

COMMUNICATIONS



Internet. The World Wide Web can be used to communicate in different ways. Skype and WhatsApp are free web-based systems linking friends and family worldwide with sight and sound. In the recent year of Covid lock-down Zoom has facilitated meetings with larger groups. 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 Web allows us to download a vast variety of data and applications (apps) to personalise our own computer system to suit our requirements. 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, book and bank on-line ?

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.