

Inbox - Outlook Express

e-mail TIPS FOR USING MICROSOFT OUTLOOK

CREATING AN E-MAIL SIGNATURE

Select Tools > Options. Go to the Mail Format tab. Click Signatures, under Signatures. Go to the E-mail Signature tab. Click New. Type the new signature's desired name. If you have more than one signature for different purposes, name them accordingly. Click OK. Type the desired text of your signature under Edit signature.

SETTING UP A VACATION AUTO RESPONDER


Select Tools > Out of Office Assistant. Type your message in the top box. You should say what specific dates you'll be unavailable and if there is someone else they can contact in the meantime. Then click "I am currently Out of the Office". Click OK. When you come back from vacation, open this dialogue box again and click "I am currently In the Office".

E-MAILING A LIST OF UNDISCLOSED RECIPIENTS

Do this if you want to send an email to a lot of people, but not show who they all are in the "To:" field. First create a new contact called "undisclosed recipients". Use your own email address for this contact. Put this contact in the "To:" of your email. Type (or select from your address book) all your recipients in the "Bcc:" field. This means "blind carbon copy". Compose your email, and send!

TAKE BACK AN E-MAIL YOU SENT

If you just sent an email, and you wish you hadn't, you can "recall" it if the recipient hasn't opened it yet. Open your sent email. Go to Actions > Recall This Message. You can either completely delete the message, or delete it and replace it with a new message.



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TIPS FOR GETTING YOUR NEXT JOB USING SOCIAL MEDIA

KEEP YOUR PROFILE CLEAN...

This is common sense, but nonetheless a vital task. Everything you post, tweet or comment on is being recorded and will come back to haunt you. Don't doubt this!

... BUT SHOW SOME PERSONALITY.

On the flip side, however, is the danger of being too careful. Don't let fear prevent you from posting anything at all. Employers look for candidates who are social, outgoing, have a demonstrable knowledge of networking and communication, have character, and stand out from the crowd.

SPREAD YOURSELF AROUND.

Twitter and Facebook are essential platforms, but at a bare minimum, you should also maintain a fully fleshed-out profile on Google+, LinkedIn and About.me. Get your name out to as many sources as possible.

TARGET YOUR MESSAGE.

When an employer Googles your name, make sure that the first thing they find is a result you've hand-crafted. You may even wish to secure your own domain name and build a website about yourself.

CONNECT WITH YOUR DESIRED COMPANY.

Actively engage the company you like via your tweets and status updates. Start following its tweets, "like" it on Facebook, etc. Take notes on what you can learn from the company's online presence, because these are the kinds of things you'll want to keep in mind when sitting in the interview chair.



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TIPS FOR SUCCESSFUL ONLINE SHOPPING

CHECK OUT CUSTOMER REVIEWS

Read customer reviews about the specific product you are buying. Websites like **CNET.com** offer reviews and ratings from both editors and actual users. **ConsumerSearch.com** and **ConsumerReports.org** are other websites that offer extensive reviews as well. Additionally, you can often find buyer reviews directly on retailers' websites.

CHECK THE RETURN POLICY.

This is key when shopping for clothing. Look for retailers that offer free returns and a money back guarantee. Steer clear from those who will only offer store credit.

USE COUPONS AND PROMO CODES

If you don't see any promo codes on a retailer's website, search the internet to see if there are hidden ones out there. Several websites like **www.retailmenot.com** and **www.ebates.com**, provide online coupon codes for a vast array of merchants.

CHECK OUT THE ITEM IN-STORE FIRST

If you can find the item in a physical store nearby, check it out there first. Why order online then, you might ask? Because oftentimes, you can buy products cheaper online than you can in-store.



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EDITING & PUBLISHING PHOTOS & VIDEOS

EDITING PHOTOS

www.picnik.com Crop, rotate, adjust lighting & colors, resize and more... all for free!

www.pixlr.com Don't have Photoshop? Here's a free alternative! This advanced photo editor has almost everything you need, including special effects, creating collages, adding text and more.

