TUESDAY TIPS

AUGUST 26, 2014

TECHNOLOGY IN ACTION

Unsubscribe!

At one time, it probably seemed a good idea to receive email messages from JC Penney or American Eagle telling you about sales and discounts. Or you joined a group that sparked your interest. Now, however, you seem inundated with messages and offers. You would like to make them go away permanently.

At the bottom of the message there is usually an "Unsubscribe" link.

Just click on the link and follow the directions to "unsubscribe."

Close vs. Quit

As you finish your word processing document or your Internet research, you may think you've quit the app, when, in fact, you've just closed it. It's important to quit apps so that your laptop maintains speed and efficiency. Open apps and closed apps require power because they are still active.

To quit an app on your laptop, you can use the short cut "Command Q." Touch the "Command" key and hold it down as you touch the "Q" key. Another way to quit is to go to the pull-down menu under File at the top of your screen. The last command is "Quit."

Touching the red button at the top of your window merely closes the app.
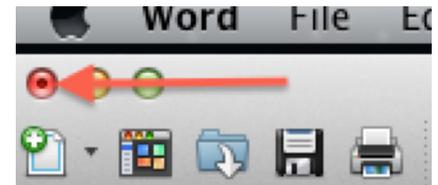
To quit an app on your iPad, you have to swoosh it up with one or two fingers. Double-click your home button and all the closed apps will appear. Quitting all your apps will preserve the battery life of your iPad.

iPad Mail Folders

Folders can be added on your iPad by going to the mail account in which you want your new mailbox to reside. When the Mailboxes list pops up, touch Edit on the top right-hand side. Touch "New Mailbox" that appears at the bottom of the list. Name the mailbox in the window that pops up and touch "Save." The new mailbox folder will appear in your list of mailboxes. Touch "Done" at the top of the list.

To save a message to the folder you've created, select a message. Tap the folder icon at the top of your message. Tap the mailbox folder listed on the left in which you want to save this message. It will move to the folder immediately.
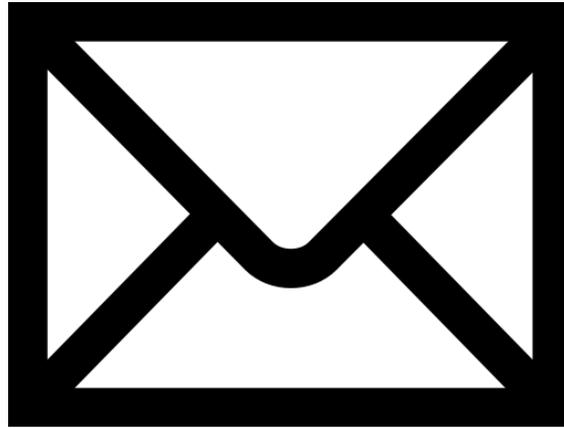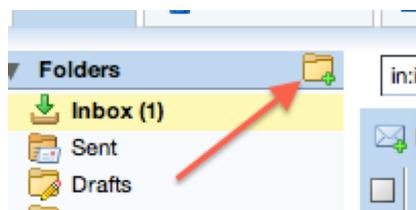

LAPTOP EMAIL FOLDERS

One way to preserve messages you want to keep without maintaining a long list in your Inbox is to create folders to categorize and save your mail.

webmail.ena.net

In the ENA webmail, click on the Folder icon at the top to the right of the Inbox folder.

A "Create a Folder" window will pop up that will ask you to name the folder and to choose a color. Click OK at the bottom and your folder will appear in the left-hand column. Drag the email message you want to preserve to the folder.

Postage Stamp Mail

At the bottom left-hand side of the folder column in your Postage Stamp Mail, click on the '+' to make the Mailbox window pop up.
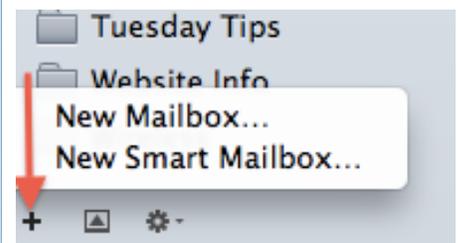
Click on "New Mailbox." A window will pop up asking for the name of the new mailbox. After naming the mailbox, click "OK." The new mailbox will appear in your list.

When you create a new Mailbox Folder in any of your mail - ENA webmail, postage stamp mail, or iPad mail, the mailbox folder appears in all the others.