



Chapter Development Workshop

Tech Help is on the Way—6 Part Workshop Series

Session 5:

Introduction to the Internet and Email

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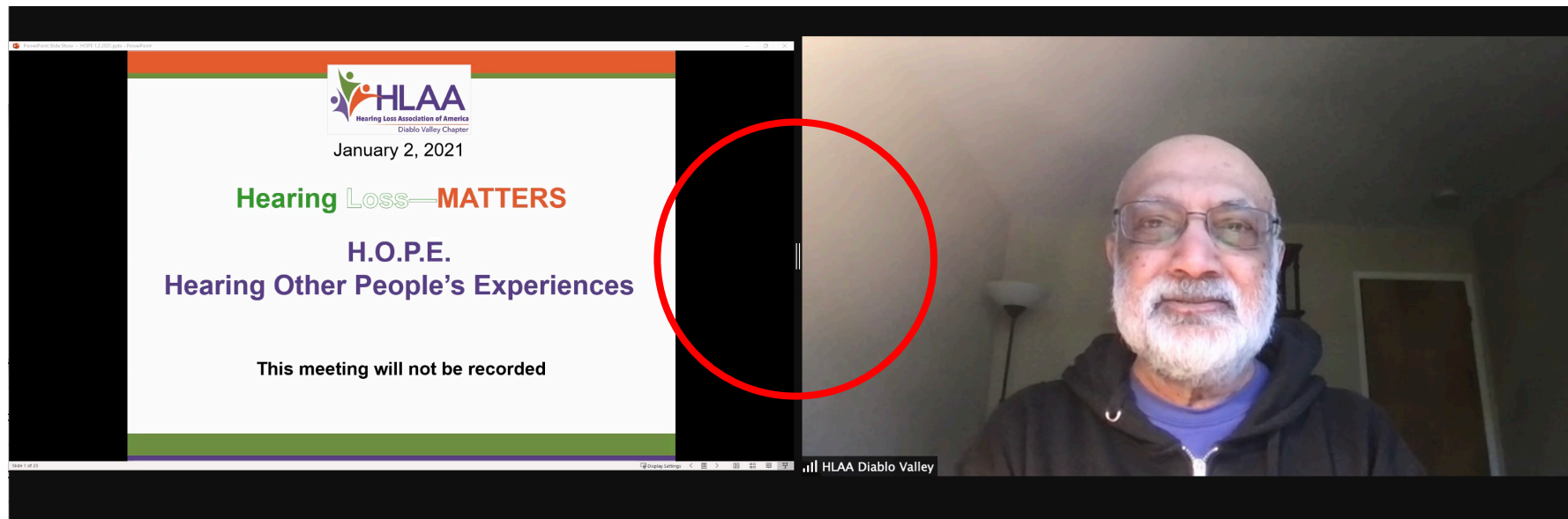
Housekeeping

- Please hold questions until the end
- Click Thumbnail picture
Click meatballs, 3 dots ●●●
Rename: include name and chapter
- Questions, include your name



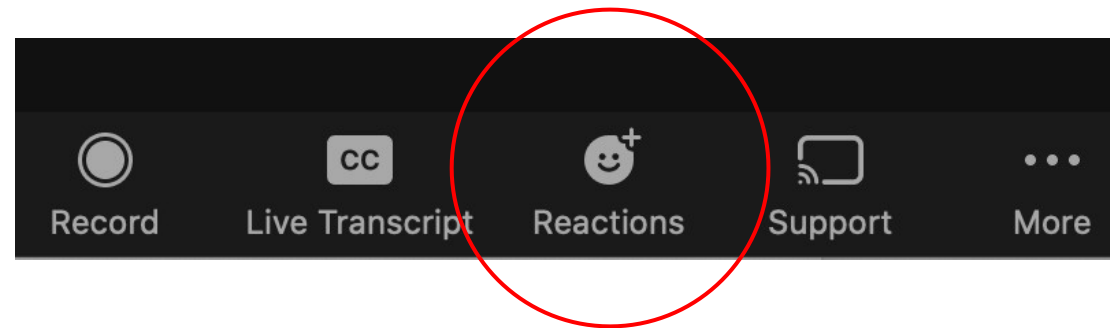
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- If captions don't start automatically click the **CC** button in the tool bar, **View Subtitles**
 - Caption box can be moved
 - Chat feature is available

Adjusting Screen Size



Raise Hand to Ask Questions

The raise hand feature is now in Reactions
To ask a question or make a comment raise hand



