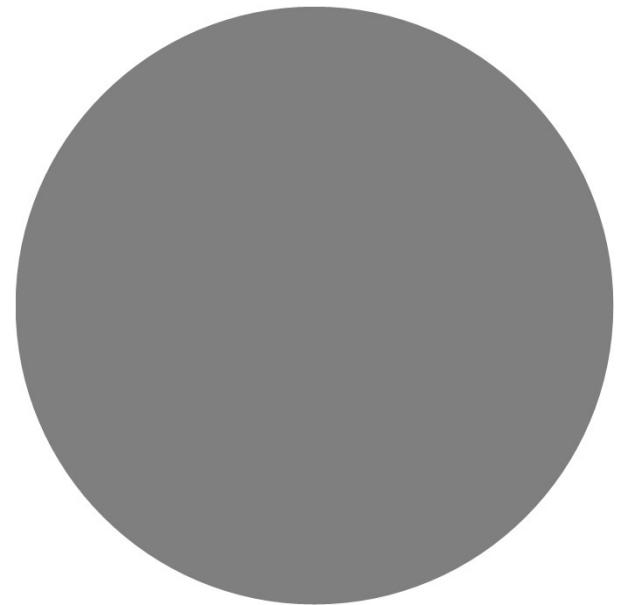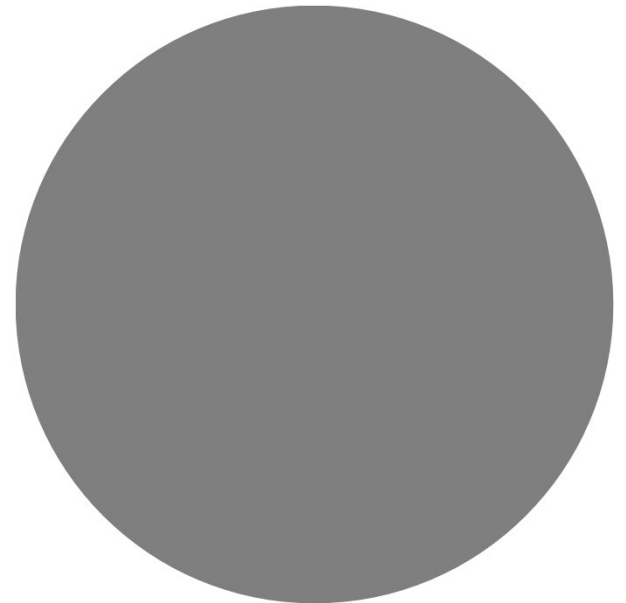# Communicating With Windows 10
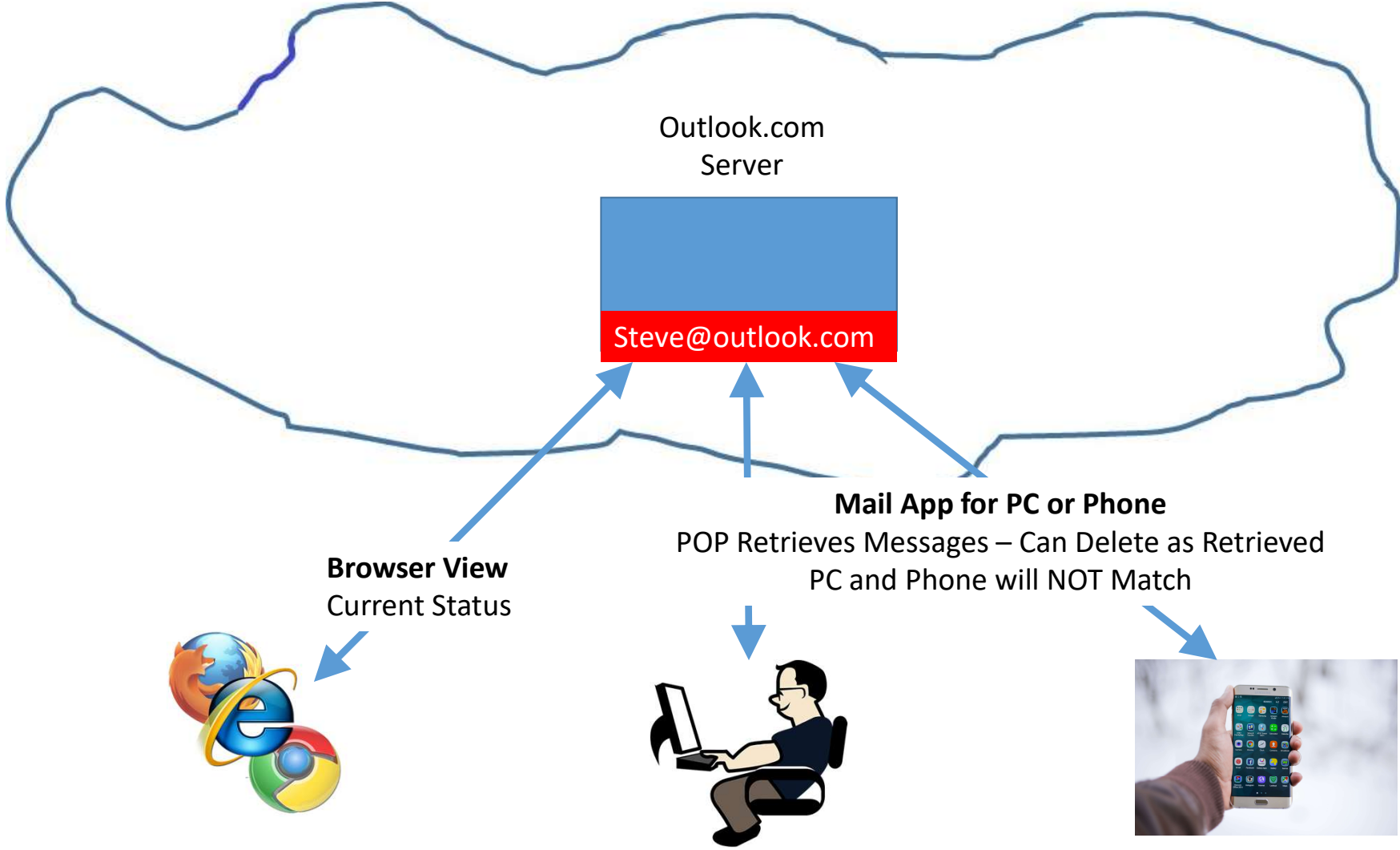
October 7, 2019

