑ Play sounds for other mail actions

Dock unread count: Inbox Only

New message notifications: Inbox Only

Add invitations to Calendar: Never

Downloads folder: Downloads

Remove unedited downloads: After Message is Deleted

If outgoing server is unavailable: Show a list of alternate servers

When searching all mailboxes, include results from:
☑ Trash
☐ Junk
☐ Encrypted Messages

Accounts

General | **Accounts** | Junk Mail | Fonts & Colors | Viewing | Composing | Signatures | Rules

Exchange
Exchange

iCloud
IMAP

Google
IMAP

| Account Information | Mailbox Behaviors | Advanced |

☑ Enable this account

Account Type: Exchange

Description: Exchange

Alias: METZ, BAILEY A <bmetz@em ⇕

Email Address: bmetz@email.sc.edu

Full Name: METZ, BAILEY A

Internal Server: outlook.office365.com

External Server: outlook.office365.com
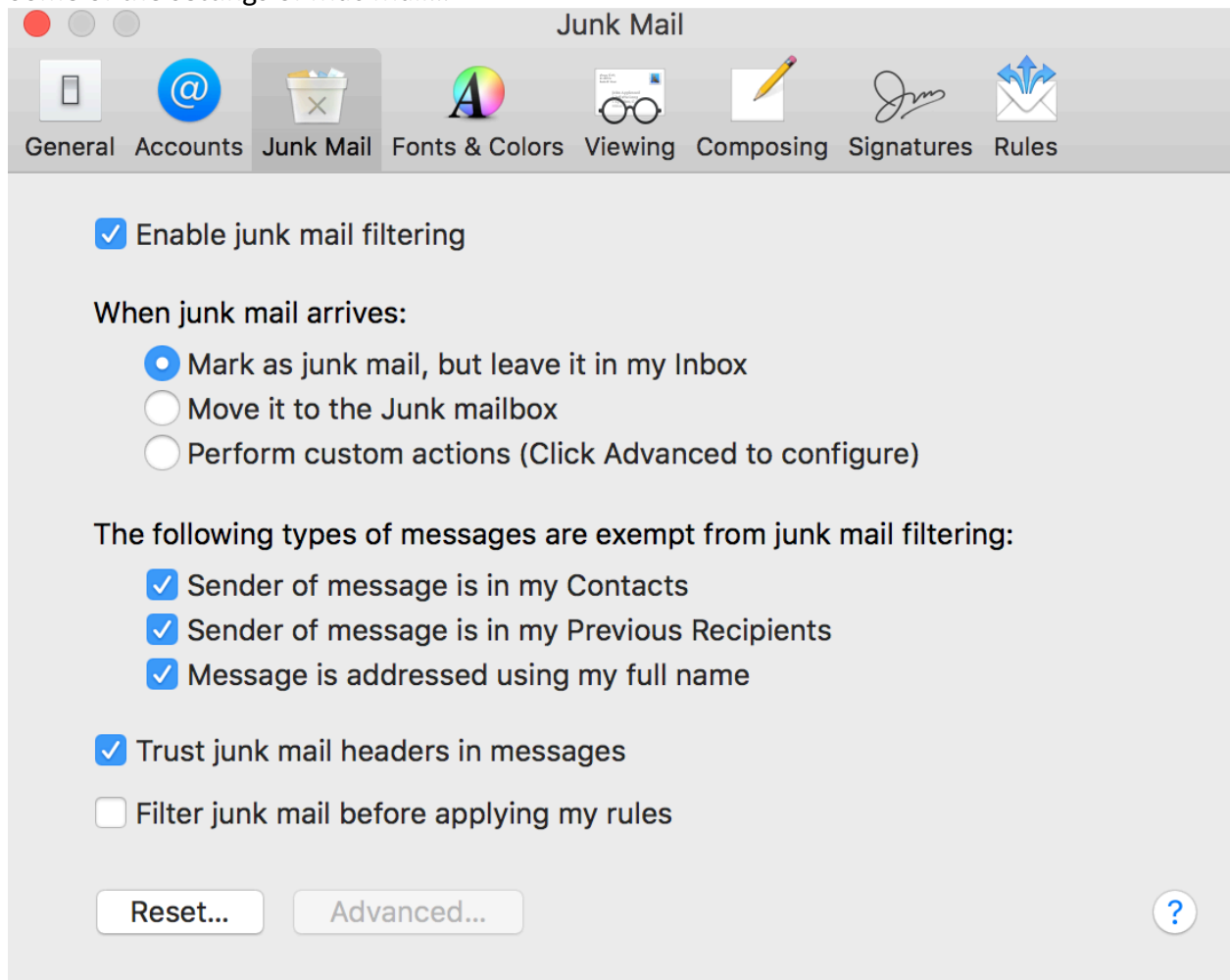
User Name: bmetz@email.sc.edu

