Taking Charge of your Inbox Top Tips Managing Email, Calendar & Contacts







What Smartphone do you have?







What Tablet do you have?



Email

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



Terminology



What is an Email Client?

An application that allows you to send, receive and organize <u>e-mail</u>.

What is an Email Client?



What is an Email Client?



Types of Email



PIM







Contacts

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



THE RULE





Contacts

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Contacts - Mapping



Contacts - Mapping

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Gmail Contacts



Terry Osti Realtor , RE/MAX Crest West Side Realty

Instant massaging



Contacts Mapping



Birthday & Anniversary



Do I smell birthday cake?

Contacts - Birthdays

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Birthday & Anniversary







Outlook 2010

1. Click the **File** tab.

2. Click **Options**.





Outle	ook Options		Non and an and the set of the set	2					
	General Mail		Change the settings for messages you create and receive.						
	Talendar	Comp	Compose messages						
	Contacts	1	Change the editing settings for messages.	Editor Options					
Т	asks		Compose messages in this format: HTML						
	lotes and Journal	ABC	Always check spelling before sending	Spelling and Autocorrect					
	iearch Aobile	✓	Ignore original message text in reply or forward						

3. Click Mail

4. Click Spelling and Autocorrect Proofing Advanced Specify how Outlook corrects and formats the contents of your e-mails. AutoCorrect options

Specify how Outlook corrects and formats text as you type.



- 5. Click **Proofing**.
- 6. Click AutoCorrect Options

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Outlook 2007

- 1. Click on "Tools"
- 2. Click on "Options"
- 3. Click on "Mail Format Tab"
- 4. Click on "Editor Options"

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	Stationery an	d Font	s						
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X	Create and edit signatures for outgoing messages, replies and f	orward	ls.						
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5. Click on "Proofing"

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IT	Advanced		AutoCorrect options	
			Specify how Outlook corrects and formats text as you type. <u>AutoCorrect Options</u>	
			When correcting spelling in Microsoft Office programs	

6. Click on "AutoCorrect Options"

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Outlook 2003

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

	Options		? ×
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1	- Consul		
	ABC	Always suggest replacements for misspelled words	
	~	Always check spelling before sending	
		Ignore words in UPPERCASE	
		Ignore words with numbers	
		🔽 Ignore original message text in reply or forward	
- 1		☑ Use AutoCorrect when Word isn't the e-mail editor	
1		AutoCorrect Options	
	Edit cust	om dictionary	_
	ABC	Aud, change, or remove words from you coston acconary.	
.	Internati	onal dictionaries	
	ABC	Choose which dictionary to use when checking your spelling.	
	~	Language: English (U.S.)	
		OK Cancel App	ply

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

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Show AutoC	orrect Options buttons			
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- iPad/iPhone
- 1. Settings
- 2. General
- 3. Keyboard
- 4. Add New Shortcut

BlackBerry (Older)

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

BlackBerry 10

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

Android Apps

- 1. SwiftKey
- 2. <u>GO Keyboard</u>

Signatures

Simplifying life and business.....

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SCHEDULE A MEETING

Schedule a time to meet

SOCIAL MEDIA HELP

Newsletter | Twitter | YouTube Channel | Facebook | LinkedIn

My CURRENT favourite Crazy Photo App: Click Here





"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



Free Tips



Apple Tips: <u>Newsletter</u> & <u>Facebook</u> General Tech Tips: <u>Newsletter</u> | <u>Facebook</u> | <u>Twitter</u> | <u>YouTube</u> | <u>LinkedIn</u>

Swirl Solutions



www.darcitalks.com/ard

Thank you!





Corning – A day made of glass