

# Taking Charge of your Inbox

*Top Tips Managing Email, Calendar & Contacts*



**DARCI** Talks



**Swirl**  
SOLUTIONS

# What Smartphone do you have?



**BlackBerry**



# What Tablet do you have?

Playbook



 **BlackBerry**

iPad



# Email

- What is an Email client?
- Contacts
- Create your own acronyms
- Signatures



# Terminology

**E-Mail  
Client?**



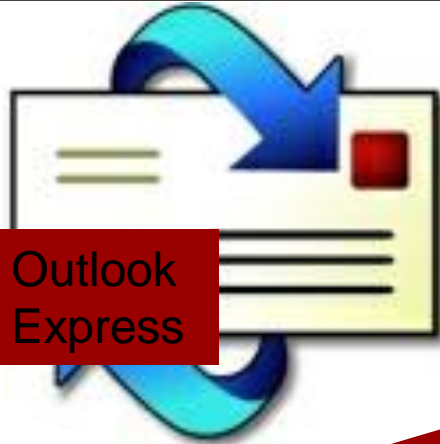
# What is an Email Client?

An application that allows you to send, receive and organize e-mail.

# What is an Email Client?



Outlook



Outlook Express



Windows Live Mail

What do you have?



Mac Mail



# What is an Email Client?





# Types of Email



# PIM



# Contacts

- Configuring contacts
- Mapping
- Never add Birthdays & Anniversaries manually to your calendar

# Contacts

## THE RULE



# Contacts

File Contact Insert Format Text Review

Save & Close Delete Save & New Forward General Details Certificates All Fields E-mail Meeting More

Actions Show Communicate

Full Name... Tdot Terry Osti

Company: Terry Osti Real Estate

Job title: RE/MAX Crest West Side Realty

File as: Osti, Terry

Internet

E-mail... terrysti@remax.net

Display as: Terry Osti (terrysti@remax.net)

Web page address: [www.TerryOsti.com](http://www.TerryOsti.com)

IM address:

Phone numbers

Other... +1 (872) 801-0384

Home...

Business Fax...


Mobile... (778) 855-6784

Addresses

Business... 1428 West 7th Ave  
Vancouver BC V6H1C1  
Canada

This is the mailing address

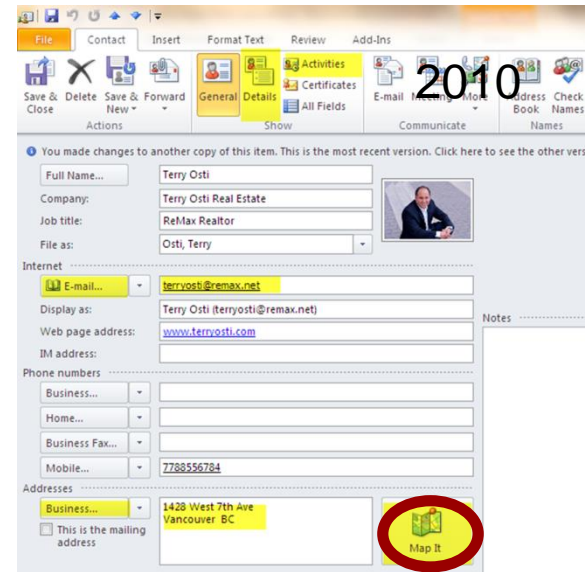
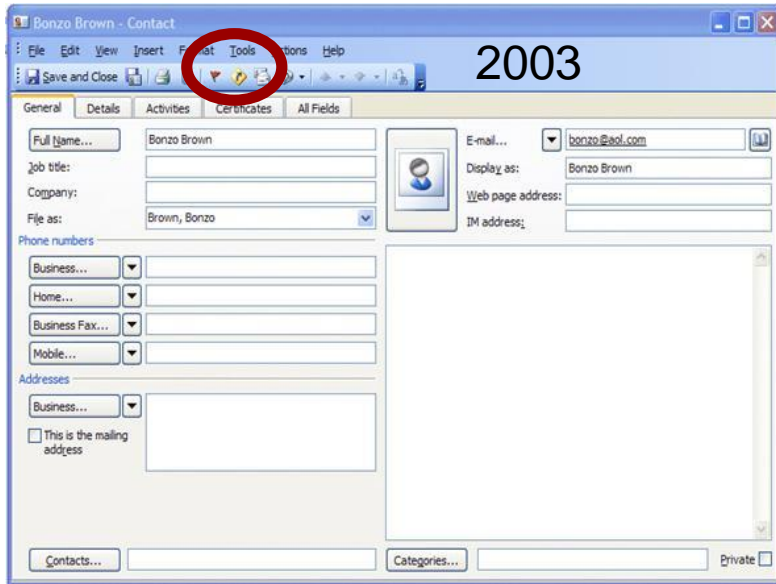
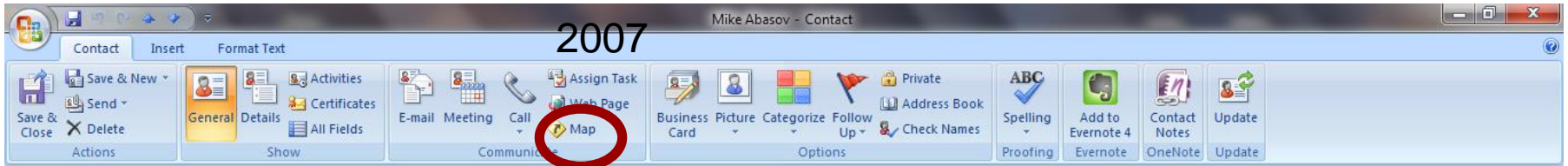
Map It