What we will cover

- Email Overview
  - Very Basics
  - Using a browser vs. using an app
- Windows 10 Mail, Calendar, Contacts Apps
- Outlook 2016
- Text Messaging - Phone
- Skype – Voice, Video, World Wide mobile and landline
- Skype and Your Browser
- Social Apps
  - Facebook
  - Messenger
  - Etc…….

- **Outlook.com** is the domain name for Microsoft's mail server.
  - Users of the mail server have mailboxes - username@outlook.com
- MS Office **Outlook** is a mail program that sends and receives mail from your PC to **any** mail service you use.

Note: Windows has many other mail programs that work. Windows 10 Mail, Thunderbird, Windows Live Mail – you can use more than one mail program at a time and if your server is IMAP they will all show the same thing.

Outlook.com vs. MS Office Outlook
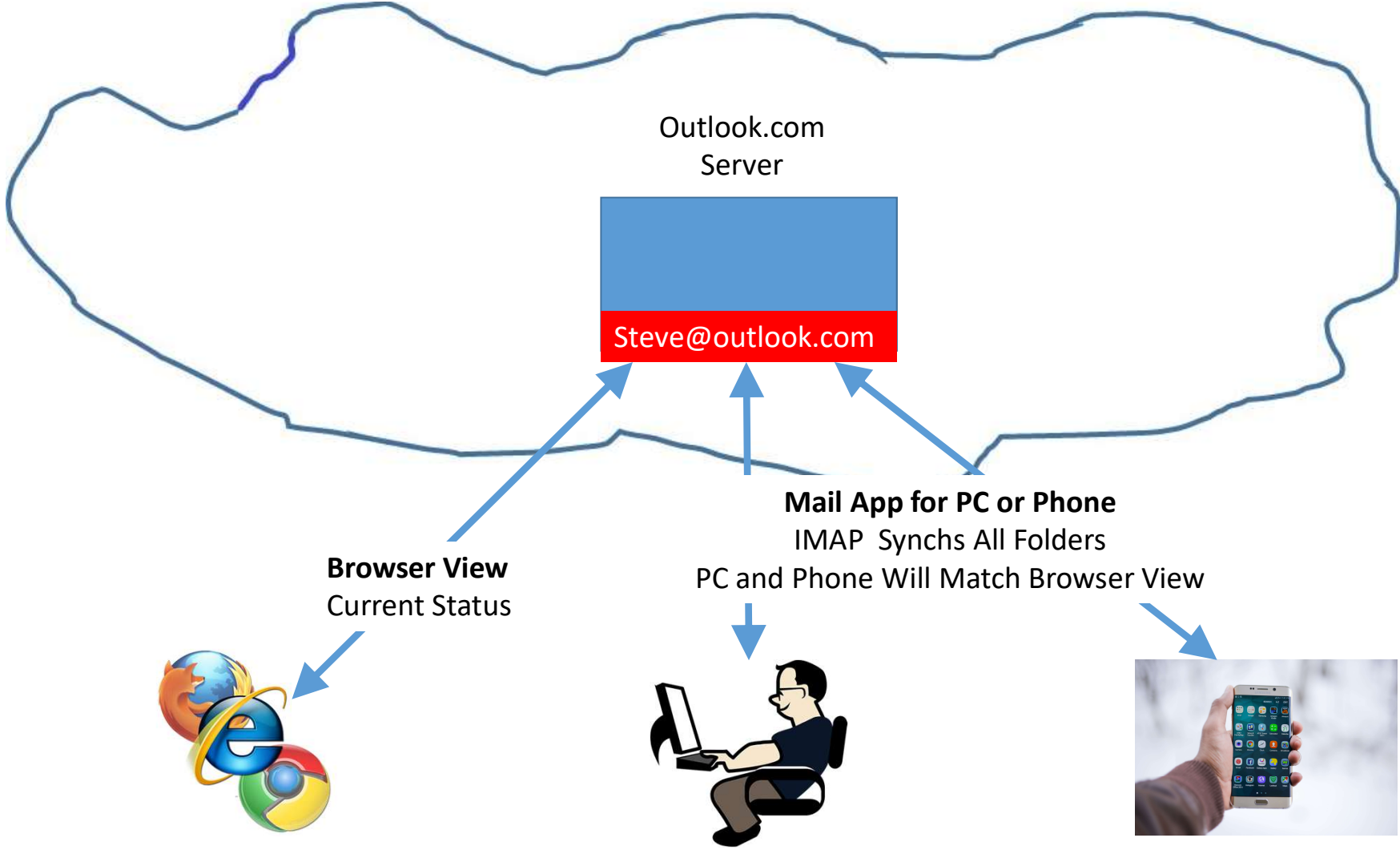
Outlook.com
Server