PUBLISHING PHOTOS

Here are some popular websites where you can upload and share your photos in albums:
www.flickr.com | **www.photobucket.com** | **picasaweb.google.com**


EDITING VIDEOS

Your computer probably already has a video editing program installed on it:
Microsoft Movie Maker (on PCs) | **Apple iMovie** (on Macs)

If you want to try other programs, you can download free software off the internet:
VirtualDub: virtualdub.en.softonic.com | **Pinnacle VideoSpin:** videospin.en.softonic.com

PUBLISHING VIDEOS

Here are some popular websites where you can upload and share your videos:
www.youtube.com | **www.vimeo.com** | **www.viddler.com** | **www.dailymotion.com**



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Online Games

TIPS TO LOOK FOR GOOD GAME SITES

What is the quality of their website? Always judge on initial appearance. If this is a quality gaming site, they should have quality graphics on their web page.

How long is the website taking to load? It could be your internet, but it could also be their website. If the initial pages are taking a long time to load, your game speed could be the same.

QUALITY WEBSITES FOR ALL GAMER TYPES

www.miniclip.com | www.games.com | games.yahoo.com | www.pogo.com
www.gamehouse.com | www.shockwave.com

PRIVACY WHEN PLAYING ONLINE GAMES

Online games can be single or multi player. If the game is multiplayer, usually chat will be enabled. This will allow you to communicate with a stranger. Make sure you take the following precautions:

- Strangers can make up their own identities.**
- Don't give away private info**, such as where you live, first and last name, and email address.
- Don't click on links that strangers may post**, even if it includes a "cheat code". They often times will contain viruses that can damage your computer.
- Be careful if the website is asking for you to pay for a game.** Make sure the transaction is secured by a credible source like Paypal. In most cases, avoid paying for a game.



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WEBSITES TO VIEW & DOWNLOAD SHOWS, MOVIES, BOOKS & MUSIC

TV SHOWS & MOVIES

www.hulu.com Watch the five most recent episodes of many of today's popular tv shows for free. Hulu even offers documentaries, a few movies, and some classic old tv shows.

www.itunes.com Download the iTunes application for access to thousands of tv shows, movies and also music. You can even purchase individual tv episodes and songs - great if you want a song or show that's not on the free sites! You can also watch new shows within hours of airing on tv.

www.cbs.com | **www.fox.com** | **www.nbc.com** | **www.abc.com** Many of the network television stations offer their current shows online for free.

www.netflix.com Subscribe to get unlimited access to thousands of movies and tv shows. Great if there are past and/or rare movies and shows you want to watch.

BOOKS

play.google.com/store/books Has thousands of books to purchase and even has some free, classic novels.


www.free-ebooks.net Read hundreds of books from individuals who submit their own novels.

www.amazon.com | **www.apple.com/ipad** Purchase the Kindle e-book reader device for Amazon, or the iPad from Apple, and then have access to thousands of books for purchase.

MUSIC

www.pandora.com | **music.yahoo.com** | **www.jango.com** Listen for free to different musical genres. You can also search for favorite artists, play similar songs, and create radio stations based on them. Listen on your computer, smartphone and tablet.

www.rhapsody.com Listen to over 14 million songs on a paid subscription. Listen on your computer, home audio system, smartphone and tablet.



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HOW TO IDENTIFY COMPUTER NOISES

CD & DVD DRIVE

When your computer reads the CD or DVD, the spinning disc makes a normal whirring noise. If there is no noise, or there is clicking, your CD Drive might be defective and need to be replaced.

EXTERNAL SPEAKERS

If you hear a snap, crackle and pop, reboot your computer. If the noise persists, plug in different speakers or headphones to see if it's the speakers themselves. If you still hear it, the problem may be the connection where your speakers plug into the audio output jack. Always make sure things are connected properly!

FANS


Fans keep your computer from overheating. If you leave your computer on 24/7 or live with shedding pets, your fan will be forced to work harder. It is normal for your fan to be loud when your computer starts or restarts. After a few seconds, the fan should be quiet again. If it stays loud you may have an issue. If you hear buzzing, whining, ticking, hairdryer or vacuum noises, look at the fan and dust it. If the sound continues, consult a professional.

HARD DRIVES

Your hard drive will make a normal, light whirring noise with an occasional clicking sound. If you hear your drive clicking every 2 seconds, there might be a serious problem. Contact a professional immediately, before you lose your data.

POWER SUPPLY

If excessive noise is coming from the fan next to the computer cable plug, the power supply fan might be falling or bad. Clean the fan by blowing it with compressed air. If this doesn't resolve it, replace the power supply.



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