# Contacts - Mapping

The screenshot shows a web browser window with the Bing Maps application. The address bar contains the URL: [www.bing.com/maps/?v=2&where1=1428+West+7th+Ave%2C%20Vancouver%2C%20BC%20%2C%20Canada&encType=1&mkt=1033&o1=1428+West+7th+Ave&o2=Vancouver&o3=BC&o4=&o5=Ca](http://www.bing.com/maps/?v=2&where1=1428+West+7th+Ave%2C%20Vancouver%2C%20BC%20%2C%20Canada&encType=1&mkt=1033&o1=1428+West+7th+Ave&o2=Vancouver&o3=BC&o4=&o5=Ca). The search bar contains the text "1428 West 7th Ave, Vancouver, BC, Canada". The left sidebar displays the search results for "1428 W 7th Ave, Vancouver, BC V6H, Canada" with the phone number "49.265175 -123.136444" and options for "Directions", "Save", and "Send". The main map area shows a street grid with a red pin at the search location. A tooltip above the pin displays the address "1428 W 7th Ave, Vancouver, BC V6H, Canada" and options for "Directions", "Send", "Save", and "Zoom". The map includes various street names such as "W 6th Ave", "W 7th Ave", "W 8th Ave", "Granville St", "Duck St", and "Birch St". The map also shows a scale bar for "100 feet" and "25 m" and a copyright notice for "© 2012 Nokia" and "© 2012 Microsoft Corporation".

