

# WAUCTALK

<https://wauc.apcug.org>

Main@WAUC.Groups.io



VOLUME 40 Issue #10

October 2023

**November 2nd, 2023**

**Hewie Poplock**

**The Browser—**

**Your Most Important App**

Jackson Park Lutheran Church  
4535 West Oklahoma Ave  
Milwaukee, WI 53219



**November 9th**

**Tutorial SIG**

**November 16th**

**Q & A SIG**

**November 21st**

**WAUC Luncheon \***

**November 29th**

**Investment SIG \*\***

**November 30th**

**Tablet/Phone SIG**

**\*Meyer's Restaurant**  
4260 South 76th Street  
Greenfield WI

**\*\*Wauwatosa Public Library**  
7635 West North Avenue  
Wauwatosa, WI



# UPCOMING PRESENTATIONS

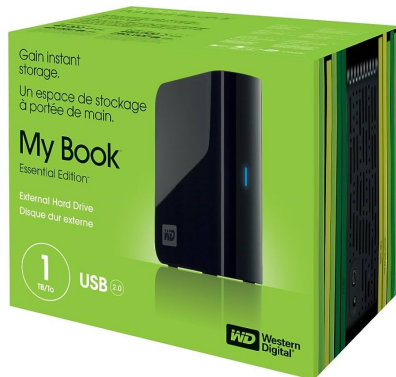
**December -**

**WAUC Annual**

**Christmas Party**

## RAFFLE

**To be drawn at the ANNUAL  
WAUC CHRISTMAS PARTY**



**Tickets will be sold  
at all General Meetings  
\$2 each or 3 for \$5**



*September 2023 WAUC Lunch*

Have you heard of that new band, "1023 Megabytes"?

They're pretty good,

But they don't have a gig just yet.



**Robert J. Banerian, CPCU, ARM**

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West Allis, WI 53214

Fax: 414-259-1398

*September 2023 WAUC Lunch*





## SEPTEMBER 2023 TUTORIAL SIG

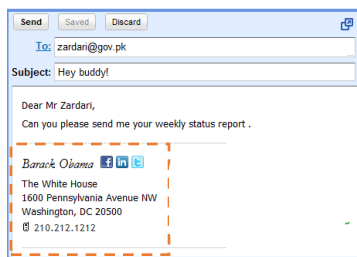
Jim Hempel, Jan Mlagan, JJ Johnson, Julia Rice, Tom McAndrew, Margaret Cortez, Rita Bruce, Louise Bozek, Romaine Artus, and John Schwarzmeier were in attendance.

After some general comments and discussion, the meeting format was described. This Tutorial SIG focused on email. We watched four videos about Gmail, Outlook, organization of messages and clearing the clutter.

We started with a video entitled “How to Use Gmail, a Tutorial” by Anson Alexander. The link to this video is attached if you wish to watch it again or in case you missed that meeting. The subjects that Anson covered are: the Gmail user interface, how to start composing a new email and managing your email inbox. [https://www.youtube.com/watch?v=OD7H4p\\_luvs](https://www.youtube.com/watch?v=OD7H4p_luvs)

He went on to discuss how Gmail uses folders that have been pre-defined by Google and continued with a discussion about the All-Mail folder, what’s different about it and how to use it. Then the video turned to an explanation of the use of labels to sort your email. It continued with a portion on Gmail Settings and the difference between threaded and conversation modes.

Gmail, as with other email systems, allow you to set up your own personal Gmail signature, even multiple ones if you choose. The video ended with explanations of Gmail’s Inbox Settings, how to use the powerful search engine embedded in Gmail, and how to use Gmail add-ons. He pointed out that your Contacts are separate from the Gmail but easy to access.



Before moving on to the next video, we discussed some questions. Julia wanted to know if it was necessary to update your Gmail account. If you are using Gmail on your computer, at the website

mail.google.com, you will always be using the latest version and no updates are needed. If you are using an app on your cell phone, then you can go to the Play Store and check if you have the current version or need to update it.



We had a question about nested folders. They are similar to the foldering system used in File Explorer on a Windows PC. Basically, they start with a main folder that contains sub-folders under it. Tom offered an example of a main folder that you call 2023 for the current year and then create nested or sub-folders for each month of the year.

Louise wanted to know if a Scheduled Delivery email is used, will the sender still be identified or traceable. Yes, the sender is identified.

