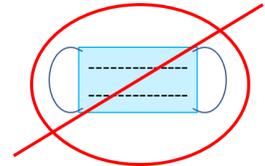


SCA Computer Club notes

Classes for the Month of Sep



No mask..no entry

NOTE: Class size will be limited to fourteen (14) members while maintaining social distancing. To enroll, log into the website at <https://computer.scaclub.org/>. Go to Calendars and select Classes/Events. Click on the class you want to take and under “Action”, click on “**Enroll**”. (Be sure to check the date as there may be multiple offerings of the class). If you need to cancel your enrollment, please log back in, select the class again and click on “**Drop**”. All classes are FREE to Computer Club members in good standing and are geared for *beginners* unless otherwise indicated. A member can take any class as many times as desired. **IMPORTANT: You must have your SCA Resident ID with you to check-in at the Monitor desk AND AGAIN in the front of the Classroom to ensure you are enrolled on the day of the class. Check-in will begin 20 minutes before the scheduled class time. MASKS covering BOTH the nose and mouth (or a face shield) is required inside of the club at all times.**

NEW CLUB Hours starting Sep 1 through Dec 31

As you know, our club operates *only* when a volunteer monitor is on site. During the pandemic, not all monitors are comfortable manning a shift and we understand. Utilization of our club has also decreased and again we understand. If you cannot keep a mask on, covering both your nose and your mouth, please stay home. If you are sick or feverish, please stay home. If you are uncomfortable being around others during this pandemic, stay home.

The number of qualified monitors we have has decreased in recent years and for all of these reasons, the Board has decided that in the best interest of our monitors and our members, we are temporarily removing the evening shifts from Sep-Dec and therefore, will not be open after 3:30 pm. **The morning and afternoon shifts will remain the same** and we will be open *as long as we have a volunteer monitor on site*. You can always check the calendar on our website at:

<https://computer.scaclub.org/>

to see what hours we are open and to see if a monitor is scheduled before coming up to the club. If any member in good standing is interested in becoming a monitor, please don't hesitate contacting Jerry P. at: tqmguru@hotmail.com

Log into our website and select “Documents> Monitor References> Monitor Handbook” to see a description of what is expected from our monitors. Monitors are the backbone of our club and we would not be a successful club without them. Please consider becoming a monitor and help our club.

Classes for Sep

Photos for Mac Parts 1 & 2: **Part 1** is an introduction to Photos including how to connect your camera or memory card and how to organize your photos. Create albums of selected photos and smart albums using different search criteria. Time permitting, location tagging and facial recognition will be included. **Part 2** is a presentation on the editing capabilities built into Photos.

Monitor Refresher Training: Refresher course for current Monitors. Keep abreast of changes and current club policies. What issues are other monitors having? Learn how to solve them. Learn who to contact when equipment fails. **All monitors are required to attend one monitor refresher session every twelve (12) months to stay abreast of policy, operational changes in our Club and remain in good standing. Two sessions will be offered. Check the calendar and sign up as seats are limited due to social distancing requirements.**

Macintosh Contacts App: We will cover account configuration, using groups to organize contacts, integration with the Mail app and import and export options. We will also cover moving contacts between servers and printing (including labels). **Prerequisites:** *Mac for Beginners or familiarity with Mac operating system.*

Buying a Computer: Are you considering buying a new computer for yourself or as a gift? Should you buy a desktop, a laptop or a tablet? What are the differences between them? Should you buy a Mac or a PC? Will it be used for email, to watch movies, organize your photos, write a book, etc.? Have your questions answered before you buy.

If you've recently joined our Club we encourage you to attend the **New Member Orientation** class to familiarize yourself with our Club's activities. Learn how to sign up for classes, schedule a house call, volunteer to be a monitor and more. **Current members not familiar with all of the benefits offered by our Computer Club are also encouraged to take this Orientation as a refresher.**

Apple Watch Apps: Investigation of Apple Watch built-in apps, apps installed from iPhone apps, and the Apple Watch App Store.