# Contacts - Mapping



# Gmail Contacts



**Terry Osti**

Realtor , RE/MAX Crest West Side Realty

☆ My Contacts



Work TerryOsti@remax.net

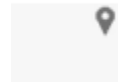
Add email

Mobile 🇨🇦 778.855.6784

Work Phone 🇨🇦

Work 1428 West 7th Avenue  
Vancouver, BC  
V6H 1C1

Add address



Add ▾

Name

Title and company

Phonetic name

Nickname

File As

Notes

Email

Phone

Address

Birthday

URL

Relationship

Instant messaging



# Contacts Mapping

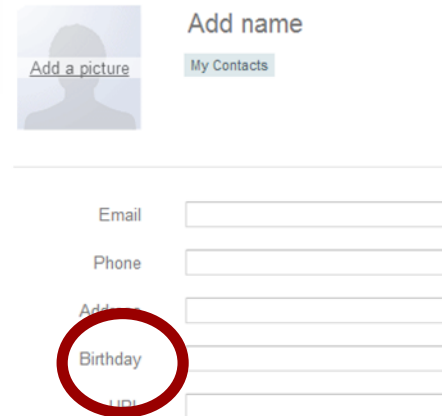
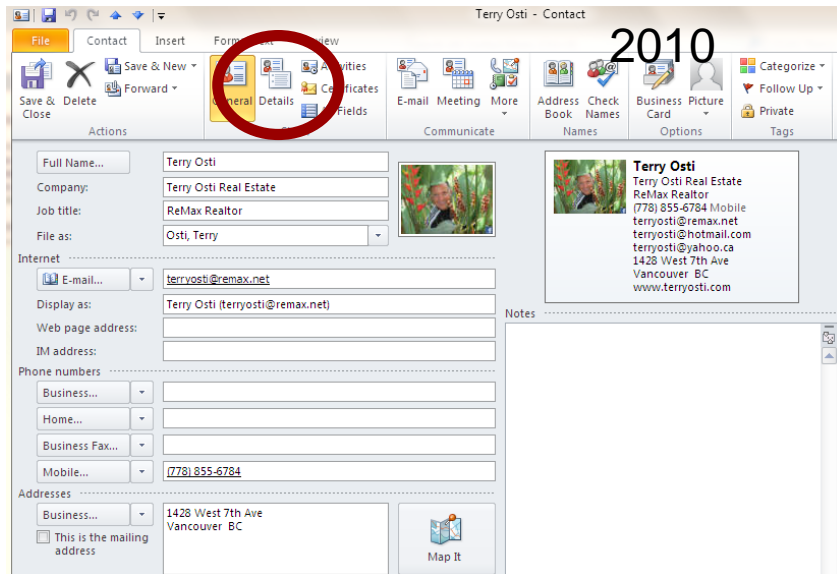
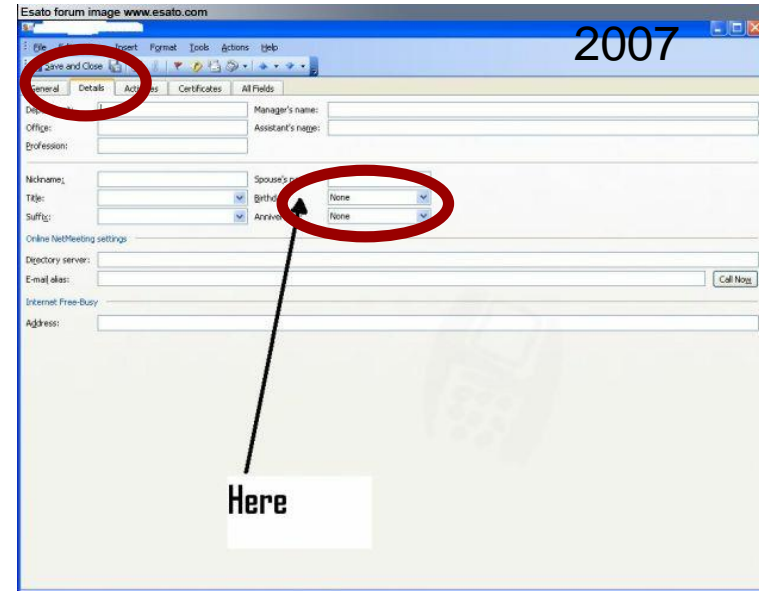
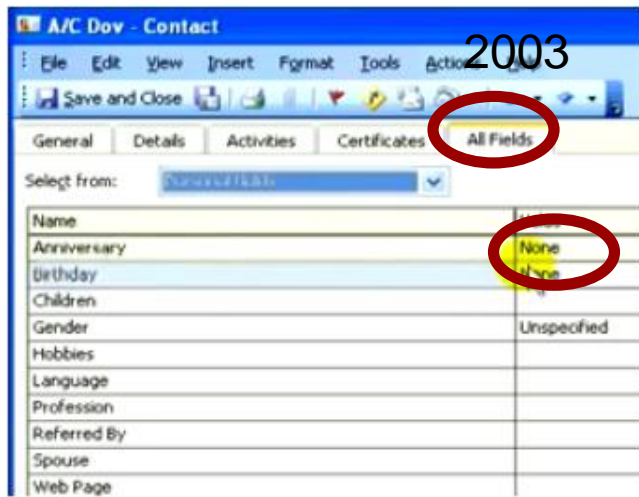