Our next video by Kevin Stratvert is called “Top 15 Gmail Tips and Tricks”. The link for this video is” <https://www.youtube.com/watch?v=g6zYF7fbJk8>



The third video was entitled “Too Many Emails? Use these Proven Techniques”, Leila Gharani was the presenter and used the Microsoft Out-

look email system for her examples. Her discussion began with an overview of the different email management systems. They range from an extreme “0 Emails left in Your Inbox” to simply leave all of them in your inbox. Both are quite extreme and can cause you to waste time. The preferred way is somewhere in between.

Tips included: Develop an email routine, such as a time reserved in the morning for email.



Know how to turn off notifications so you are not constantly reminded to look at email.

Use the ability in Outlook to work on your email offline.

Use action based folders to keep the number of folders low, vs topic based.

Learn the shortcuts provided by the Outlook mail system as well as most others.

Try turning your email into appointments with a minimum of steps

Adjust your startup folder to suit your needs

After you clean your inbox, consider setting up email rules.

Consider color coding, and conditional formatting.

Jan asked about the use of Unsubscribe. Does it lead to further emails? Generally, if you unsubscribe from legitimate businesses, they will simply and easily end that subscription. Examples would be Amazon, Home Depot, Macy, etc. If I didn't want them anymore, I would unsubscribe. If it was from some unknown entity, I'd send it to Trash, Junk or Spam and not use the Unsubscribe function.

The last video we watched was "How to Get Your Gmail Under Control" by Simpletivity. Your Gmail inbox can easily get out of hand. Too many emails in your inbox and it's easy to get confused and not know where to start. In this video, Scott Friesen shows you an easy method to manage your Gmail inbox so you know what to do next.

Scott proceeded to describe some his techniques, such as using labels like Action Requires, Complete, and Waiting for Response. He suggested the user get

familiar with tools available in whatever email system is being used, such as, folders, labels, rules, color coding, searching, snooze email and

filters. And don't forget about the Archive function to keep emails for future reference but out of your day-to-day work. Watch the entire video at: <https://www.youtube.com/watch?v=1bektiDahk>

Finally we discussed the two basic types of email systems, their pros and cons. These two types of email are web based email and client based email that is email that requires a program to run on your device. Web-based and PC-based are different ways to ap-

proach email.

As you can imagine, there are arguments in favor for and against each. Which one is most appropriate for you depends on many things, not the least of which is what "feels" right to you.

Here are some comments from the Ask Leo website. Web-based email, as the term implies, uses a website as a portal to your email. Using your web browser, you visit the site provided by either your ISP or a third party or log in to read, send, and otherwise manage your email online.

The huge advantage of web-based email is that there's nothing to install, and your email is available on any internet-connected computer at any time. All in all, it's pretty convenient. The major downside of this is that you need an internet connection and if you don't have one, you can't get email. Gmail, Outlook and Yahoo are examples of this.



Client based email is different in that you download the email to your pc. Downloaded email uses an email program installed on your computer, which connects to your email service to download

your email to your computer's hard disk. You then read, send, and otherwise manage your email on your computer, connecting to the email provider only to send and receive messages.



You do not need an internet connection to work on your email. You do, of course, need a connection to send or receive new email. These programs tend to have more email management features. While they may provide more options and tools, the downside is that they may be more complicated to use at times. We did not view this video but I thought it might be helpful to those who want to know more about these two email systems.

<https://www.youtube.com/watch?v=48rNqxz-KCI>

Jim Hempel

## SEPTEMBER 2023 Q & A SIG

Those present included Jim Hempel, Don Skarda, John Schwarzmeier, Terry Harvey, Richard Durand, Jan Mlagan, Margaret Cortez, Julia Rice, Rita Bruce, J J Johnson, Betty Robinson, Marcia Zientek, Kathy Mueller, Louise Bozek, and Tom McAndrew.

Julia had the first question of the evening. Is there another way to answer her cell phone? She's having trouble answering by swiping. It may be easier for her to use the side buttons. Go to SETTINGS, ACCESSIBILITY, INTERACTION AND DEXTERITY, tap on ASSISTANT MENU, toggle to ON, scroll down to REPLACE SWIPE WITH SINGLE TAP and toggle ON. Once this setting is enabled you will be able to respond to alarms and alerts by tapping instead of swiping across the screen. When you get an incoming call you can simply tap the green phone icon to answer or the red phone to decline.



