Attention Residents of The Villages, Fl
Some of our neighbors had an incident Friday night at the mailbox area of Sanibel. It was around 9 PM and they stopped to pick up their mail. When they got back in their car another car pulled up and blocked the space so they could not back up. It was a few minutes of a stand off. The car was an old ToyotaCorolla, two doors and dark in color. They were unable to get the license plate number but there were two men in that vehicle. They think when the two guys realized there were 4 people in the neighbor's car that they decided to move on.
We have no idea what their intent was at the mailbox, but there is an ATM machine there and the houses are not close by. The area is a little dark and remote. Community Watch has confirmed that there have been attempted break ins at neighborhoodATMs throughout The Villages.
So be careful after dark at the mailboxes. If you see a car matching this description call Community Watch at 352-753-0550. If you are feeling threatened by anyone or any vehicle call 911.
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Centurylink email through Windows Mail

For your Centurylink email, are you using it through Windows Mail or Outlook? For either one sending mail requires an SMTP setting of smtp.centurylink.net and the port number of 587

You can use the following instructions to configure Windows Live Mail to check your CenturyLink email address

1. Open Windows Live Mail. Select the Accounts tab from the top of the page. From there, select the Email button.

2. Enter in your full email address under the Email address heading. Enter the password below that, and click the "Remember this password" box. Enter in whatever display name that you would like to use. Make sure to check the "Manually configure server settings" box.

3. The incoming server is the provided POP server: pop.centurylink.net and the port number is 995. Select POP from the server type, enter the server address as provided, as well as the port number. Do check the "Requires a secure connection (SSL)" box. Set "Authenticate using" to Clear Text. Change the Logon user name to your full email address.

4. The outgoing server is the provided SMTP server: smtp.centurylink.net and the port number is 587. Type this information in the appropriate boxes. You will check "Requires a secure connection (SSL)", and check "Requires authentication".

5. Click Next and your account is set up for Windows Live Mail 2011
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Centurylink forwarded to gMail account

1.Log In at http://centurylink.net .
2. Click on the Check Email link to load your Webmail page.
3. In Webmail, click on Preferences at the top.
4. Click on the Mail tab.
5. In the field labeled "Forward a copy to" type in the email address you want your mail to be forwarded to.
6. If you do not wish to store a copy of the forwarded message in your CenturyLink mailbox, check the box next to "Don't keep a local copy of messages".
7. Click the Save button at the top left. All future messages sent to your CenturyLink email address will now be forwarded to the email address you entered.
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Centurylink Mail

- Setting your user preferences
- Changing your user preferences
- Restore default preferences
- New mail notifications
- Creating away messages
- Saving messages you send
- Creating personas
- Changing your default time zone

Setting your user preferences (Back to Top)

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work. You can also set up your personal email identities and POP accounts and select a theme for your mailbox.

You can change the settings from the Preferences tab. If an option described here is not visible in your view, it is not available for your account.

You can set preferences in the following tabs. Click on the word for a detailed description of the tab.

- General

  - You are logged into the standard web client. To set this to be the default **Client Type** when you log in, select **Advanced**.

  - **Advanced** offers the full set of Web collaboration features. This Web Client works best with newer browsers and faster Internet connections.

  - Standardis recommended when Internet connections are slow, when using older browsers, or for easier accessibility.

  - In **Theme** select the background color for your mailbox interface.

  - If the time zone displayed here is not correct, select the **defaulttime zone** for your account. This determines the date and time for messages that you send or receive and the time to display for Calendar appointments. This can be different from your computer time zone configuration.

  - In **Search Settings**, you can choose to automatically include the Spam and Trash folders in any search you perform. By default these folders are not searched.

  - In **Search Language**, check **Always Show Search String** to show search string details in the search text box.

  - Enable **Always show selection checkboxes** to display a checkbox for each item in the Content pane. Use the checkbox to select one or more items to perform the same action on, such as delete, move, mark as read/unread.

- Mail

  - Select how many items (messages or conversations) to display per page. The default is to display 25 items per page, but you can select 10, 50, or 100 items per page.

  - Select how you want to group your mail, by conversation or message. If you have the Conversation feature, Conversations is the default.