1. Click on the Reactions
2. Click on Raise Hand

HLAA CHAPTER DEVELOPMENT WORKSHOPS

Session 5: Introduction to Using
the Internet and Emails

Tech Help is on the Way

6-Part Workshop Series

with Ann Thomas and Alan Katsura

August 19, 2021

Introduction to the Internet and Email

This meeting will be recorded



Email Milestones

- 1971—Ray Thomson inventor of net worked email including @ symbol
- 1993—AOL introduced email addresses
- 1996—Birth of Webmail
- 2002—Email goes wireless- Mobile



Internet Milestones

1973 TCP/IP, internet Vinton Cerf & Robert Kahn

1983 January 1, 1983, birth of the internet

1989 Alan Emtage conceived 1st search engine

1991 Prodigy or CompuServe 1st public consumer internet service

INTERNET



Internet Browsers— access to the internet

- Mozilla Firefox
- Google Chrome, most popular in the US
- Microsoft Edge
- Apple Safari, fastest browser
- DuckDuckGo



Search Engines

Chrome, Google—#1 in the US

Bing, Microsoft

Safari, Apple—fastest

Yahoo

ASK.com

Duck Duck Go

Preferences

set search engine default

Searching tips

- use simple natural language
- use quotes so the search engines looks for the exact phrase ie. “hearing loss devices”
- use + or - signs to include or exclude specific words
- use a wild card symbol * if not sure about beginning or end
cat* = catnip, catastrophe

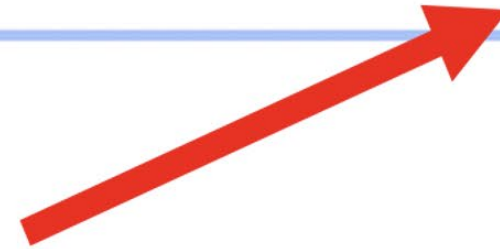
Favorites & Bookmarks



Firefox



Chrome

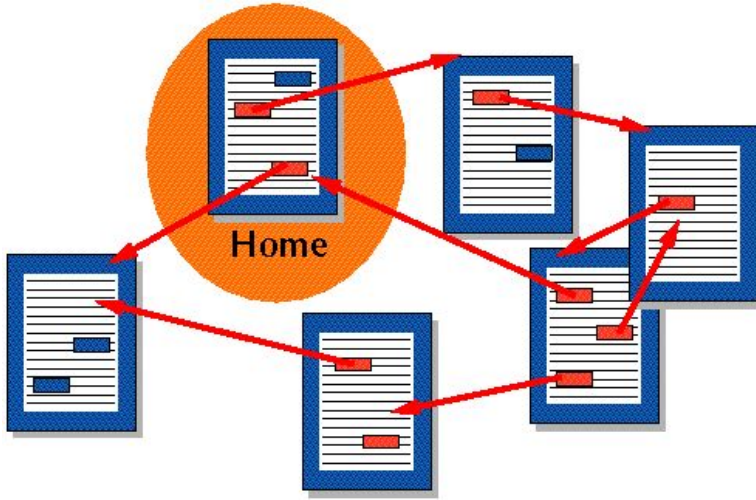




Safari

1. Open Safari
2. Head to the webpage you wish to save in bookmarks
3. Click '*Bookmarks*' on the toolbar (top of screen), then select '*Add Bookmark*' (from the drop-down menu)
4. On the menu that appears: Name the bookmark and add it to a folder
5. Click '*Add*'

Using Hyperlinks



a **link**, is a reference to data that the user can follow by clicking or tapping.





Introduction to Email Basics

Introduction to Email Basics





Terminology

- Webmail
- Email client
- Email server
- POP3
- IMAP

Roadmap

- Webmail vs. email client
- Email protocols
- Setting up an email account
 - Webmail
 - Email client
- Multiple email addresses

