



Technology

Smart Speakers

Fixing/opening laptops

Google/Microsoft/Apple accounts

Email



Smart Speakers

- ▶ Already 1/6 (39 million) of Americans have one, likely similar in Canada
- ▶ It is the future as more and more of our appliances and things we use in every day life become automated and connected to the Internet
- ▶ Sleep trackers already available – smart mattress and smartphone apps to measure your sleep metrics
- ▶ Smart alarm clocks or speakers to wake us up with news, weather and aromatherapy – what scent do you want to wake up to
- ▶ Smart skillet that will set the temperature to the exact setting you set on a connected app



Smart Speakers available now

- ▶ What is most important – music or maximum function
- ▶ <https://www.tomsguide.com/us/best-smart-speakers,review-4480.html>
- ▶ <https://www.pcmag.com/article/357520/the-best-smart-speakers>
- ▶ <https://www.techhive.com/article/3252155/speakers/best-smart-speakers.html>



Working on your Laptop

- It is relatively easy to replace the memory, hard drive or battery on your laptop
- Replacing the display or motherboard or working on the keyboard is more complex and best left to experts
- If your laptop has a hardware problem consider its age and the cost of repair or upgrade vs purchasing a new one. Basic laptops for Internet, email, storing and working with photos are not expensive
- https://www.ifixit.com/Device/PC_Laptop
- <https://www.howtogeek.com/132470/how-to-service-your-own-computer-7-easy-things-computer-repair-places-do/> - all PCs
- <https://www.wikihow.com/Repair-a-Computer> - all PCs

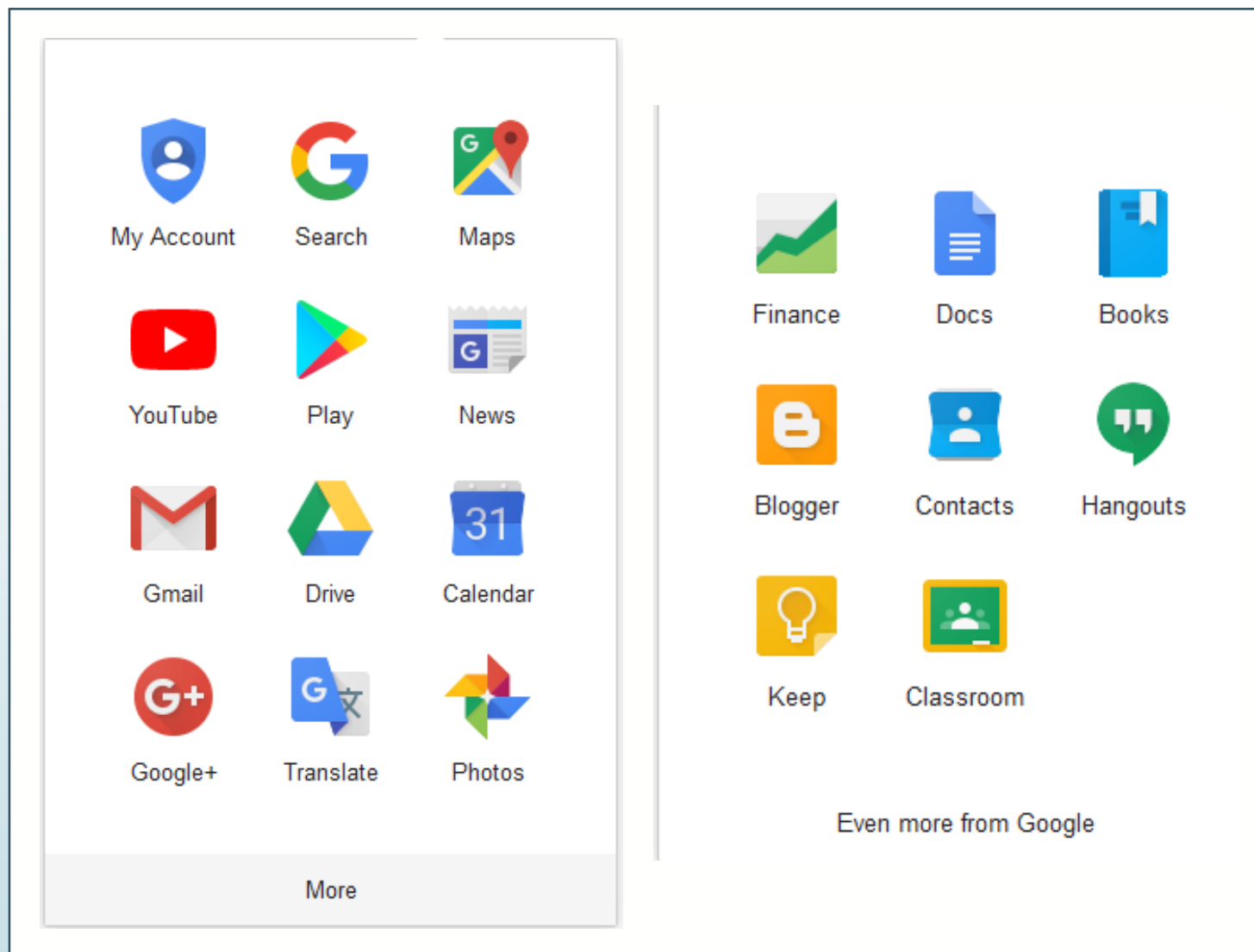


Your Google Account

- ▶ Do you have a gmail address for email? If yes then you have a Google account and can access many of their services
- ▶ https://www.wikiwand.com/en/Google_Account
- ▶ Go to google.ca with your browser
- ▶ If you are already logged in click on the 9 small squares at the upper right. If not click sign-in at the upper right then the 9 small squares
- ▶ You will see all the services available to you with your Google account
- ▶ You can update/modify/verify all of your settings and you should review them to ensure everything is as you expect it to be