  - Polling interval is how often your computer checks for new mail. The default is every 5 minutes.

  - Specify whether to view mail as HTML, for messages that have been formatted as HTML. Turning this off causes mail to be displayed as plain text, showing the HTML tags themselves rather than applying them as markup.

  - **Message Preview** options

    - Set whether to show the reading pane when viewing mail. The default is to always show the reading pane.

    - Of enabled, the client displays snippets of messages in email list. When the cursor is over the subject of a message, the first few words of the message are displayed.

    - If enabled, double-click opens messages in new window

  - Enable **Images** to download pictures automatically to your HTML email message. When this is enabled, you do not need to click the display image message to see the image.

  - Default Mail Search defines the search to execute when you log in. The default search is your **Inbox**. When you log in, the results of your Inbox display. You can change this field to have another folder, tag, or a saved search displayed when you first open the CenturyLink™ Webmail Client. See Query language description for the syntax. Enable and specify an address to send notifications that you have received new mail.

- Specify an address to forward your email to. You can have the original email deleted from your CenturyLink™ mail mailbox.

- Specify whether to send an auto-reply message to incoming mail. This is frequently used as an away message or vacation message saying that you are out-of-office, and what the message should say.

- Configure the Messages from me section to handle messages you send that include your address as one of the recipients of the message or that are included in an address, such as a mailing list that includes you.

- Composing

  - Set which text editor you want as the default, either HTML or plain text.

  - Set the default font settings to be used when using HTML to compose in Mail and Calendar. You can define the font style, size and color to use as your default style. Arial, 12 point black is the default.

  - **Always compose in new window** opens a new compose window, separate from your CenturyLink™ mail mailbox, when you compose a message. You can view and navigate your mailbox while the compose window is open.

  - Messages you compose are automatically saved as a draft every few minutes. If you would prefer not to have this automatically saved, disable the feature.

  - Select whether to include the original text in the body of your reply message. You can choose to include original text, not include it, include it as an attachment, include it in the body with a prefix that you choose, or include only the most recent message. (In other words, it will quote only what was written by the person who sent the message, and not previous text.)

  - Specify whether to prefix each line with **>** of | for the previous email messages that are forwarded or replied to, if you chose to quote original text.

  - By default, the **Save copies of messages to sent folder** is enabled. Copies of messages you send are saved to your Sent folder.

  - Specify how to include the original text of a message when you forward a message, in the body of the message, in the body with a prefix, or as an attachment.

- Signatures

  You can create signatures for your email messages. Your signature can include your name and additional closing text to the maximum number of characters that your account allows. If you create multiple identities, you can create different signatures and assign them to specific addresses.

  - Enter the signature that should appear on your email messages.

  - Specify the placement of your signature in your email messages: either add the signature below all messages in the email or have the signature added at the end of your composed, replied to, or forwarded text.

- Address Book

  - Enable the feature to automatically add addresses to your address book when you send mail. If this is enabled, addresses are saved to your Email Contacts folder.

  - Select whether you would prefer to view contacts as a list or as business cards.

  - Select the number of contacts to display per page. The default is 25.

- Import Contacts to your Contacts list. The file to import must be in a comma-delimited format.

- Export your contacts list. The file exports in a coma-delimited format.

- Accounts

  The accounts tab is used to create and manage your personas. Persona is the mail identity used in the From field of email messages you send.

  The default style is defined in the primary identity. When you create new identities, you can use the same settings as the Default Identity or you can set different preferences.

  The **Add External Account** button lets you identify your external POP/IMAP accounts so that this web client can retrieve email from your other accounts. You can also set up so that replies to those messages use the corresponding POP/IMAP address.

- Mail Filters

  Use the Mail Filters tab to define mail filtering rules. To learn how to set up mail filter rules, see How filtering works.

- Calendar

  - Select how you would like to view your CenturyLink™ mail calendar. The default is by work week.

  - Specify which day of the week should be the first day of the week in your calendar.

  - If you travel between time zones, you may want to select to show the time zone list in the appointment view.

  - If you create many appointments without attendees, checkUse the QuickAdd dialog.

  - A mini-calendar is displayed in Calendar. You can enable mini-calendar to be visible from any view.

  - Set the number of minutes before an appointment to be reminded. The default is five minutes.