Another way to answer a Samsung phone is to use the side buttons. TAP THE GREEN PHONE APP, TAP ON THREE VERTICAL DOTS IN UPPER RIGHT CORNER, SETTINGS, TAP ON ANSWERING AND ENDING CALLS, TOGGLE ALL THE BUTTONS ON THE SCREEN TO ON. Now to answer your phone you may touch the VOLUME UP key, to end a call use the VOLUME DOWN key.

Jan notices when she's talking on the phone her screen goes black. She would like it to stay lit. If you tap the power button the screen will light up again.

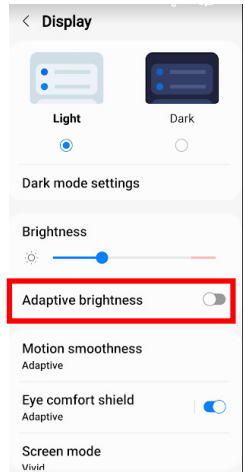
Richard is concerned if he taps the power button the phone will shut down. To tap the power button just "wakes" the phone up. To shut down you must long press the power button.

Don't forget all the Google Assistant (Okay Google) or Siri (Okay Siri) can do for you. If you allow the assistants to always be ON, you can ask them to, "Okay Google/Siri, answer the phone." You may ask these assistants to call any contact in your list, open an app, play a song and so much more. Make sure it's set up on your device.



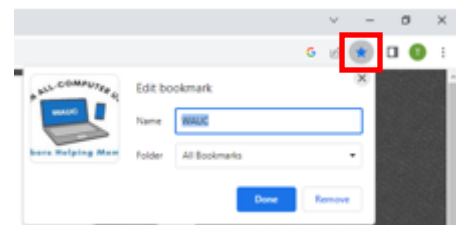
Rita asked why her phone gets so dim when she moves away from the light. That's due to auto-

brightness in the OFF position. Your phone (or tablet) has several power saving features which control when the screen dims or switches off. For instance, it's normal for the screen on your device to switch off when you make a call. The screen will dim when you move the device next to your ear or if you use the speakerphone. To change this setting go to SETTINGS, DISPLAY, ADAPTIVE BRIGHTNESS and toggle ON. Also, make sure the EYE COMFORT SHIELD is always ON as well. This will filter out a portion of the blue lights.



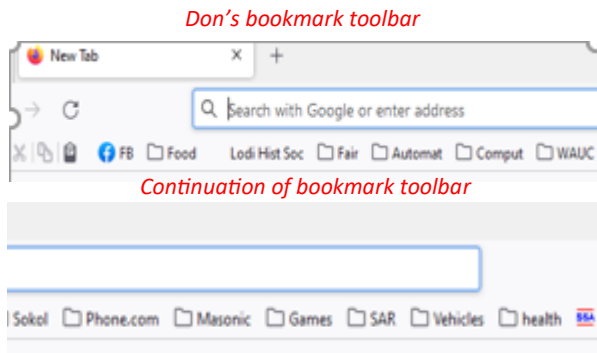
Often when Rita says, "Okay Google" the assistant doesn't respond. If you would like the Google Assistant always ON, and make sure you have the latest version. To check go to the Google Play Store and search for the app. If there is a new version it will download and install it. If there isn't a new version just tap OPEN. To enable the assistant, go to GOOGLE ASSISTANT APP SETTINGS and TAP AND HOLD YOUR FINGER ON THE APP. A box will open, TAP SETTINGS. Make sure there's a check to the left of HEY GOOGLE & VOICE MATCH. If you would like the ability to talk with Google when your LOCK SCREEN is locked, on the same SETTING screen, tap LOCK SCREEN, then ASSISTANT RESPONSES ON LOCK SCREEN toggle to ON.

Louise doesn't understand what bookmarks are nor how to use them. Bookmarks on a phone are a place holder for a web page that will allow you quick access to that page instead of having to browse for it. Instead of typing a web page in Google, clicking the bookmark will direct you to that page immediately. To bookmark a web page open the Chrome app, go to the site you want to bookmark, to the right of the address bar tap MORE (the three vertical dots), then tap the STAR. To open the bookmark open the Chrome app, at the top right tap MORE



(the three vertical dots), select the desired BOOK-MARK.

Don is very organized and showed his bookmark toolbar with folders. He's in a number of organizations and has a folder for each organization. When he clicks on the desired folder it will show all his book-marks pertaining to that organization. Pretty slick!