Mac for Beginners: If you are new to the Mac or planning on getting a Mac, this class will show you how to connect your printer, scanner, camera, additional monitor and any other USB devices you plan to use and get the whole show working. You will learn how to set preferences and navigate the file system. Setting up and using the Launcher and Dock will also be covered.

Macintosh Mail App: Topics will include basic account setup, creating and using mailboxes, mail filtering rules, attachments, signatures and stationary. We will also cover sending attachments including pictures by email. Avoiding Spam and phishing Avoiding Spam and phishing schemes will be explained. **Prerequisites:** *Mac for Beginners or familiarity with Mac operating system.*

Apple Watch Introduction: An introduction to the basic capabilities of the Apple Watch including; pairing with your iPhone, basic setup, and use.

Upcoming Annual vote for Officers and Directors in November

Because of the pandemic, our Club has been granted an exception to policy to allow our Club Officers and Directors to extend through 2021. And this year, we will be voting via the website. More details will be provided next month. In the meantime, we need more members to consider running for an officer or Director position. The ballot for November currently looks like this:

President: Nancy Ward

Vice President: Woody Parks

Secretary: Linda Norton

Treasurer: Rick Blotner

Asst Treasurer: Tom Strange

Directors: Brian Corr, Warren Begas, Jerry Peterson, Tony Ptak, Bernie Thompson

What do the Directors do? Directors help guide the operations of our Club. Some Directors regularly maintain the computer equipment and software, ensuring everything is up-to-date and operational. Other Directors manage programs such as the volunteer monitor assignments, scheduling classes and meetings on the monthly calendar, obtaining guest speakers for our four (4) quarterly General Membership meetings, writing and submitting the monthly Spirit articles for our Club, managing the House Call volunteer program that supports our members who need assistance, etc. All Directors (along with the Club Officers) work together to ensure the best possible equipment is available so that our members can enjoy the best possible experiences as afforded by club membership. Directors are encouraged to complete four (4) monitor shifts each year. Any member in good standing that can contribute their ideas and collaborate with others to find workable solutions or improve on our processes is welcomed. We can have up to eight (8) Directors. So **IF** this is something that you would like to try (and we hope you will give it a go this time around) please don't hesitate contacting Nancy Ward at your earliest convenience at: sca.cc.pres@gmail.com

Special Interest and User Groups

A SIG is a **"special interest group"** that meets on a weekly or monthly basis. **"User Groups"** also meet on a monthly basis. We invite ANY Computer Club member who is interested in learning more about a specific product/application or a specific topic to join in the discussions. All groups meet in the computer classroom. Participants ask questions and discuss various topics at each session. **Please remember there will be limited seating in the classroom so please "ENROLL" if you plan to attend.**

Computer Talk meets **weekly** from **9 –10 AM every Thursday** and is designed as a "question and answer" session. Can't figure out how to do something? Anyone can ask anything computer related. Do you have a question regarding a specific product or application? Bring your questions and join the discussion each Thursday. New members are always welcome.

Apple Talk will meet on **Saturday, Sep 12** from **10am - noon**. Apple Talk is an ongoing investigation of all products Apple. It will include presentations, discussions and demonstrations of iPads, iPods, iPhones, AppleTVs and of course Macintosh computers and related peripherals. As new Apple products are introduced they will be included. Topics for discussion: your Apple device, your experiences, your problems, your accomplishments, etc. Others will add their bit, and you will all come away with something more than when you entered the room.