  - Import and export other calendar programs.

- Shortcuts

  Keyboard shortcuts let you use the application without going to the mouse. A large number of shortcuts is available. You can also create custom shortcuts by assigning numeric aliases to folders, tags, and saved searches.

  - The **Shortcut List** shows all the existing keyboard shortcuts.

  - The **Mail Folder Shortcuts** tab is used to create a shortcut to quickly go to your email folders and to move a message to that folder. You select the folder and assign a number to it. For example, if you assign 3 to the Inbox folder: From anywhere in your mailbox, typing **v3** will move you to the Inbox. Selecting an item and type **.3**, will move the item to the Inbox.

  - The **Saved Search Shortcuts** tab is used to create shortcuts to quickly access Saved Searches. You select a saved search and assign a number to it. For example, if you assign 3 to your favorite search, then from anywhere in your mailbox, you can type **s3** to quickly run that search.

  - The **Tag Shortcuts** tab is used to create shortcuts to quickly access all items with a specific tag or apply a tag to a message or contact. You select a tag and assign a

number to it. For example, a tag called *Follow up* is assigned 3. From anywhere in your mailbox, you can type **y3** to see all items marked with *Follow up*. Select an item and type **t3** to tag that item with *Follow up*.

You can assign any number, but it cannot be repeated within a shortcut tab.

Changing your user preferences (Back to Top)

Your default user preferences are configured when your account is created. These options define how your mailbox, address books, and calendar applications work.

You can change the settings from the **Preferences** tab. If an option described here is not visible in your view, it is not available for your account.

The general direction for changing your preferences is as follows:

1. Click **Preferences**.
2. Click the tab containing the preference you want to change. See the Help topic for each of these tabs for specific details
3. Change the settings.
4. Click **Save**.

Also see Setting your user preferences

Restore default preferences (Back to Top)

On each of the **Preferences** tabs except for the Mail Filter tab, the **Restore Defaults** button on each page resets any changes for that page to the default system settings that were in effect when you first logged in to your new CenturyLink™ mail account. You must click **Save** in order to commit these changes.

New mail notifications (Back to Top)

You can configure your mail options to be notified at another email address when you receive mail to your CenturyLink™ mail mailbox. This feature may be useful if you do not receive a lot of mail to your CenturyLink™ mail account, but when you do receive mail, it's important enough to require a timely response.

To set notification:

1. Click the **Preferences** tab.
2. Click the **Mail** tab.
3. In the Receiving Messages section, check **Send a notification message to,** and enter the email address.
4. Click **Save**. The notification feature is enabled immediately.

Creating away messages (Back to Top)

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This feature is also known as an out-of-office auto-reply message. You can set a vacation message that automatically replies to people who send you messages when you are out of the office for an extended period of time. That message is sent to each recipient only once, regardless of how many messages that person sends you during the designated vacation period.

To set a vacation message:

1. Click the **Preferences** tab.

2. Click the **Mail** tab.

3. In the Receiving Messages section, check **Send auto-reply message**.

4. In the text box, enter the message to be sent, such as "I am currently out of the office and am checking voice mail but not email. I will return on August 1, 2007."

5. Set the start and end dates for using this message.

6. Click **Save**. The away message feature is enabled immediately.

Saving messages you send (Back to Top)

The **Sent** folder contains copies of mail messages that you have sent. You can delete your copies at any time.

By default, **Save to Sent** is enabled. You can change this from the **Preferences**, **Compose** tab.

Creating Personas (Back to Top)

Creating different mail identities, called personas, allows you to use multiple email addresses from your mailbox. You might want to do this to manage different roles in your job and personal life from this single email account.

To create a persona open the **Preferences** tab and configure the following:

1. On the **Accounts** tab, click **Add Persona**.

2. In the **Persona Settings** section enter a name for this persona. This name is used to identify the persona in the From list when composing an email. It does not appear in the email message.

3. In the text box below **From:** type the name that should appear in the From field of your outgoing email messages (for example, John). This is the friendly name that is shown before your email address. In the second box, select the email address to send messages from. Your account configuration may let you create an address.