Password: ●●●●●●●●●●●

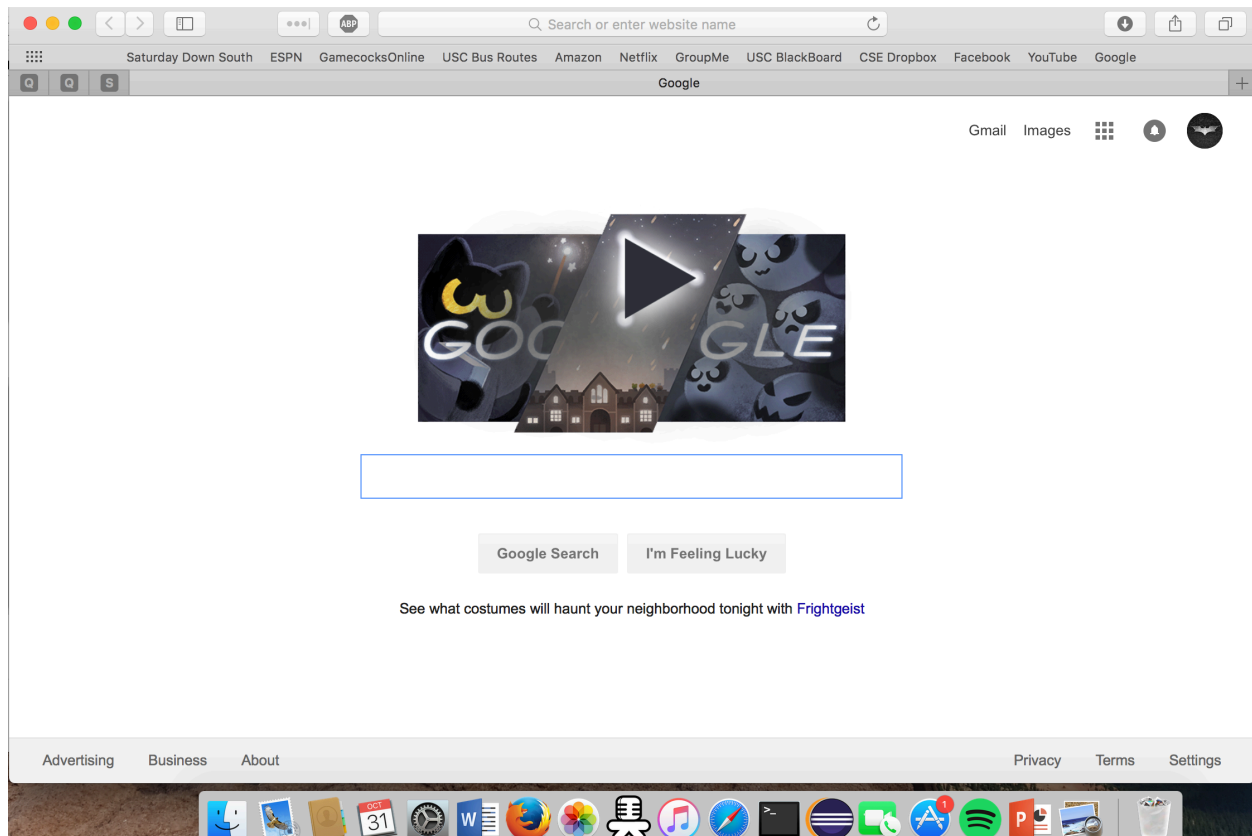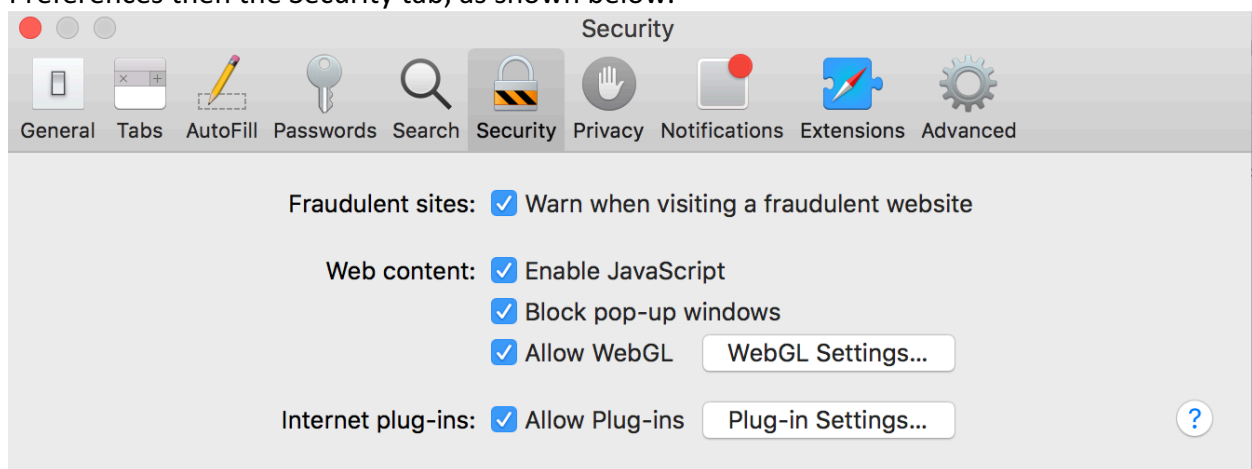Outgoing Mail Server: Exchange (Exchange) ⇕

