

**QCMUG Meeting Minutes**  
**June 17, 2008**  
**Norm Kelinson Room- Bettendorf Public Library**

Attendance: There were 16 members and 3 guests present. Members: Sue Berger, Cari Biamonte, Kieth Claussen, Robert Custer, Brian Dobbins, Joyce Erickson, Jim Hall, Kevin Ketelsen, David Neese, Brett Neese, David Ochs, Don Patridge, Kathy Schroeder. Jerry VanLoon, Faye Waterman, Cynthia Weinberger

Business Meeting:

- The new website is up and running.
- The Treasurer reported a balance of \$1206.36. He just paid the library \$60 for rent through June 2009.
- The program for next month will be home home networking presented by Brian Dobbins.

Program for June

All about Mail  
presented by Don Patridge

(Don brought sheets that might be helpful for members to record important information about mail account settings)

Mac Email Programs

- Apple Mail
- Google - Gmail
- MediaCom
- Thunderbird
- Mozilla Mail
- AOL Mail

To set up your account (Apple Mail was example used) you will need to enter your name, email address, incoming mail server, account type, user name, password, and outgoing mail server (SMTP). Using Mail Help can solve some problems. One example is to use the Mail Connection Doctor (located in the Window menu in Apple Mail) to check your connection status. A green dot indicates that mail is connected and logged in to the server.

There are many different preferences you can set such. Under the general there is the choice of default email reader, how often the computer is to check for new mail, the sound to indicate new mail, interactions with iCal, where to put downloads, when to remove downloads, and a few

other items. In Account preferences you will see all of your account information. Junk Mail allows you to choose how to deal with Junk Mail, Font and Colors allows you to set a default font and font size. Preferences that can also be set for viewing options, composing, signatures, and rules. There was a brief discussion about the term bcc (blind carbon copy) and when it could be used.

For those Using 10.5 here is a list of Confirmed Leopard-compatible plug-ins

Letterbox - Vertical columns for Mail app

Kled - Backlit keyboard new mail notification

HTTPmail - Hotmail and MSN access for Apple Mail

Related Mail - Display related messages to viewed email (beta)

Mail Attachments Iconizer 2.0 - Toggle icon view for image attachments

Growl Mail (Growl v1.1.2) - Mail plug-in for growl notification system

WideMail - Provides wide-format view option

IMAP-IDLE - Adds IMAP-IDLE support for Tiger, Mail 3.0 handles IDLE

OMiC - Access Microsoft Outlook winmail.dat files (commercial)

MiniMail - Process mail from a tiny window (commercial)

Eudora Mailbox Cleaner - Eudora to Apple Mail migration tool

EagleFiler - File your mail and other things (commercial)

SpamSieve - Spam filter (commercial)

Attachment scanner - Avoid the embarrassment of missing attachments

WideMail - A wider view of your email in Apple Mail

MailAppetizer - Email notification (beta)

MailTemplate - Templates system for emails

If you are using using Gmail, you can go into settings and set it to forward your mail to another account. When you do this you have the choice to keep Gmail's copy in the Inbox, archive Gmail's copy, or delete Gmail's copy

In Apple Mail you can also customize the toolbar (under New, Customize toolbar).

For more help with using Mail go to the [apple.com/support](http://apple.com/support) or use the tutorials at Atomic Learning.

The last part of Don's presentation were some mail hints and tips:

•**Quickly Email a Photo** --You can quickly email a photo to one or more friends or colleagues by grabbing the photo with your mouse, dragging it to the Dock, and dropping it on the icon of the Mail application.

Mac OS X will immediately open Mail (if it's not already open) and create a new Mail message with your photo already enclosed. You simply have to add recipients and click Send. If you select multiple photos, Mac OS X will put them all into a single mail file.

•**Email a Web Link Instantly**

1. In Safari's address bar, select the URL for the page you're browsing.
2. Pull down the Safari menu.

3. Highlight the Services option and select, first, Mail and then Send Selection from the hierarchical menus that pop up.

Mac OS X Leopard automatically starts Mail (if the application's not already open), creates a new email message, and places the selected web link in the body of the email document. All you have to do is enter the email addresses of your recipients, add a subject, and include a note about the web link.

#### •Add an RSS Feed to Mail

In Leopard — the best version of Mac OS X ever — the versatile Mail program offers a great new feature. Its built-in RSS support lets you read the RSS feeds you subscribe to. That means you can use the same application to read both your mail and your favorite RSS feeds. Let's say you visit the Apple Hot News page all the time and would like to be notified when new Hot News articles appear. To do so,

1. Launch Safari and go to the Hot News page.
2. Click the RSS icon in the Address Bar and the browser window will change to display Hot News as a series of single-line RSS feeds.
3. Click the + button at the top of the page as if you were going to create a bookmark for this page.
4. In the sheet that drops down, click the checkbox next to Mail; then click the Add button.
5. In the Mailboxes sidebar, Mail automatically creates a new folder to hold all your RSS feeds and puts Apple Hot News to the new folder.

To browse the feeds, simply click on Apple Hot News and Mail displays the headlines of all the articles in the Message pane. Click any of the headlines to have the Hot News article displayed in full. To visit the source of the Hot News article, click the Read more link, and Mail will open (or switch to) Safari and display the page.

#### •Email a PDF

Here's how:

1. Choose Print from the File menu.
2. Click the drop-down PDF menu and choose Mail PDF.
3. Enter a subject, an email address, and click Send.

What applications let you do this? All of them. Creating PDFs — and emailing them — is a feature built into Mac OS X, so whether you're surfing the web in Safari, writing a business plan in Pages, honing a budget in Numbers, working on a presentation in Keynote, or updating your resume, you can create a PDF and email it quickly and easily.

#### •Check out podcasts from the iTunes Store

You can get Apple Quick Tips of the week from the iTunes store.

Don used three Keynote Slideshows for this program which allowed a good visual demonstration of all the key points in his presentation.

## Open Forum

Q. Firefox 2.0 allows me to go all website except for Gmail. I'm not the only one with this problem.

A. There is a blog on the Gmail site where you can tell them what you think of this problem. It should be fixed by the Firefox 3 update which came out today.

There was a question about the difference between G3 and G4 computers. The secretary was unable to hear the complete question and answer.

The next meeting will be Tuesday, July 15.

Respectfully submitted, Kathy Schroeder, QCMug secretary