4. If replies should be sent to a name and address different from that which you configured in From, check **Reply-to**. Enter the name and address that should receive replies for this identity. For example, replies to training messages John sends should be sent to *Team Training* at training@xample.com.

5. You can select a signature to use for this persona. If you have not created the signature, you can come back and edit this persona later. If you do not want the signature to be applied automatically, select **Do Not Attach Signature.**

6. If you want messages in specific folders to automatically use this persona, check **Replying to or forwarding messages in folder(s)**. Click the folder icon to select one or more folders from the list of existing folders or to create a new folder. Type a comma or semi-colon to separate folders entered in the box.

7. Click **Save** to save this persona.

If you need to create the signature, go to the Signature tab after you click Save. See Using a signature.

Changing your default time zone (Back to Top)

The default time zone setting that is displayed in the **Preferences>General** tab is used to localize the time for received messages and calendar activities in the standard web client.

When using the standard web client, the time zone on the computer is not used to set the time a message is received or for calendar activities; the time zone setting in the Preferences>General tab is. However, when using the advanced web client, the time zone setting on the computer is used to as the time stamp for received messages and for calendar activities, not the time zone setting on the General tab.

- Because the advanced web client and the standard web client do not use the same time zone source to render messages, you may notice that the same message has a different time when displayed in one or the other client. You can avoid this by having the computer time zone and the web client time zone set to the same time.

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FAVORITES FROM INTERNET EXPLORER SAVED AS A FILE

1. First create a new folder under MY DOCUMENTS. Label it Favorites IE
   a. Rightclick START | click EXPLORE.
   b. Scroll up to the MY DOCUMENTS folder. Click once to highlight.
   c. Click File | New | Folder. The new folder will be listed on the right screen at the bottom.
   d. Type Favorites IE in the box and doubleclick.

2. Click the big E icon on the bottom taskbar or on the desktop to open INTERNET EXPLORER.
3. Click FILE | Import/Export to bring up the Import/Export Wizard.
4. Click NEXT and select Export Favorites.
5. Click NEXT. FAVORITES will already be highlighted. Click NEXT
6. When the choice is given to Export to a file or address, click BROWSE.
7. Locate and doubleclick on the FAVORITES IE folder that you created under MY DOCUMENTS. Name the file **Favorites**.html. Click SAVE.
8. The Import/Export wizard will reappear, showing the path to the file you imported, Favorites.html. Click NEXT.
9. On the 'Completing the import/export' screen, select FINISH and OK.
10. Rightclick START | EXPLORE. Scroll up to the MY DOCUMENTS folder and click the +. Doubleclick the FAVORITES IE folder to view your list of favorites/bookmarks.

11. Click PRINT to make a hard copy.
12. Rightclick the Favorites.html and select CREATE SHORTCUT. Rightclick the shortcut and select SEND TO DESKTOP.

Note - You may want to create a shortcut and drag it to Quick Launch taskbar next to your Start Key. When you want a favorite web site, click on the shortcut and click on the Favorite to go to the web site.

Note – You can use your Word program to create an Index page for your Favorites.

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Search for an AOL Favorite Place:

1. On the AOL Toolbar, click **My Favorites** or **Favorites**.
2. Open all the folders in your Favorite Places by clicking on the yellow folders until all the favorite places are listed and the folders look open.
3. Hold down the **CTRL** key on your keyboard, then tap the letter **F**.
4. In the **Enter Word(s):** box inside the **Find in Top Window** window enter the name of the Favorite Place you want to find, then click the **Find** button.

   Example: Favorites highlighted, holding down CTRL and tap the F key on the keyboard. Type Storm in the Find box that comes up. The Favorite place The Storm is highlighted in the list of Favorites.

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Once in a while we just have to stand back in awe of our government . .
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The Food Stamp Program , administered by the U.S. Department of
Agriculture , is proud to be distributing this year the greatest
amount of free Meals and Food Stamps ever, to 46 million people.

Meanwhile, the National Park Service, administered by the U.S.
Department of the Interior, asks us "Please Do Not Feed the Animals."
Their stated reason for the policy is because "The animals will grow
dependent on handouts and will not learn to take care of themselves."

Thus ends today's lesson in irony.
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Jmax

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 HELP 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 TheVCC-subscribe@yahoogroups.com

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