TLS Certificate: None ⇕

?

Some of the settings of Mac Mail…

Junk Mail

General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules

☑ Enable junk mail filtering

When junk mail arrives:
 ⦿ Mark as junk mail, but leave it in my Inbox
 ◯ Move it to the Junk mailbox
 ◯ Perform custom actions (Click Advanced to configure)

The following types of messages are exempt from junk mail filtering:
 ☑ Sender of message is in my Contacts
 ☑ Sender of message is in my Previous Recipients
 ☑ Message is addressed using my full name

☑ Trust junk mail headers in messages

☐ Filter junk mail before applying my rules

Reset…   Advanced…   ?
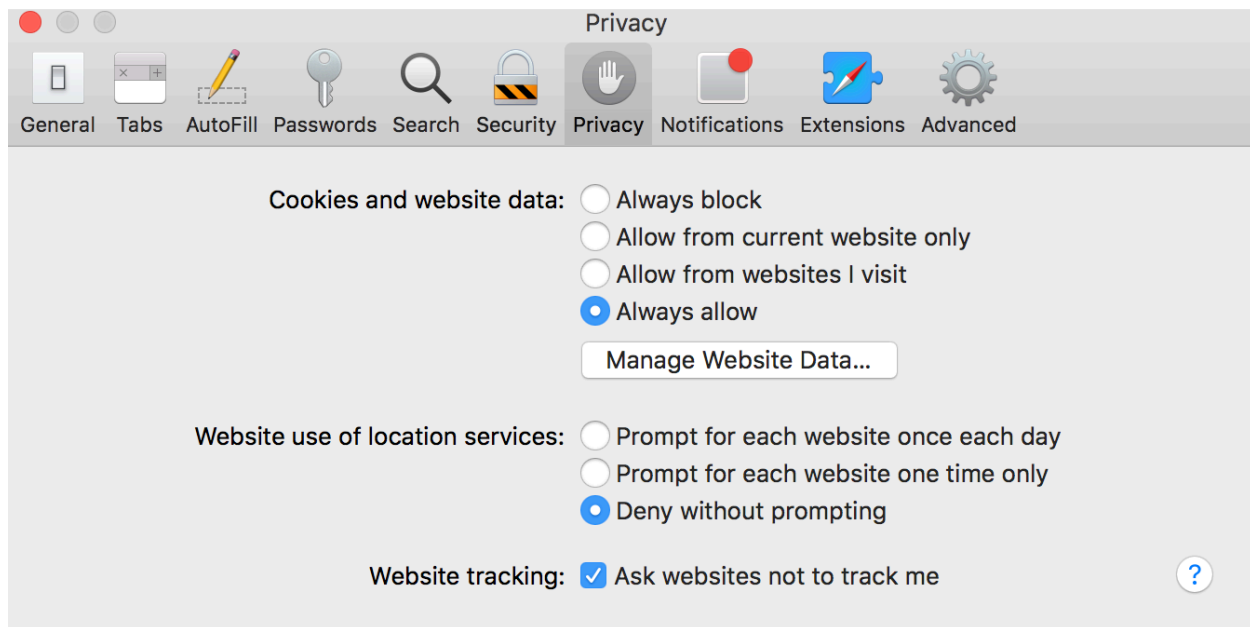
3. My web browser… (Safari)