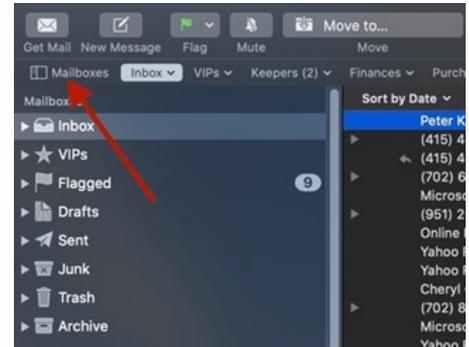
The **Photography User Group** will meet virtually via Zoom on **Monday, Sep 14 from 1-3 pm**. This is for any computer club member who is interested in photography, from beginners with camera phones and point and shoot cameras, to expert and professional members with high-range DSLRS. We like to schedule talks and presentations that will be interesting to everyone. If you would like to learn about photography, photo editing, how to take your camera off the auto mode, or learn how to get the best photos with your phone camera, the PUG is the place to come! If you already are a "seasoned" photographer, whether amateur or professional, we invite you to join our meetings and share your photography knowledge and skills with us! To receive an invite to the Zoom meeting or for more information, please contact Pat Y. @

scaphotogroup@gmail.com

What is a Personal Mailbox?

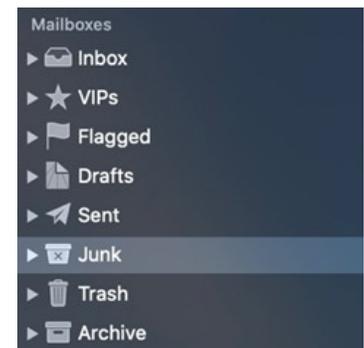
By Brian Corr

As an engineer I may be a little OCD about organizing things but it has helped me through the years to find that number 8 screw or the USB/printer cable I know I have. This obsession I have with organization carries across to everything I do on my computer and mobile devices as well. This month I'd like to tell you how I have applied this to managing my mail accounts. While I will be showing examples using the Mac Mail app, the concepts are applicable to almost all mail accounts accessed through any app including those of you who use your browser to manage your mail. The technique I'm going to present is the use of "Personal Mailboxes". Before we get started, if you don't see a list of mailboxes down the left side of the mail app click on the icon near the top left that looks like a depiction of a window with a vertical bar to reveal the mailbox list.



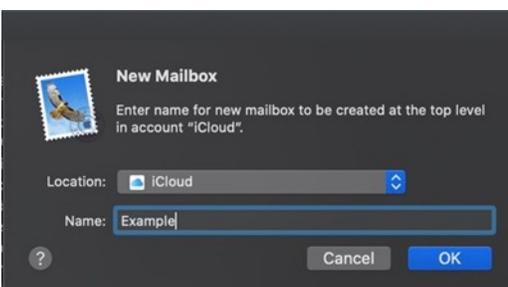
What is a Mailbox

Let me first describe what a mailbox is. When you sign up for an email account with mail service like Apple (iCloud), Google (Gmail), Microsoft (Live Mail), etc. you will find that you already have certain default mailboxes. The obvious one is inbox, but you will also frequently find sent, trash, junk or spam, and drafts. Each of these mailboxes serve a purpose obvious from their name. Some of these services also setup some additional mailboxes that they think you will want like "important" (Google example). On many of the apps and webservers these look like "Folders" but the official name is mailbox and I will continue to use that vernacular throughout this article. All the mailboxes, including personal mailboxes that you create, are physically on the mail server and therefore any messages in these mailboxes will be on the server and hence available through any of your devices signed in to the same mail account. In addition to these default mailboxes you can create your own "Personal" mailboxes on the server.



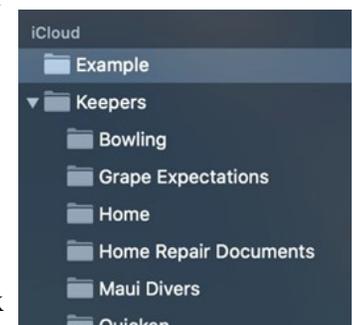
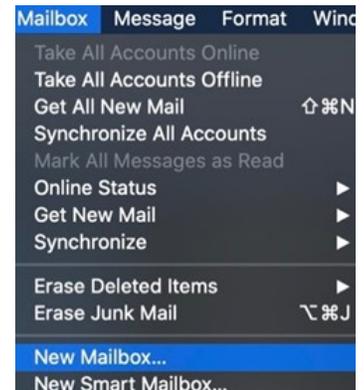
How do I Create My Own Personal Mailboxes