Then Don shared a game he plays every day. It's from the New York Times and a new game comes every day. It's called "Connections." Move over Wordle.....you've been replaced with my free time for Connections. I can attest to how much fun it is as I looked up how to get many games and played them from the end of the SIG at 9:00 PM until 12:30 AM. In the game you get a screen with 16 squares and in each square is a word. The premise of the game is super simple: match the given words into groups of four based on what they have in common, or what connects them. The connections can be simple like fruits, articles of clothing or cities. Some are super tricky, so think about it. You've been warned, it's very, very addicting. You can get them daily from the New York Times or download the game from the Google Play Store, or at [connectionsgame.io](https://connectionsgame.io).



Marcia recommends a game from the Microsoft Store. It's just called Sheepshhead. If you like to play five-handed Sheepshhead you are going to love this game. On

occasion it glitches and makes a mistake but it's still loads of fun. I play another Sheepshhead game on my phone that's great fun too. It's available in the Google Play Store



and is also called Sheepshhead.

This really was a Q & A SIG but we learned so much about our phones. More to come next week at the Phone and Tablet SIG.

Terry L Harvey

## SEPTEMBER 2023 SMARTPHONE SIG

Jim Hempel, Don Gardener, Rita Bruce Terry Harvey, Louise Bozek, Margaret Cortez, Betty Robinson, Richard Durand, Don Skarda Dale Voit, Jan Mlagan, JJ Johnson, Julia Rice, Kathy Schnagel, and Louise Dahms

Julia started us off by saying she wanted to cut the cord, that being the Internet TV cable. She is getting an Amazon Fire Stick and wants to know if she needs an antenna. Good question to start off the discussion.



Right now, cable TV is providing the signal to her TV. She is getting the local channels and other

channels that were selected by Spectrum. She is getting these and paying for them whether or not she watches them. After this paid service is dropped, there will be no signal to TV – it will probably show a black screen with an error message like "No signal detected".

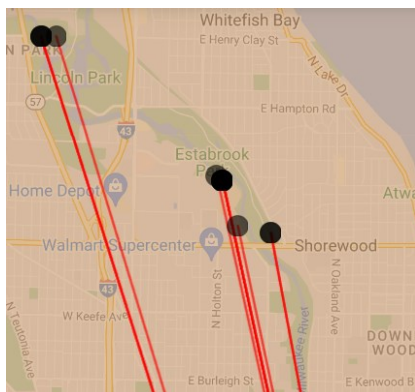
This is easy to correct by connecting an antenna to the coax connector on the rear of the TV. Julia will need to pick up an antenna to get started watching OTA (over the air) TV. The best type will depend on your location and the type of residence you have. There are so many indoor antennas that work well, are fairly affordable and can be installed easily by attaching the flat device to a window or even just resting it nearby.





The higher up the better when it comes to installing them, and whenever possible, they should face in the direction of the broadcast towers in your area, or at least the one for the channel you are most concerned about picking up. In either case, the quality of the reception can depend on how far away the transmission towers are and what obstacles are between them and your antenna, such as tall trees, mountains or buildings.

For us in Milwaukee, here are the broadcast locations that you should point to. In the right map, those two outliers are low power special purpose broadcast-



ers. The furthest is channel 52, the other is channel 23. Let's take a closer look at the two dots above Milwaukee by expanding this map. When you expand it enough in the map on the right, you'll see those two dots above Milwaukee actually become six broadcast towers. They are all in the same general direction. The major networks — such as Fox, ABC, CBS, NBC and PBS — all broadcast OTA from this one general area.



This antenna does not provide the option to record broadcast TV which is usually an extra cost option for cable TV. There are a number of solutions that

can record OTA, called OTA DVR's. In this case, you purchase the OTA DVR and then skip monthly rental fees.

Since this SIG was on Thursday and the Packers were playing, we began a discussion of Thursday night NFL games. All these Thursday night footballs games are now carried by Amazon Prime. So do I need Prime to watch Packers? No, since we are considered to be in their viewing area, we can watch all Packer broad-

casts on OTA for free. Once you move out of the teams designated home viewing area, you would not be able to watch them on OTA. However if



you had the \$140 annual Prime subscription, you'd be able to watch and/or record these games to watch later. That recorded football game could be shared with other Prime members.

Louise asked about an app that can be used to help find your car. These apps are easy to use and there are a number of them. When you are about to leave your parked car, open the app and mark its location. Then when you want to return, the app will give you clear directions based on the cars GPS coordinates that recorded earlier. The one I use looks like this.