# Birthday & Anniversary



**Do I smell  
birthday  
cake?**

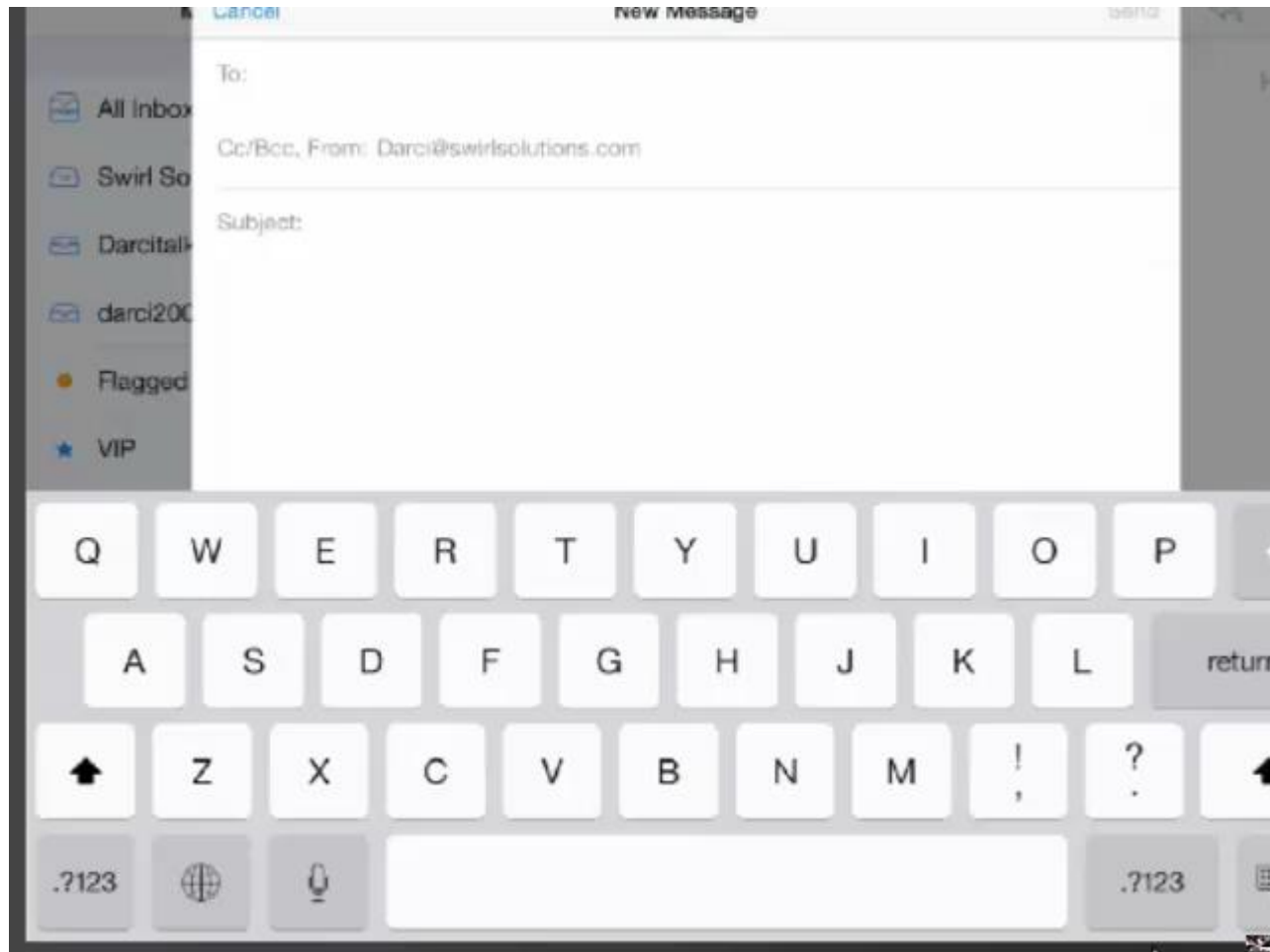
# Contacts - Birthdays



# Birthday & Anniversary



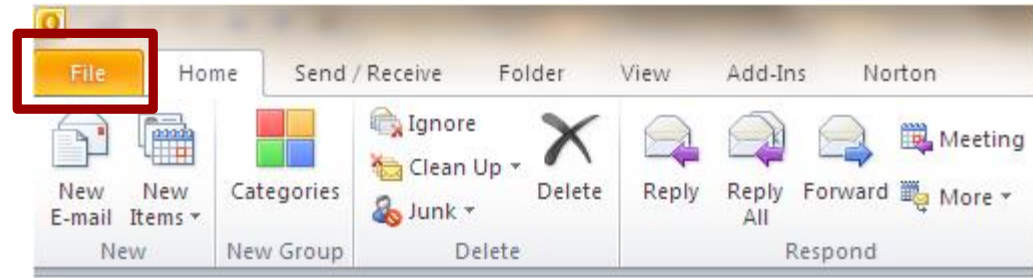