To access the security settings, the browser (Safari) must be open. Then you have to click the Safari button in the top left corner of the screen within the grey Macbar. From there, click Preferences then the Security tab, as shown below.

These preferences work for me because I like to avoid pop-ups within my browser as much as I can. What isn't blocked here I use Ad-Blocker Pro for as a plug-in. I also like Safari to warn me if it detects the website I may be about to visit is fraudulent.

Here are the privacy settings…

The cookies and website settings I alter frequently. Sometimes certain websites and information will not open online without these settings changed to Always Allow. Most of the time, these settings are either Always Allow or Always Block. I do not like to use location services on any electronic device I own, unless I have to. These are turned to OFF or DENY 99% of the time. I also do not like websites to track my information or history, so I check this box to try and alleviate that as much as I can.

4. Widevine Content Description Module is a plug-in that allows Google Chrome to play DRM-protected HTML5 audio and video. This plug-in only runs when you attempt to access a DRM-protected media file that requires it, such as Netflix. If disabled, the browser will not be able to load such files.

Native Client is a Google-created plug-in that allows developers to take C++ or C code and run it within the Google Chrome web browser. This feature, however, is not used very often.

Adobe Flash Player is another plug-in bundled within Google Chrome. It allows Google to update Adobe Flash along with Chrome, ensuring users always have the most current version of Flash. This is not the same version of Flash that would be installed on another browser, such as Mozilla Firefox or Opera. Those contain NPAPI Flash plug-in which is not sandboxed like the PPAPI version of Flash that is "built-in" to Chrome.

Chrome Remote Desktop Viewer is a plug-in that allows users to remotely view their desktop browser from anywhere they are via cellphone, tablet, or other mobile device. Once the

Google Remote Desktop app has been downloaded, it can be linked to Chrome being used on a computer. If the app is not installed/configured, the plug-in remains inactive.

Chrome PDF Viewer is a plug-in that allows users to view PDFs within Chrome in a new tab. No other PDF viewers, or additional downloads are needed. Also, the PDF software does not need to be continuously updated.

EXTENSIONS:

Ad Block Plus:

Adblock Plus

Security

Eyeo GmbH ›

Blocks all annoying ads and support websites by not blocking unobtrusive ads by default (configurable). Enjoy surfing the web without obtrusive ads cluttering your screen. Blocks: banners, YouTube, video ads, pop-ups, and other obtrusive ads.

Installed

Wipr:

Wipr

Security

[Giorgio Calderolla ›]

Blocks all ads and trackers, saving you time and preserving your privacy. It won't slow down Safari, and it can't know which websites you visit. Enjoy a cleaner web.

[Install now ⊕]

LastPass (my Password manager):

LastPass

Security

[LastPass ›]

An award-winning password manager that saves your passwords and gives you secure access from every computer and mobile device.

Installed

Turn Off the Lights:

Turn Off the Lights

Entertainment

[Stefan vd ›]

This extension dims everything in the background, so you can enjoy the video you're watching without any distractions.

[Install now ⊕]