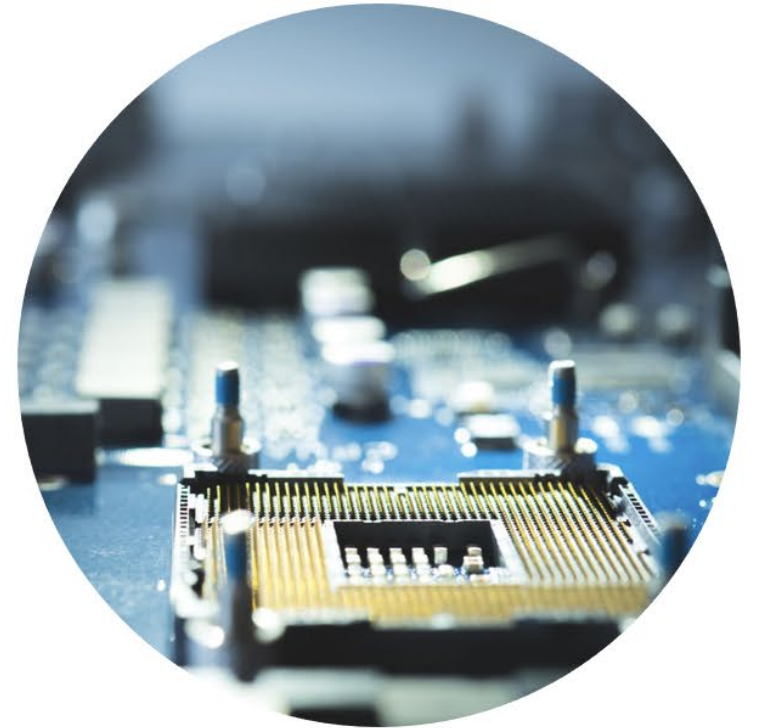
POP3 vs. IMAP

Post Office Protocol 3

Internet Message Access Protocol



- Single device access
No synchronization
- Backup responsibility
- Downloads & deletes messages from server

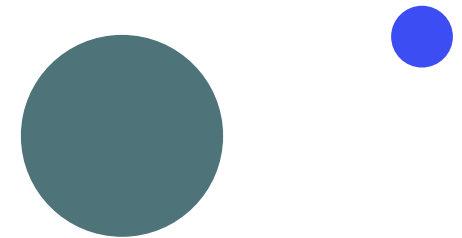


Post Office Protocol 3 (POP3)

- Messages remain on server
- Client accesses, synchronizes with server
- Access from multiple devices
- Multiple inboxes



Internet Message Access Protocol (IMAP)



POP3 vs. IMAP

POP3s
erver

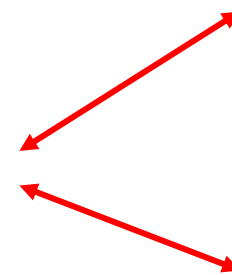


client



Post Office Protocol 3

IMAPs
erver



client



client



Internet Message Access Protocol

Comparison: Webmail vs. Email Client

Webmail

- Web browser
- Internet connection
- Service provider host
- Sign up

Email Client

- Software
- Work off-line
- POP3 or IMAP
- Setup

Email Client Account Setup

Username

Password

Email address

Incoming server address and port
number (POP3 or IMAP)

Outgoing server address and port
number (SMTP)

Port Settings

Internet E-mail Settings

General Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Delivery

☒ Leave a copy of messages on the server

☒ Remove from server after 14 days

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel

Multiple Email Accounts

Gmail – all accounts
in one inbox

- Gmailify
- POP3

Email client

- Microsoft Mail
- Apple Mail

Gmail Add Email Account

Search mail

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses

Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

Send mail as:

(Use Gmail to send from your other email addresses) [Learn more](#)

Alan Katsura <alankatsura@gmail.com> default [edit info](#)

Alan Katsura <akatsura@hotmail.com> [make default](#) [edit info](#)

Mail is sent through: smtp-mail.outlook.com

Secured connection on port 587 using TLS

[Add another email address](#)

When replying to a message:

☒ Reply from the same address the message was sent to

☐ Always reply from default address (currently alankatsura@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail from other accounts: [Learn more](#)

akatsura@hotmail.com (Gmailify) [edit info](#) [unlink](#)

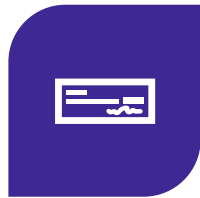
Last sync: Successful (4 minutes ago) [Check mail now](#)

[Add a mail account](#)

More on Gmailify



SET ORIGINAL
EMAIL ACCOUNT TO
POP3



CHECK "KEEP COPY
ON SERVER"



ALL MESSAGES IN
ONE INBOX



USE OF COLORS
AND FILTERS

Email Clients

Separate inbox for each account

Learn to Search



Email search key items

Name, To or From

Subject line

Date

Words in body of message

Attachments

Recap

- How do you want to retrieve your messages?
- POP3 vs. IMAP
- Address multiple email accounts
- Search

Inbox Zero



Inbox Maintenance Philosophy

- OHIO - Only handle it once
- Promotes well-being and productivity

Questions & Answers



Tech Workshops, 6 Part Series

Look for the date in October

Session 6: How to Use the
HLAA Website for Leaders



Tech Workshop Resources

Additional Documentation

HLAA Leaders Groups.io Files

- HLAALeaders groups.io
- Click on Files
- Open the Folder, Tech Workshops

Presenters

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Save the Date

A graphic consisting of two horizontal bars. The top bar is purple and contains the word 'UPCOMING' in white, uppercase, sans-serif font. The bottom bar is orange and contains the word 'EVENT' in white, uppercase, sans-serif font.

UPCOMING EVENT

Chapter Development Workshop

IDA Institute

September 27, 2021

11:00 a.m. – 12:00 p.m., ET