I'm going to show you how to create and organize personal mailboxes using the Apple Mail app but any mail app or webserver interface you use undoubtedly will have a corresponding procedure. On the top menu bar click on "Mailbox" and then select "New Mailbox". Just below this option is one called "New



Smart Mailbox" and though that sounds like a "smart" thing to do, DON'T! I will describe what this is and how to use it later but the thing you should remember about smart mailboxes is they aren't real mailboxes. The next dialog you are presented with is what you are going to name this new mailbox and where are you going to put it. I've typed in the name "Example"

and you notice that the pulldown is showing iCloud, which is where I chose to put this. If you had highlighted a personal mailbox on the mailbox list it will be selected to that location and if you don't change, it will put the new mailbox inside the selected mailbox. Once you click on "OK" the mailbox will be created. You may notice that it takes a short while to show up in the correct location on the mailbox list and this is because you are actually creating the mailbox on the server and then it takes some time before it is reflected locally. In this view you can see the new mailbox under the iCloud. Below that you will notice a mailbox



What is a Personal Mailbox? (continued)

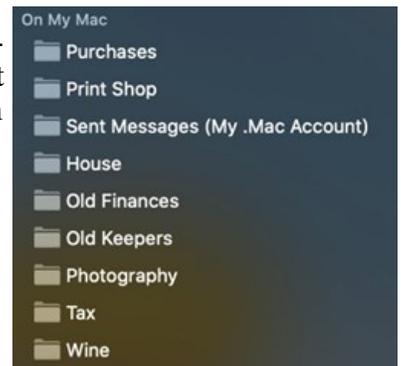
called Keepers inside of which there are several mailboxes all with different names reflecting what type of mail they contain but all within the Keepers mailbox.

Now that I have a Personal Mailbox How do I Use it

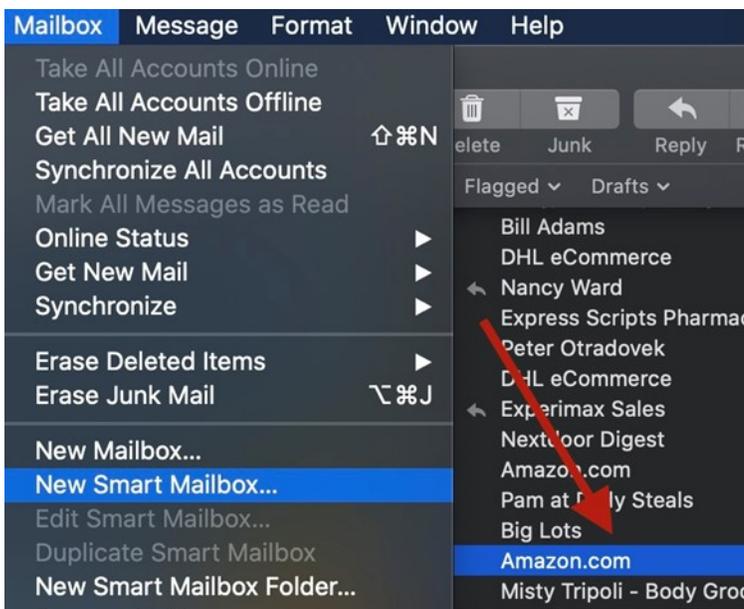
The reason you create personal mailboxes is so you can move messages out of the inbox that you want to keep for later reference. It may be because of who it is from or maybe for the content of the email. If you notice in my previous picture I have a mailbox called Keepers which logically is for messages I want to keep but inside of that mailbox I have the more detailed descriptions like Bowling, Grape Expectations, Home, etc.. As my mail comes in, if I want to retain an email, I choose a personal mailbox to put it in and simply drag and drop it to that mailbox. Since these mailboxes are on the server when I access my mail from my iPod or iPhone those same personal mailboxes show and if I move a message while on any of my devices the move is reflected on all my devices. One warning when using personal mailboxes on the server, those messages are still on the server taking space and if you don't clean out your personal mailboxes you may run into messages from your mail provider that you are out of space and invite you to buy more. If you really need to keep that many messages (I've seen member mail accounts with over 50,000 emails) there is an alternative that doesn't take space on the server called "On my Mac".