# Word Substitution



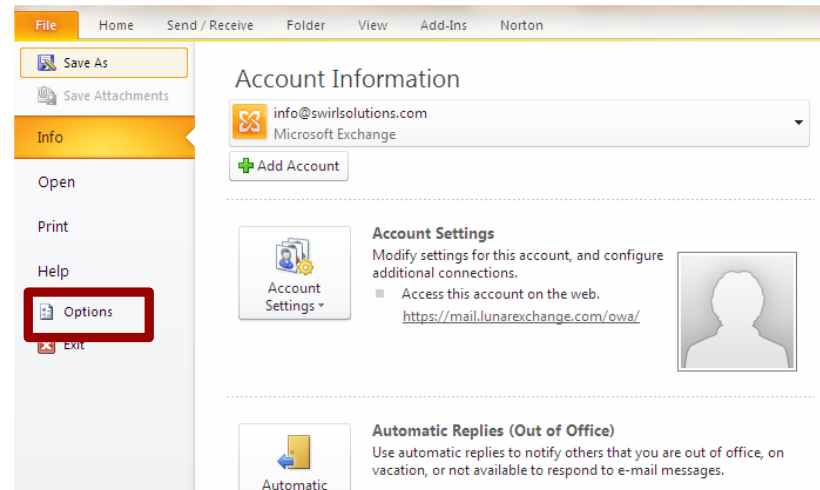
# Creating your Own Acronyms

## Outlook 2010

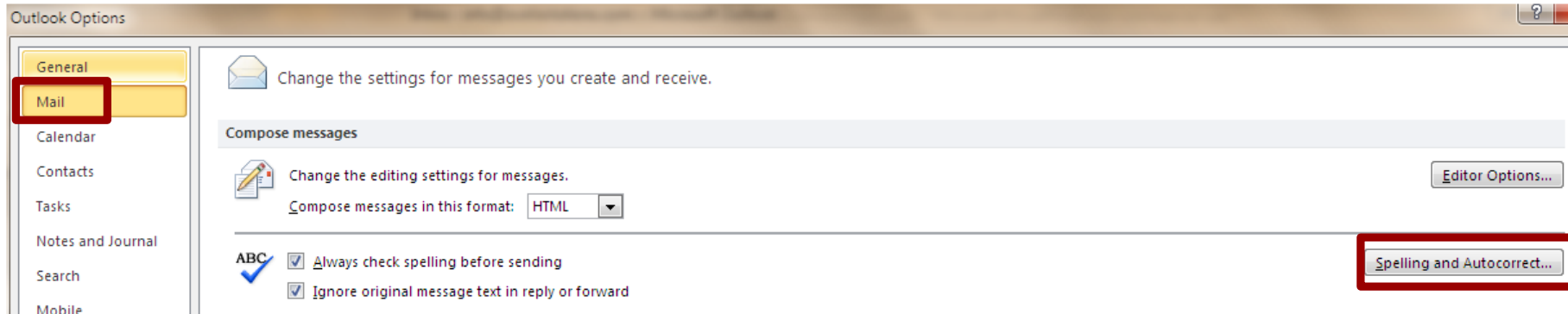
1. Click the **File** tab.