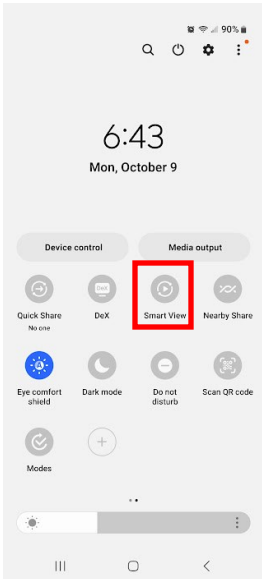


Next, we took a look at a couple ways that you could work on your things that are on your phone using your Windows computer. Win 10 and 11 have an app called Phone link, formerly My Phone. This app works with both Android and Apple, although with a limited feature set for now.



There are a lot of benefits of this app. For example, you can type your texts or emails on your large pc keyboard. Others include: Send and receive texts, Make and receive phone calls, Mirror your phone's notifications, See and share recent photos from your Android device. This link will take you to a video for more details on Phone Link. It's less the 5 minutes long. <https://www.youtube.com/watch?v=V4JkTLjdX70>

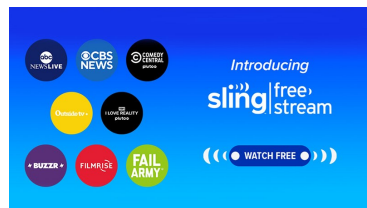
The next topic dealt with watching content that is on your phone on the big screen, your TV. You can easily do this if you have a smart TV. But even if its not a smartie, you can add a streaming stick to the HDMI input. There are multiple models that work nice, like Roku Stick, Amazon Fire Stick,



Chromecast and others. Many cost less than \$30 to implement. Your phone may have the capability already to send the signal to the TV, like Smart View on Samsung phones. On other models, you might find it under System or Display. It might be called Mirror my Phone or Casting to TV. If your model phone does not have it built in, there are plenty of apps in the PlayStore to provide this ability. Here is a short video to get

started. <https://www.youtube.com/watch?v=owGwlipCZE8>

For our next topic, we took a look at the Sling app available on most devices – Android, Apple, Chromebook and Windows. Sling lets you stream on-demand movies, live TV shows, and live sports instantly on all your favorite devices. Watch TV online anytime, anywhere.



Sling Freestream is a free, ad-supported service that offers streaming content from over 335 live channels. It's available online

or via the Sling app on Roku, Amazon Firestick, Xbox, and most smart TVs.

Sling TV is a paid, subscription-based service that provides access to additional live channels. Sling offers two different channel packages. Each starts at just \$40 per month, but the best deal for the service may be to get both packages for \$55 per month.

Using this free app, you will have access to live news channels include ABC News Live, CBS News, Bloomberg, Busi-

nessweek and more, while sports content is available via channels like Barstool Sports and Over-time.

There are plenty of history, science, educational and true crime channels offered as well, in addition to international content and Spanish-language channels.



A variety of movies can be found on channels like Cinevault and Hi-Yah!. Visit the Sling Freestream guide page to view the entire channel selection.

For more details on the Sling Freestream, go to this link to view their website. <https://www.sling.com/freestream> . Or watch this YouTube tutorial on Sling Freestream. <https://www.youtube.com/watch?v=54DPcJqBXaU>

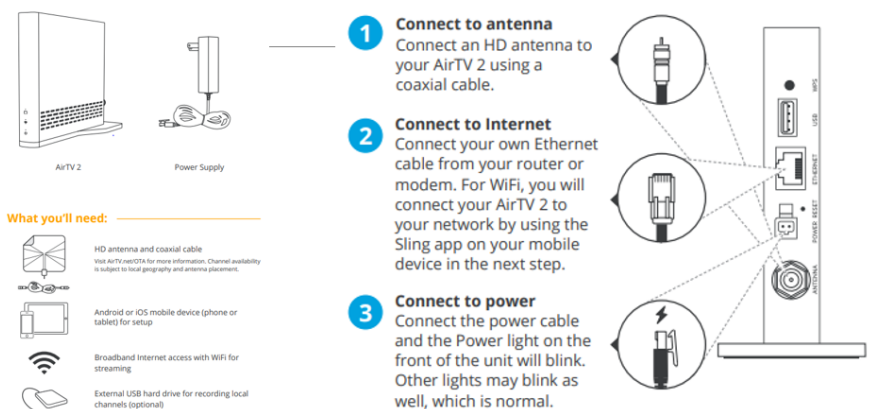
Two models of Air TV2 are available. One distributes the TV signal inside your home, while the other one can distribute the signal anywhere in the world. Pretty amazing!

