

Ford's Colony Computer & Technology Club

The background features a dark blue gradient with numerous light blue icons representing various technologies and communication methods, such as gears, Wi-Fi symbols, speech bubbles, a camera, a thumbs up, and a hand cursor. In the center, several hands of different skin tones are shown holding various electronic devices: a tablet, a laptop, a smartphone, a flip phone, and a camera. Dotted lines connect these devices, suggesting a network or data flow.

Controlling Your Email!

January 17, 2022

Tom Lamb

The background features a dark blue gradient with numerous white icons representing various digital and communication concepts such as Wi-Fi, SMS, social media, and hardware. In the foreground, several hands of different skin tones are shown holding various electronic devices including smartphones, tablets, a laptop, and a camera. Dotted lines connect these devices, suggesting a network or data flow.

TONIGHT'S PRESENTATIONS

- Tom Lamb will present “Controlling your account”
- Rick Chase will present “Whitelisting and Blocking”

WE WILL DISCUSS / DEMONSTRATE

- **Webmail vs. PC-based app**
- **Declutter my inbox**
 - **Set up sub-folders**
 - **Need to delete zillions of old emails?**
- **Blocking/screening my emails**

HOW DO I ACCESS EMAIL?

• Web mail

- Sign on to web and go to email ISP
- Must be connected to read/write messages
- Messages remain on server until user deletes

• App

- Sign on to web, app accesses email ISP and loads/downloads emails
- User may disconnect and then process downloaded emails
- App can be programmed to leave or delete messages from site

DECLUTTER MY INBOX

- Save needed emails to subfolders
 - App-based – create folder(s) in app
 - Web-based – create folders on website and move messages to folder

DECLUTTER MY INBOX

- **Remove unwanted emails**
 - **App-based** – can sort by from or date or size, remove unwanted from or emails older than or larger than
 - **Web-based** – can do the same process for POP3 emails not deleted. IMAP emails should delete when you do so on PC or another device

BLOCKING / SCREENING INCOMING EMAILS

- Most email ISPs have spam filtering on their server, activate it!
- Most apps include spam filtering in program, activate it!
- Beyond spam filtering, most programs also provide message filtering
 - Gmail has message filter capability
 - Apps message filtering is may be somewhat more robust

TYPES OF EMAILS

- **POP3 – Post Office Protocol 3**
 - Designed to download to user's PC
 - Best for 1 PC
 - Message typically deleted from server
- **IMAP – Internet Message Access Protocol**
 - Designed for era of multi-device users
 - Message and any attachments not downloaded
 - When deleted on one device, deleted on all