Google Services

- ▶ Using gmail for your email gives you access to all of these





Your Microsoft Account

- ▶ When you first get a Windows 10 PC or upgrade Windows from an earlier version Microsoft will want an email address which becomes your Microsoft account. You can bypass this step as we do in the ASA computer room but it is not obvious how you do this.
- ▶ Like with a Google account you have a single sign on (SSO) to access many services
- ▶ If you logon to your PC using a Microsoft account you are signed in and can access all the Microsoft services
- ▶ You can manage/update/verify your settings
- ▶ You can use your Microsoft account with iOS, Windows or Android devices
- ▶ Your Microsoft account can be any email address

Microsoft Services

All of these services work with your Microsoft account

Whether you use a couple Microsoft services or all of them, your account keeps everything important to you—settings, photos, and files—with you on any device.



Outlook.com



Office



Skype



Windows



OneDrive



Xbox Live



Bing



MSN Canada



Stores



Your Apple Account

- ▶ If you have an Apple device or use iTunes you have an Apple account or as Apple calls it, an Apple ID
- ▶ Like the Microsoft account it can be any email account, mine is my gmail
- ▶ Your Apple ID/account gives you access to many services
- ▶ To logon to your Apple account in Windows go here with your browser - <https://support.apple.com/apple-id>
- ▶ Once you have logged in there you will have access to all your settings and services as with Google and Microsoft
- ▶ Do you have an icloud.me email address and not sure how you got it? Or why your mail app on your iPhone tells you that you have hundreds of unread emails?

Apple Services





Accounts & Services

- ▶ You can be logged in to all of your accounts on each of your devices simultaneously and keep things in sync between devices
- ▶ Keep in mind there are differences between the way the services work on mobile devices (smartphones/tablets) vs PCs.
- ▶ One example of how keeping things in sync is useful – add a bookmark or favourite to your browser on one device and it appears on all
- ▶ Each of these accounts provides multiple services including email, cloud storage for photos and documents, online document creation and management and more and are free with some limitations regarding the amount of cloud storage you want



Email

- ▶ There are two way to access your email – via the Internet or by using an email program.
- ▶ Most people use an free email service such as that provided by Google, Microsoft, Apple, Yahoo or an email account provided by and supported by your ISP (Internet Service Provider). Rogers, Bell, or others
- ▶ You can also use a private email service that provides much better anonymity and privacy
- ▶ Should you be concerned?
- ▶ It depends on what kind of content you typically send via email and how concerned you are that your service provider does read your email



How is your email handled by most providers?

- ▶ email messages are generally not encrypted
- ▶ email messages have to go through intermediate computers before reaching their destination, meaning it is relatively easy for others to intercept and read messages
- ▶ many Internet Service Providers (ISP) store copies of email messages on their mail servers before they are delivered. The backups of these can remain for up to several months on their server, despite deletion from the mailbox
- ▶ the “Received:”-fields and other information in the email can often identify the sender, preventing anonymous communication
- ▶ Though the big email providers provide encryption, they are liable by United States Law to produce the details of a particular user including emails on production of warrant



What are your options if you wish to use a private email service provider

- ▶ <https://www.techworm.net/2016/02/here-are-the-12-best-email-services-which-will-provide-you-anonymity-and-privacy.html>
- ▶ Confidant Mail - <http://www.confidantmail.org/>
- ▶ It is purely a personal decision each of us needs to make regarding using a “standard” email service or a private one



What are the best standard email services

- <http://www.toptenreviews.com/services/internet/best-free-email-services/>
- This website ranks the standard providers and compares them for things like maximum attachment size, daily sent message limitations, ease of use, tools and best by category
- Gmail best overall
- Yahoo best spam blocking
- Proton Mail best encryption



Email on the Internet or Email Program?

- ▶ Using the Internet version allows you to access your email from any computer that has an Internet connection
- ▶ Using the Internet eliminates the need for any special setup although most email programs will automatically find the settings and your account if you use the more popular email services
- ▶ Some email programs have more tools allowing you to block or filter your incoming mail and provide links to common office tools or services
- ▶ In the end you decide which process you prefer
- ▶ They are not mutually exclusive – you can use an email program on one or more PCs or mobile devices and still access your email via the Internet
- ▶ Ensure you know your password and ensure you are using imap servers, not pop



Customizing your email, blocking senders, filtering your inbox

- ▶ There are so many way to access your email we cannot come close to covering them all
- ▶ We will look at accessing a gmail account using the Internet and then accessing the same account using an email program
- ▶ We will look at the Windows 10 mail app because everybody who has Windows 10 can use it. Each version of Windows had an email program to go with it.
- ▶ Windows XP – Outlook Express
- ▶ Windows Vista – Windows Mail
- ▶ Windows 7 – Windows Live Mail
- ▶ Windows 8 – Mail App



Questions?

- ▶ When you have many options and choices that adds to the complexity because there are so many different ways to do the same thing
- ▶ However the many choices mean that you should be able to find the best email solution that is easiest and best for you
- ▶ Reminder – accessing your email on your mobile device may well look different than when you access it on your PC
- ▶ Thank you and remember that your best option for help with any of this is the ASA Tuesday afternoon drop-in sessions. Every Tuesday afternoon except for the summer months