Air TV connects to your Smart or Connected TV through your home WIFI network. Obviously then you will need a WIFI signal and you will need an HD antenna which plugs directly into your AirTV player.

This is a short video <https://www.youtube.com/watch?v=fDLN3jZUIFY>

Jim Hempel

## Connections





## SURVEYS

Has anyone else experienced an increase in surveys? I don't know about you, but it seems that any business, organization, or any kind of entity, that somehow has acquired my email address or my phone number, sends a request for a survey. Amazingly, when I call a bank or credit card company, among others, I am somehow selected to receive and participate in some kind of survey if I hold on after the call business is completed. And it seems this usually happens when before the call begins there is an automated message that "This call is being recorded for quality purposes."

The most common question in these surveys, often-times the only question, is, "How likely are you to recommend our business (organization or entity) to



your friends?" The requested response usually is on a scale of one to five or sometimes one to ten. Pressing a number on a phone or computer is not too

challenging, but sometimes pressing anything less than a five or ten generates a question of why I didn't press the max score possible, a five or ten usually. Therefore one has to be at least prepared to give some kind of answer. In a perverse sort of way, this serves as a kind of motivation to just press a five or ten.

And of course, some surveys have a lot more questions, especially from hospitals or health care organizations. "Did the staff member answer all your questions?" or "Did the staff member treat you with respect?" Questions like these may only require pressing a one or two. And if in rare occasions, I press a 2 for no or I don't give the max score of five or ten, there might be an empty box on the screen that appears where I have an opportunity to enter a more detailed answer. Maybe it's just my imagination, but it seems that staff behavior has improved in the last few years, and maybe it's because of these surveys. What else do managers have to go by?

Is this just a temporary fad or is this the shape of

things to come? If other respondent's answer like me, making most of the answers at the max, maybe the number of these surveys will decrease. The value of these surveys will just decline. Of course, if there are even more surveys and/or with too many questions, I just might become motivated to not complete them by hanging up prematurely or logging off. And if enough of us do this, maybe there will be less surveys requested. I'm not there yet. Surveys have not become too long to complete and requested of me too often. But if the number of surveys gets to be too much, or if the number of questions increases, I reserve the right to change my mind. Time will tell.

Richard Durand

## SEPTEMBER 2023

### GENERAL MEETING

The meeting began promptly at 7:05 p.m., with President Don Skarda presiding. Romaine Artus announced the upcoming Christmas party and provided a sign-up sheet for those interested in attending the monthly luncheon. Bob Banerian provided the Treasurer's report, while Richard Durand mentioned that the Investment SIG would not be held in January or February due to weather conditions. Richard also shared that the Wauwatosa library is an excellent meeting location and that he attended a 'Love thy Neighbor' meeting that is a resource for seniors. The Club plans to attend the next meeting on October 12th at the Wilson Park Senior Center from 1 to 2 p.m.

Bill James presented the evening's topic, 'How to upgrade from Windows 10 to Windows 11'. He explained that users could postpone the upgrade until September 2025 and discussed changes in the taskbar setup, file manager, and directory tree. Bill also introduced a new feature called 'Co-Pilot', which uses artificial intelligence to help with tasks such as typing and information gathering on the internet. He also mentioned the use of 'Storage Space' to remove unnecessary files and folders from computers. The presentation ended with a Q&A session and concluded at 8:45 p.m.

Tom Martini

**WAUC: Wisconsin All-computer Users Club**, WAUC was established to provide an educational forum for people interested in learning about computers and related devices. WAUC provides educational programs and publications for its members, as well as providing social and charitable opportunities for the membership. While WAUC is a private club and doesn't share any member information outside the club, we encourage members to interact with other members and to facilitate this we publish a membership directory, an email, and promote via a public Facebook group where we often add pictures of group events and our public website.

**WAUCtalk** is a publication of the Wisconsin All-computer Users Club. WAUC is a computer club dedicated to promoting and instructing the use of computers by WAUC members. WAUCtalk is emailed to all WAUC membership. Free advertising is available to all WAUC members. We are not responsible for omissions or errors.

**WAUC Application for Membership / Renewal**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**email** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**What do you want to do with your computer?** \_\_\_\_\_

**To join WAUC, please send a completed form along with a check for \$30 (\$15 after July 1st) to cover dues from January 1st through December 31st, 2024.**

**WAUC**

**% Bob Banerian**

**P.O. Box 340883**

**Milwaukee, WI 53234-0883**