Steve@outlook.com

Mail App for PC or Phone
POP Retrieves Messages – Can Delete as Retrieved
PC and Phone will NOT Match

Browser View
Current Status

Outlook.com
Server

Steve@outlook.com

Mail App for PC or Phone
IMAP Synchs All Folders
PC and Phone Will Match Browser View

Browser View
Current Status

AOL.com
Server

Gmail.com
Server

Outlook.com
Server

Forward

Forward

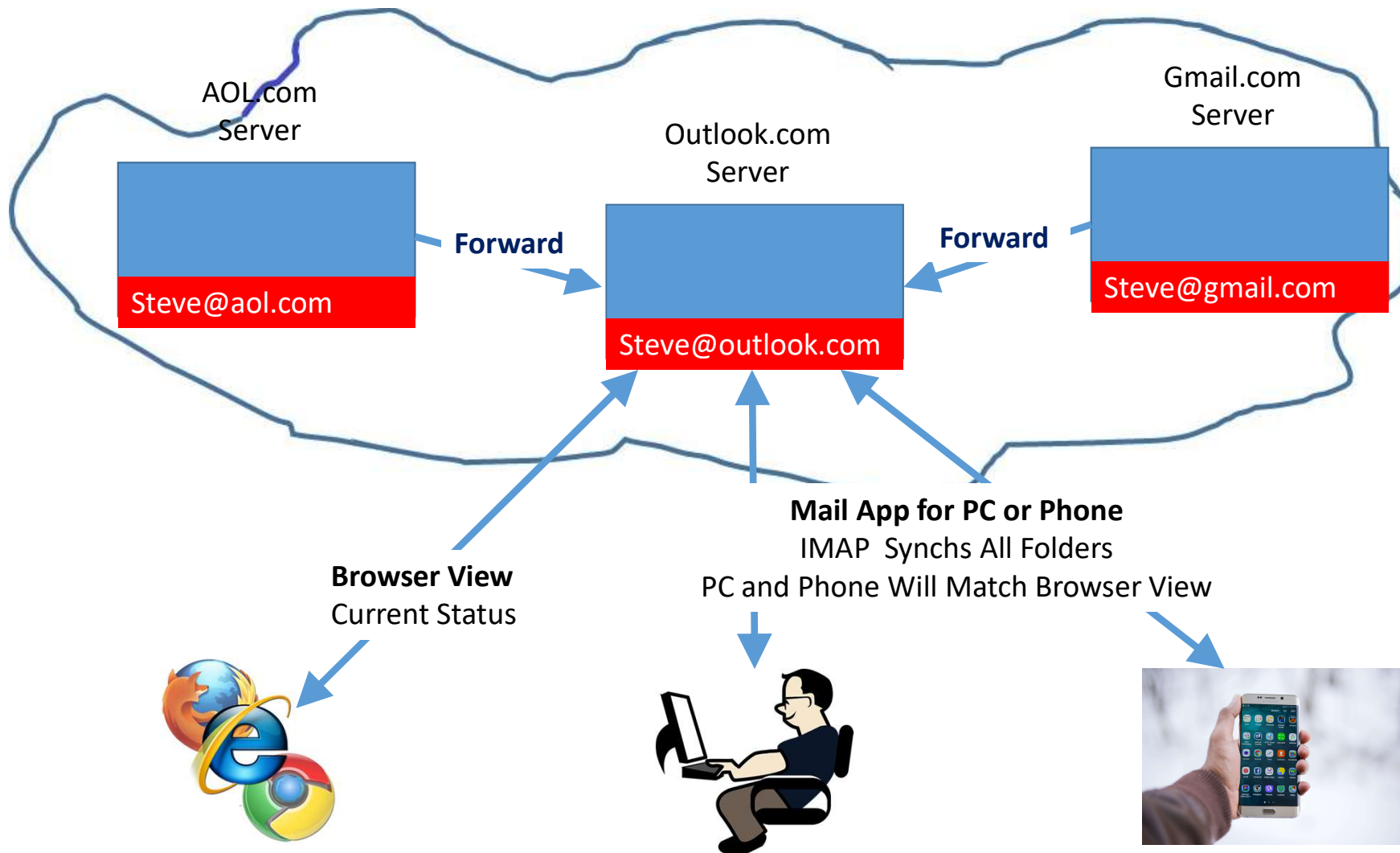Steve@aol.com

Steve@gmail.com

Steve@outlook.com

Browser View
Current Status

Mail App for PC or Phone
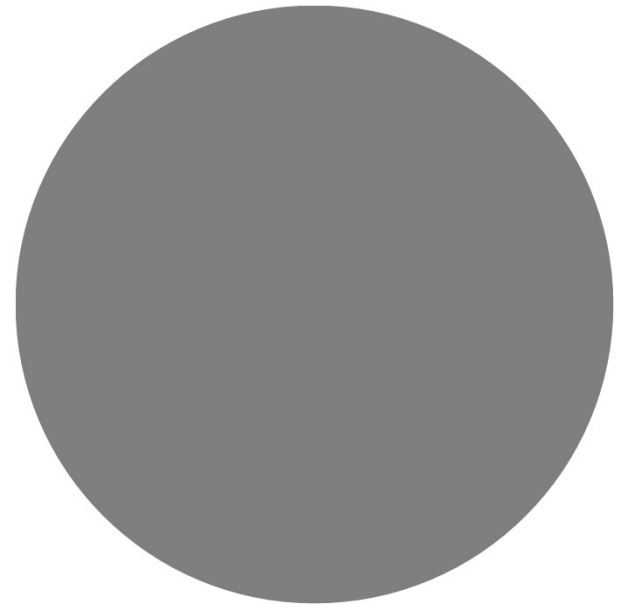IMAP Synchs All Folders
PC and Phone Will Match Browser View

Getting All Your Mail Organized!

- A mail program that runs on your Windows or Apple PC

- Can manage as many email accounts as you desire

- Supports IMAP and POP mail servers

- For IMAP services it will synchronize with the mail service
  - Mail
  - Calendar (maybe)
  - Contacts

MS Outlook Overview

Managing your Mail in Outlook

- Sort your inbox by Date, From, To, etc……………
- Create Folders for important topics that you want to save, then you can right click on a new email, select move and click on the folder you want to save it in.
- Move emails to folders by right click, Move, and then select the folder.
- Search for emails in specific folder or all folders
- Keep your inbox clean by "Delete" for all your older emails. Deleted emails aren't really deleted until you delete them from the Deleted Items folder. You can always find them by searching on All Outlook Items.

