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Email is a very personal thing, and in AOL Mail, there are tons of features that you can customize to your personal liking. You can change the default font, add a signature to your email, adjust your Display Name, and setup many other features to better your email experience.

## To set your email preferences:

- 1. Above your mailbox, in the upper right, click Options and then click Settings.
- 2. In the left panel, click Compose.

In the Compose section under Settings, you can set preferences for:

- Compose
- Autosave
- Rich text / HTML
- Display Name
- Greeting Name
- Outbound character set
- Sending

#### Compose

- Always show Cc field: Click this box if you want the Cc field to always be visible when writing an email.
- Always show Bcc field: Click this box if you want the Bcc field to always be visible when writing an email.

#### Autosave

• Enable autosave of draft messages: Click this box if you want to automatically save a draft of the message you're composing to the drafts folder. This is helpful if you need to step away from your computer or if your computer crashes. You can pick up where you left off and avoid the hassle of starting the message from the beginning.

#### Rich text / HTML

- Use Rich Text / HTML Editing: Click this check box to ensure that rich text or HTML editing is always active. This enables you to format your text as you wish.
- Signature: The drop-down menu lets you specify whether you would like to have an email signature and what you would like the text in the signature to say. To learn more about email signatures, please visit our help article How do I create or modify an email signature in AOL Mail?
- Default Font and Color: Select the default font that you want to using when composing an email.

## Display Name

- In the box next to Display Name, enter the name that you'd like people to see when you send them mail.
- Greeting Name
- In the box next to Greeting Name, enter the name that you'd like to see when you first sign in.

## **Outbound character**

Click the drop-down menu to select the character set that you want to use while sending
emails. We recommend that you leave the character set at the default setting unless
specified otherwise by your computer manufacturer or Internet Service Provider.

#### Sending

- Check spelling before sending messages: Click this check box if you want to automatically run spell check before sending an email.
- Automatically add email addresses to Contacts: If you send an email to an email address that is not listed in your contacts, clicking this check box will ensure that the particular email address is added to your contacts.
- Confirm sent messages on a separate page: Click this box if you want to see a confirmation that you're email was sent on a separate page.

Once you're done customizing your compose settings, scroll to the bottom of the page and click Save Settings.

You're Done! Try out your new settings by composing a new message.
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SPECIAL FROM AMAZON.COM - Free books by local author for Kindle download Bill Brown (writes under the name of William Brown) is a Villager. He is also a successfully published and reviewed author (NY Times and so on). He has published the 'old fashioned" way but now does exclusively on Kindle because it "works better" for everyone, even him. If you would like some free books and you like Mystery/thrillers give the 3 books above a try.

Below is an email from Bill to his friend Helen.

"Helen and several others inquired as to when my books would be out free again on Kindle. It is a promotional thing Amazon does. They are all suspense novels, only available on Kindle. However, if anyone has another kind of reader or computer, I can get them a copy they can read. If they go to the Amazon Kindle site <a href="http://www.amazon.com/Kindle-eBooks">http://www.amazon.com/Kindle-eBooks</a> and search on my name, William F. Brown, my

books will come up.

The Kindle free dates are:

Thursday at Noon (Middle East, set in Egypt in 1962) Free on Kindle Saturday January 19 and Sunday January 20

The Undertaker (Domestic, snarky, contemporary mystery/ thriller) Free on Kindle Saturday January 26 and Sunday January 27

Amongst My Enemies (Cold War/ WW II action, mystery, thriller) Free on Kindle Saturday February 2 and Sunday February 3.

Bill Brown
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# ADJUSTING CAR MIRRORS PLEASE WATCH

Please don't delete this one. It could save your life. I cannot believe that I did not know this.

I tried it and it works. You will never have a blind spot for an auto to hide in again.

ADJUSTING CAR MIRRORS--not a joke! After years of driving, I NEVER thought of doing

it this way. I always thought I needed to see just a little of my own car on each side, but I'll

readjust the mirror on my car today. Watch this and I'll bet you'll do the same.

http://www.youtube.com/watch?v=KwzUE6PHk4U



Jmax's Website http://www.jmaxbits.com/

Jmax Bits Newsletter is now posted each Monday & Thursday on the website. You have the option for a .pdf or a .rtf file.

1. For help with a computer problem, put <u>HELP</u> in the subject line and give me info about the computer you're using, if you know it.

2.To view or print Jmax Bits Good Services List in the Villages area, click link

## www.jmaxbits.com

- 3. To sign up for the non-computer newsletter, send an email to VLGSClassifieds@aol.com. Put SUBSCRIBE in the subject line. To send an Ad, place AD in the subject line.
- 4. The Villages Computer Club's web page: Click here: Welcome To The Villages Computer Club

To add your name to the VCC announcements list, send email to The VCC-subscribe@yahoogroups.com

5. Fred Benson's website www.thevillagescomputerbasics.com