Can I Store Email Locally Instead of on the Server

There is an alternative to storing email on the server. When creating a personal mailbox one of the options for the location was "On my Mac". When you create a personal mailbox at this location it will appear in the list of mailboxes but it will not be accessible on your other devices or in your web browser when you access your mail server because, as the location name implies it is only "On my Mac". Now when you drag an email from the inbox or any other location on the server to a mailbox on your Mac and it will actually remove it from the server and place it on your computer freeing up space on the server and allowing you to keep those 50,000 "must have" messages. Since mailboxes created on your Mac are not associated with any mail account you can use one mailbox across multiple mail accounts. Another neat feature of personal mailboxes is that you can drag an email from the inbox of one account into a Personal mailbox on another account and it will now be stored on that account and no longer available on the first account.

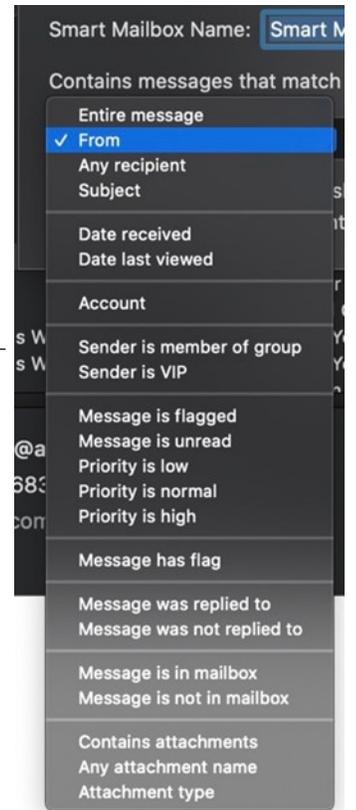
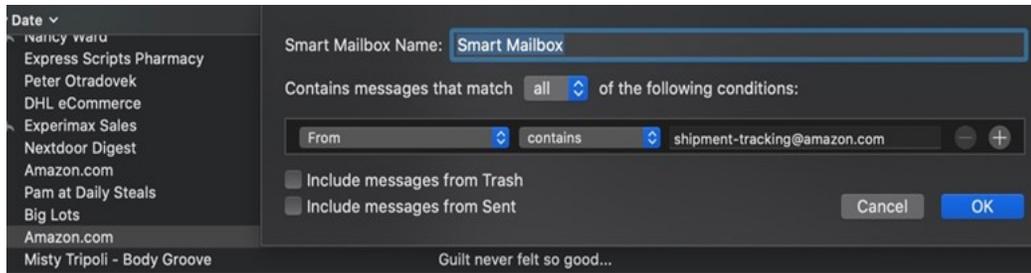


OK, So Tell Me What is a Smart Mailbox?



I told you I would explain "Smart Mailboxes" earlier in the article so here we go. This section is only for Mac users who use the Apple Mail app. A smart mailbox is not a mailbox at all, it is a search for mail that meets certain conditions regardless of what mailbox they are actually in. Creating a smart mailbox is a simple task but a hint to make it even easier is to click on an email that you intend to appear in the smart mailbox before you go to the menu. In this example I've selected an Amazon email and then gone to the mailbox menu item and selected "New Smart Mailbox". In the dialog that opens you get to name the smart mailbox, choose whether to meet all the conditions or any of the conditions you specify. Next you get to start adding conditions.