2. Click **Options**.

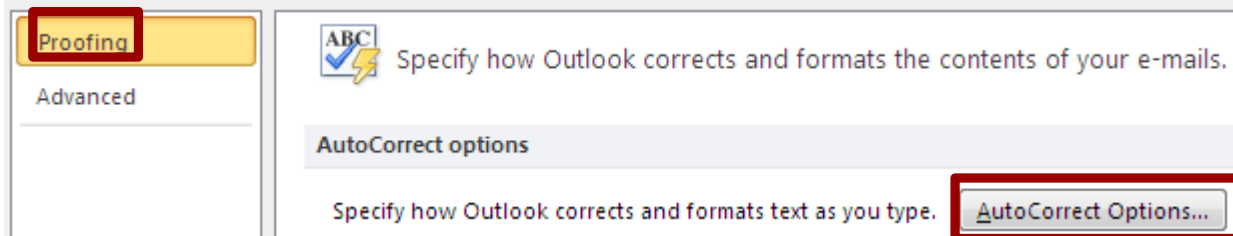


# Creating your Own Acronyms



3. Click **Mail**

4. Click **Spelling and Autocorrect**



5. Click **Proofing**.

6. Click **AutoCorrect Options**

# Creating your Own Acronyms

The screenshot shows the 'AutoFormat' dialog box with the 'AutoCorrect' tab selected. The 'AutoCorrect' section is active, and the 'Replace text as you type' option is checked. A red box highlights the 'Replace' field containing 'ty' and the 'With' field containing 'Thank you.'. Below this, a list of existing rules is shown, including 'tyhat' to 'that', 'tyhe' to 'the', 'udnerstand' to 'understand', 'understnad' to 'understand', 'undert he' to 'under the', and 'UnitedStates' to 'United States'. The 'Add' button is highlighted with a red box, and the 'Automatically use suggestions from the spelling checker' checkbox is also highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box.

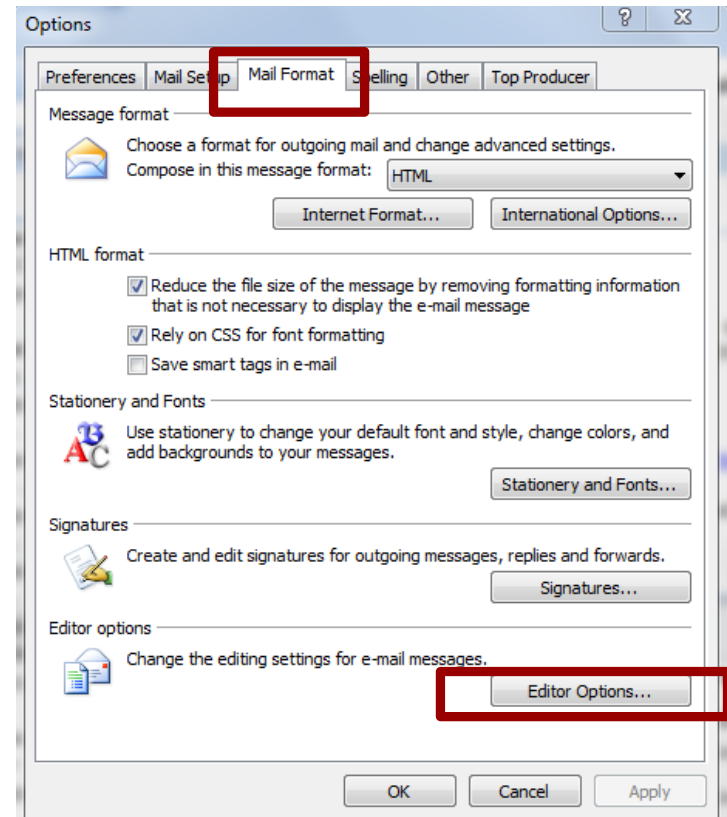
Replace:	With:
ty	Thank you.
tyhat	that
tyhe	the
udnerstand	understand
understnad	understand
undert he	under the
UnitedStates	United States



