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
TIPS

• 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
August 19, 2021

Introduction to the Internet and Email

This meeting will be recorded
Email Milestones

- 1971—Ray Thomlinson 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


1989 Alan Emtage conceived 1st search engine

1991 Prodigy or CompuServe 1st public consumer internet service
Internet Browsers—access to the internet

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

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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

Post Office Protocol 3

Internet Message Access Protocol
## Comparison: Webmail vs. Email Client

<table>
<thead>
<tr>
<th>Webmail</th>
<th>Email Client</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Web browser</td>
<td>• Software</td>
</tr>
<tr>
<td>• Internet connection</td>
<td>• Work off-line</td>
</tr>
<tr>
<td>• Service provider host</td>
<td>• POP3 or IMAP</td>
</tr>
<tr>
<td>• Sign up</td>
<td>• Setup</td>
</tr>
</tbody>
</table>
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

Server Port Numbers
- Incoming server (POP3): 995
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: TLS

Server Timeouts
- Short: 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'
Multiple Email Accounts

Gmail – all accounts in one inbox
- Gmailify
- POP3

Email client
- Microsoft Mail
- Apple Mail
Gmail
Add Email 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
• HLAA Leaders groups.io
• Click on Files
• Open the Folder, Tech Workshops

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Save the Date

Chapter Development Workshop
IDA Institute
September 27, 2021
11:00 a.m. – 12:00 p.m., ET