What is a Personal Mailbox? (continued)



Each line in this section is a condition and you add conditions by clicking on the + at the end of the preceding condition. The expected result of the condition is automatically filled in with the information in the originally selected email so you don't have to type it in. There are two check boxes allowing you to include mail that is in the sent mailbox or the trash. After you click OK the smart mailbox will appear in the section labeled "Smart Mailboxes" and it is independent of the server specific sections because it is not dependent on the server but will look across all the mail servers you may have defined in your mail. Smart mailboxes do not show across your devices, they are specific to the device they are created on. Do you hear my foot stomping? This is the most important thing to remember about smart mailboxes. The mail in the smart mailbox is actually still in the original mailbox it only shows in the smart mailbox and if you delete a message in the smart mailbox you are actually deleting the message from wherever it is! The mail in the smart mailbox will have a column with the actual location of every email that is showing.

COVID Trace App

Last Monday, Nevada launched an app that aimed at improving COVID-19 tracing. The app detects nearby phones of others that have the app and provides notification if another user has come in close proximity and has tested positive for COVID-19. The technology was built by Apple and Google and supposedly maintains anonymity without capturing any personal information (according to its developers and state health officials).

What is its purpose? The app is to alert the close contacts of a person newly diagnosed with COVID-19 that they have been exposed to the coronavirus and should then self-quarantine to avoid spreading the disease. Nevada (like other states) has struggled to provide notification of possible infection in a timely manner due to the high volumes of cases. Therefore, the app helps notify people, even if the infected person does not know them personally or can't remember the interaction (or does not know how to contact them). It is done completely anonymously, without capturing any information about who you are or who you have been out with.

How exactly does that work? Using Bluetooth technology to exchange random codes with nearby phones (according to the Nevada Health Response website. The codes change every ten (10) to twenty (2) minutes to ensure they cannot be used to identify a person or location. The code is NOT attached to one's name, where one has been, or any other piece of information. They are just random numbers that are exchanged. Each day, the app checks a list of the codes (from people who tell the app that they have tested positive) and then the app notifies others if codes match (and an app user came into close proximity of the person who tested positive).

COVID Trace App (continued)

For COVID-19 contact tracing purposes, the Centers for Disease Control and Prevention defines a close contact as anyone within six (6) feet of an infected person for at least 15 minutes, starting from two (2) days before an illness onset until the time the patient is isolated. For those without symptoms, the period is two (2) days prior to the patient getting tested for the coronavirus.

Locally, the COVID Trace app is being encouraged for use by the Las Vegas Convention and Visitors Authority, the LV Raiders, Caesars Entertainment Corporation, MGM Resorts International, Wynn Resorts Ltd., The Cosmopolitan of Las Vegas, Boyd Gaming Corporation, Vegas Chamber, Allegiant Air, R&R Partners, Top Rank and NV Energy, etc. COVID Trace is available for iPhone and Android through the Apple App Store and the Google Play Store. To learn more, go to: <https://nvhealthresponse.nv.gov/covidtrace/>

Phishing or suspicious emails or texts claiming to be from Netflix

Have you received an email or text (SMS) requesting your Netflix username, password or payment information? If so, chances are it did NOT come from Netflix. Why? Because Netflix will never ask for your personal information by texts or by email. It will never ask for credit or debit card numbers, bank account details, Netflix passwords and they will not request payment through a 3rd party vendor or website.

If you get a suspicious email or text, remember that they cannot get information from you unless you provide it to them. So DON'T be tricked into clicking any links or reply to them. Instead, forward any email to phishing@netflix.com **NOTE:** If your email is rejected, it means that Netflix already received a copy of the phishing email and you don't need to do anything else, except DELETE the email you received.

If you get a suspicious text on your iPhone or iPad, tap and hold the message you want to forward. Tap **More** and then the *Forward arrow*. Enter phishing@netflix.com and tap **Send**. Then delete the message. On an Android phone, tap and hold the message you want to forward. Tap **More** and then **Forward**. Enter phishing@netflix.com and then tap **Send**. Now delete the message.

IF you did click on a link or if you did provide your personal information, immediately CHANGE your Netflix password. Remember to use a strong one (not the same password you use for other sites, but something unique and easy for you to remember). Be sure to update any other website in which you used the same email address and password (that you used on Netflix). Contact any financial institution if you entered any payment information as it is possible it may have been compromised.