## Using Your Contacts and Creating Groups "People"

- When an email comes from someone not in your contacts, right click on the name and you can add to your contacts. If you put in phone numbers and addresses, when you access this on your phone you can call or email or text or drive to

- Can Add contact from scratch by going to People and Add New

- Set up a mail "Group" by selecting New Contact Group, Name the Group, then Contact Group and Add Members, select the members and Add them. Save, and then the group is in your local contacts.
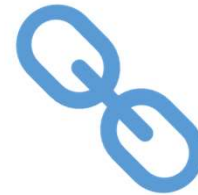 - This name can be used to send an email to everyone in the group.

Outlook.com

- Only supports your outlook.com account
- Very similar to Outlook app interface
- Available from any browser

Your Phone App
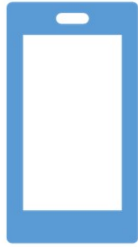
Available on Android and Apple Phones

Links to PC for

Text

Pictures

Notifications

Skype

- Voice, Video and screen and file sharing over WIFI networks
  - Skype available on every platform
  - Screen sharing on PC
- Voice and text from Skype to landlines and mobiles
  - 60 minutes per month with Office 365 Account

- Demo Skype App
- Demo using Skype from a browser

Social Apps

- Apps in Microsoft Store

        OR

- Use a Browser

- Facebook

- Messenger

- Twitter

- Etc…….