# Creating your Own Acronyms

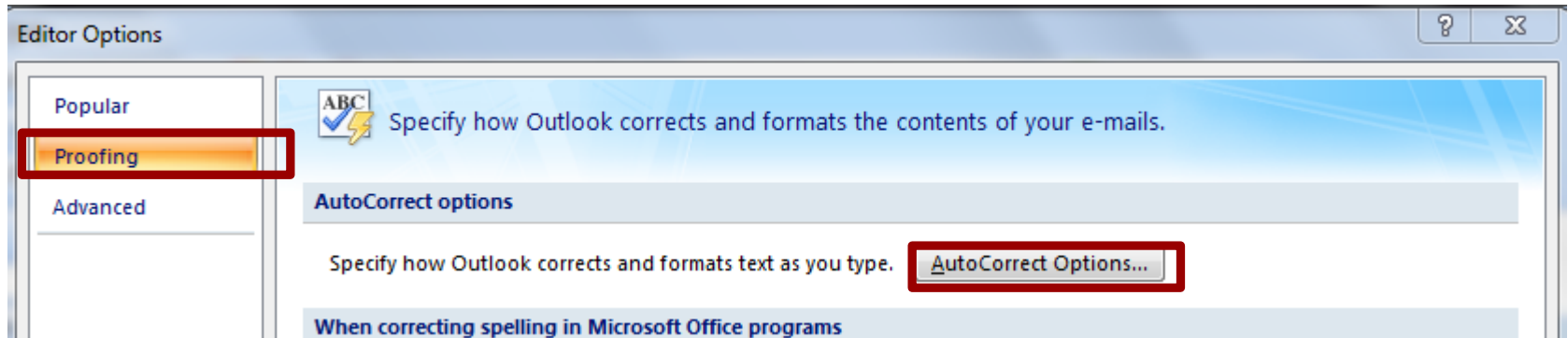
## Outlook 2007

1. Click on **“Tools”**
2. Click on **“Options”**
3. Click on **“Mail Format Tab”**
4. Click on **“Editor Options”**



# Creating your Own Acronyms

## 5. Click on “Proofing”



## 6. Click on “AutoCorrect Options”

# Creating your Own Acronyms

AutoFormat      Actions

AutoCorrect      Math AutoCorrect      AutoFormat As You Type

Show AutoCorrect Options buttons

Correct Two Initial Capitals Exceptions...

Capitalize first letter of sentences

Capitalize first letter of table cells

Capitalize names of days

Correct accidental usage of CAPS LOCK key

Replace text as you type

Replace:      With:  Plain text     Formatted text

ty	Thank you.
----	------------

tyhat	that
tyhe	the
udnerstand	understand
understnad	understand
undert he	under the
UnitedStates	United States