IF you think your email was changed on your Netflix account without your permission, contact Netflix immediately at: <https://help.netflix.com/en/contactus>

Remember these tips whenever you are online:

- Don't click a link when in doubt; go directly to the company website instead.
- Never provide personal or financially sensitive information through email.
- Check the sender's address to see if it looks legitimate.
- On a computer browser, hover over any links before clicking on them to see the URL. Make sure the links go where you expect them to.

Windows 10 - 10 and listening in...



What happened to Office 365? Nothing really, except it has been rebranded (as of last April) and now it is called Microsoft 365. [Microsoft 365 Family](#) -- the product formerly known as Office 365 Home, costs \$9.99 per month, or \$99.99 per year. This plan allows users to share with **up to five people** the downloadable Office apps and 1 Terabyte (TB) of OneDrive storage per person. [Microsoft 365 Personal](#), formerly known as Office 365 Personal, costs \$6.99 per month or \$69.99 per year. It includes the core downloadable Office apps and one TB of cloud storage for a **single** user.

Have you updated to Windows 10, version 2004 yet? If you have, the first thing you may have noticed is that you may choose your Privacy settings. This is a big deal because in past major updates, Microsoft would make some settings for you and if you didn't know how to change them, well you were stuck with them (whether you realized it or not). This time around, the defaults for you Privacy settings are all turned off, letting you choose whether or not you want to invoke them or not. They apply to:

- Online speech recognition
- Find my device
- Location
- Diagnostic data
- Inking & typing
- Tailored Experiences
- Advertising ID

If one wants to use any of the above, one was manually make that choice, because the default is set to No. To change it, simply toggle (or slide) to invoke it. You won't even have to search for these settings because they automatically appear and ask you to make the choices, once you update to version 2004. Microsoft has come a long way in listening to its users and allowing them to choose their options rather than choosing for them .

One area folks complain about are the many Notifications they receive. Did you know that you can also control them so that you are not inundated every time you use your computer? It is easy to adjust those settings also. From the Start menu, select "Settings" or (the icon that looks like a gear). Select "System> Notifications & actions. Once there, you can either toggle on or off all of you Notifications or simply select which particular ones you want to keep.

Did your taskbar suddenly disappear? Could you have "accidentally" hidden it? Don't worry, there is an easy fix. Press the combination keys of the Windows key + the letter i. Now select "Personalization> Taskbar". Click on "Taskbar" and turn off the automatically hide the taskbar in desktop mode. This should now unhide your taskbar and keep it from going away from now on.

Lastly, Internet Explorer 11 will stop being supported on November 30, 2020 (although Microsoft 365 products will end Internet Explorer 11 support on August 17, 2021). The replacement browser, Microsoft Edge, is incorporated into Windows 10 as a service. It is much safer to use than IE 11.

Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves

Q. *I recently joined the Computer Club and while I was at the Club, I overheard someone talking about the House Call Program. Does someone really come to my house to help set up my computer and printer and if so, how do I contact them?*

A. Excellent question! First, welcome to our Computer Club. If you haven't already done so, please sign up for New Member Orientation so that you become familiar with all of the benefits afforded you by your membership. Specifically, the House Call Program is one of those benefits. We have volunteer members who will come to your house to assist you with any computer related issue for a small donation of \$20. They will work (up to two hours) to resolve your issue and if they are unable to do so, they will not ask for a donation. To access the House Call Program, sign into our website at: <https://computer.scaclub.org/> From the menu across the top, select "House Call". You then choose the device you have, then what your problem is. Depending upon which selections you make, a display of the available house call volunteers will show up along with their contact information. You can contact them, further explain your issue and see if it's a good fit for you. You can contact more than one, if you wish and speak with them and then set up an appointment. Remember that our volunteer house call folks are members, just like yourself, who volunteer their time. They too have doctor appointments, vacations, etc. so if they are not listed, they are not available at that time. Don't expect them to drop everything and come running to your house (as they may have booked appointments with other members already). We do our best to help our members in our club and we are certainly more reasonable than if you call the Geek Squad or other local businesses. Hope this helps.

