

COMMUNICATIONS



Internet. The World Wide Web can be used to communicate in different ways. Skype a free web-based system linking friends and family worldwide with sight and sound. I-Cloud, One-Drive, Google Drive, DropBox are remote computer systems available for storing (and sharing) a mass of data e.g. your family photographs. The U-Tube web-site enables any individual to place a short video or musical piece for all to see. A Blog or Web-Log of events on some project can be created by any person or group and made available world-wide. What is a web-site and address ? How can I use the web to do research with a search-engine and browser ? How can I shop and bank on-line ? How can social sites such as Skype, WhatsApp and Facebook be set-up and used ?

E-Mail. How do I create an e-mail account ? What is the difference between Windows Mail and Web-Mail ? How do I link with my Contacts list ? What's the difference between "Copy To" and "Blind Copy" in relation to data-protection ? How can I attach a text, photo or music to my outgoing mail, and detach same from incoming mail ?

Contacts is an address data-base with optional photo ID for use in letters, e-mails and phone calls. E-mails can be sent to individuals, or to Contact Groups. The latter can streamline regular sending to a lot of people (e.g. club members]. Groups could be named Family, Friends, Xmas, U3A etc.