Automatically use suggestions from the spelling checker

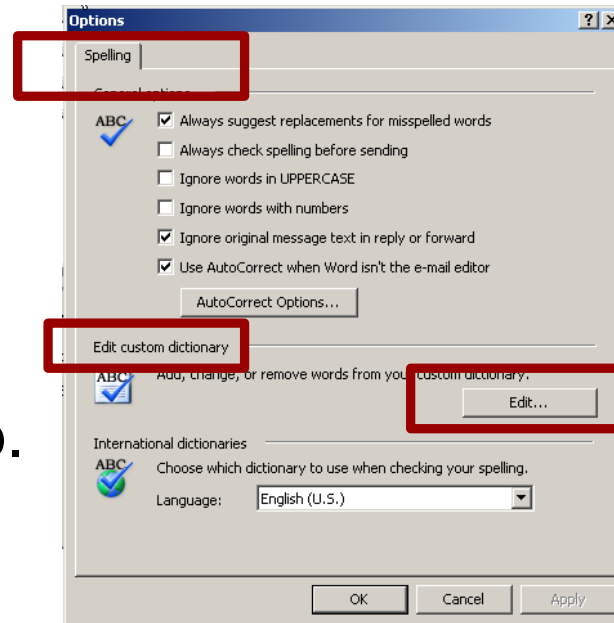
Add Delete

OK Cancel

# Creating your Own Acronyms

## Outlook 2003

1. Click **'Tools'**
2. Select **'Options'**.
3. Click the **'Spelling'** tab.



4. Underneath **'Edit custom dictionary'**
5. Click the button **'Edit'**.

# Creating your Own Acronyms

The screenshot shows the 'AutoFormat' dialog box with the 'AutoCorrect' tab selected. The 'AutoCorrect' section is active, and the 'Replace text as you type' option is checked. A red box highlights the 'Replace' field containing 'ty' and the 'With' field containing 'Thank you.'. Below this, a list of existing rules is shown, including 'tyhat' to 'that', 'tyhe' to 'the', 'udnerstand' to 'understand', 'understnad' to 'understand', 'undert he' to 'under the', and 'UnitedStates' to 'United States'. The 'Add' button is highlighted with a red box, and the 'Automatically use suggestions from the spelling checker' checkbox is also highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box.

Replace:	With:
ty	Thank you.
tyhat	that
tyhe	the
udnerstand	understand
understnad	understand
undert he	under the
UnitedStates	United States

# Creating your Own Acronyms



www.GSMarena.com



# Word Substitution

iPad/iPhone

1. Settings
2. General
3. Keyboard
4. Add New Shortcut

# Word Substitution

## BlackBerry (Older)

1. Home Screen
2. Options
3. Autotext or Word Substitution



# Word Substitution

## BlackBerry 10

1. Settings
2. Language and Input
3. Prediction and Correct
4. Word Substitution

# Word Substitution

## Android Apps

1. [SwiftKey](#)
2. [GO Keyboard](#)

# Signatures

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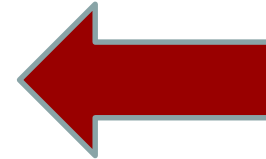
## **SCHEDULE A MEETING**

[Schedule a time to meet](#)

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**My CURRENT favourite Crazy Photo App:** [Click Here](#)



Right Click on  
Signature  
area to create  
more.....

# Signature

*“Sent from my **iPhone, iPad, BlackBerry**” on the **Telus, Rogers, Bell, Fido, etc....**”*

# How to Add a Signature

1. Go to the **BlackBerry Hub**
2. Swipe Right
3. Menu
4. More Menu
5. Settings
6. Email Accounts.
7. Tap an **email account**
8. Auto Signature On

# Signatures

iPhone / iPad

1. Settings icon
2. Mail, Contacts, Calendars
3. Scroll down to Signature
4. Add signature for each email account

# Signature

## Android

1. Open your Email App
2. Click Menu
3. Click More
4. Tap Settings
5. Choose “General Settings”
6. Check “Use Signature” to On.
7. Tap Signature and enter the signature you desire for that particular account.

# Backing up





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twitter



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# Swirl Solutions



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Thank you!

**LIFE WAS  
MUCH EASIER  
WHEN Apple  
AND BLACKBERRY  
WERE JUST  
FRUITS**



[Corning – A day made of glass](#)