Q. *How do I find specific settings in Windows 10?*

A. Sometimes it can seem confusing because configuration programs can be found in various locations; Settings and the Control Panel. For those old timers, Control Panel was the place to go. Settings app first appeared in Windows 8 and Control Panel was left over from legacy versions of Windows. If you are looking for a specific setting, try searching using the Start menu. Open the Start menu and type a word or two describing what you are looking for. For example, type "display" to look for setting related to your monitor. The results should appear and you can select the one that most closely matches what you are looking for. If you do not see what you need, you might want to try going to Settings. (Use the Windows key + the letter i) to get to Settings. Then search Settings by putting in a word or two into the window that says "Find a Setting". Results should then appear below that box in a pop-up window. If you don't see what you are looking for, you can select "Show all results" and you should then see more results. If you are old school, you can still use the Control Panel app. From the Start menu, type "Control Panel" and hit Enter. When the Control Panel app displays, locate select from the various settings OR use the search box in the upper-right hand corner and type in a word describing what you're looking for. The results should then appear. Click on one of the results that most closely matches what you were looking for. After you make changes, be sure to click "Apply" or "Ok" to save whatever changes you make. Good luck!

Q. *My Mac freezes. What can I do?*

A. It is hard to tell without specifics, but if your Mac freezes and you get the "spinning pinwheel" or perhaps no cursor at all, then you can try these things resolve it:

Useful things you may want to know, or Frequently Asked Questions (FAQs)

that we made up ourselves (continued)

Some folks say to just wait it out, but obviously that didn't help or you wouldn't be asking us. Many freezes are caused by a demanding task or a problem application. If this is not the case, you can Force-Quit any problem app. To kill apps quickly, press the Command + Option + Esc keys to bring up the macOS "Force Quit Applications". This is where you will see any running applications. Highlight an application with a click, kill them by clicking "Force Quit". Any unresponsive app will be listed as such and those should be killed as they likely require a restart in order to function normally. But be aware that when you do kill them, you just might lose any unsaved data.

Another thing you could try is to launch your Activity Monitor to view all running processes. Many apps, like Safari and Chrome use multiple processes that are in separate tabs. You can launch Activity Monitor via Spotlight (or access it under Applications> Utilities) and look for any processes that use more than their fair share of your available CPU. Another possible remedy is to right-click (or Control + click) any app icon in your dock and then press and hold "Option". Then click on "Force Quit" to kill the app.

If none of this works, then try shutting down your Mac by pressing your Mac's power button until it switches off. If you Mac has a Touch ID sensor instead of a power button, press and hold the TouchID button at the top right of the keyboard. If you have an iMac, Mac mini or Mac Pro, press and hold the power button on the computer. Be aware that if you do this, you may lose any unsaved data in the open apps. Only do this when you have no other choices. If you have backed up your Mac with Time Machine, then you should be OK.

Lastly, if your freezing issue is a regular occurrence, then you might have a hardware problem. Be sure you are using the latest version of macOS and you've installed any required firmware updates. To check, go to System Preferences> Software Updates. Unplug any external peripherals (including mouse and keyboard, USB audio interfaces, storage devices, webcams, etc. and test for your issue again). If the problem still persists, try rebooting your Mac in safe mode. Safe mode will start your mac with the bare minimum number of drivers required to run your system. It will also scan your hard drive for issues. Don't know how to restart in Boot mode? Turn off (or restart) your Mac and press Shift as it boots. Release the key when you see the login window and log in. "Safe Boot" should appear in the top right. If the issue no longer appears, restart you computer again. It is possible that by checking your disk for errors, resolved your problem. We hope this helps. If not, try using our House Call Program. We have volunteers that are well versed in Apple issues. Look for Brian Corr (aka Mac Daddy) if you are experiencing Apple issues.