



PLATEAU PC USERS GROUP, INC GAZETTE



March 2017

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 www.PPCUGinc.com

March 2017

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 23, Issue 3

This Month’s Meetings

Photo Editing Workshop
Thursday, March 9 at 1:00 P.M.
At FFG Library Bldg.

Plateau Photography Club
~~**Cancelled Thursday March 16**~~
~~**At FFG Library Bldg..**~~

General Meeting
Monday, March 20 at 3:00 P.M.
At Christ Lutheran Church FFG



The March Program at FFG Christ Lutheran Church

Protect your computer and your identity.

Bob Willis, one of our Directors will cover how to protect your computer and your identity.

Learn how to protect your home network and how to avoid the latest scams. What to do if you suspect your identity has been stolen. These are just a few of the many questions that will be addressed at this month’s meeting

Malicious cyber activity is rampant today. Learn about the various types of virus and malware and how to protect your computer. Passwords and keeping your computer and its programs current is your first line of defense.

Away from home, free Wi-Fi may be costlier than you think, learn about that too.

Inside This Issue

Club information and Phone numbers	Page 2
Upcoming Events	Page 3
Cool Tips & Sites—	Page 3
General Meeting Minutes February 20, 2017	Page 4
Review: Traffic Light by BitDefender	Page 5
Voice Control: Cortana, OK Google, Siri & Alexa	Page 6
Change Your Outlook Email Address	Page 9
Synch. mail, contacts, calendar, notes on your devices	Page 11
How to protect yourself while on the Internet	Page 12
PPCUG Application for Membership	Page 15
February 2017 Calendar	Page 16

Winter Hours start at **3:00 P.M.** (October though March)
Summer Hours start at 6:00 P.M. (April through September)
Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group.

Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting July 1, 2014. with partial years dues as follows:

Due Date	Jan-Mar 2017	Apr-Jun 2017	Jul-Sep 2017 Annual Dues	Oct-Dec 2017
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

Student memberships (21 and under) are \$10 annually. Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company.

Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

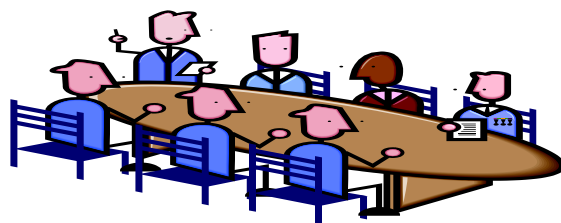
It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

DISCLAIMER: No warranty, express or implied, is made by the PPCUG, the Gazette editorial staff or its contributing editors. This extends to all losses incidental or consequential from the use or non-use of any information in any issue of the Gazette.

All images used in the newsletter, website, blogs, class materials or handouts ("media") are obtained from a "free use" source, preferably images that have been released as "CCO Public Domain".

2016-2017 PPCUG, Inc. Board Members



President	Steve Rosenstein	(931) 742-0151
Vice-President/ Compliance	Jim Buxton	(931) 456-6009
Treasurer	John Krueger	(931) 707-3677
Secretary	Open	
Past President	Carl Nordeen	(931) 456-5597
Programs	Open	
Membership	John Krueger	(931) 707-3677
Publicity	Mary Anne Nordeen	(931) 456-5597
Gazette Editor	Gordon Botting	(931) 456-2184
APCUG Rep	Steve Rosenstein	(931) 742-0151
Equipment Custodian	Bob Willis	(931) 456-6511
Webmaster	Alan Baker	(931) 788-2201
	Directors at Large	
Alan Baker	Gordon Botting	Richard Del Frate
Barbara Duncan	Bob Willis	Linda Yates

Director Emeritus Don Lewis

SIG Leaders

Photo Editing Workshop	Ed Thornblade	(931) 456-6020
Plateau Photography Club	Jim Mansfield	(931) 484-6920

News of the Special Interest Groups

Up Coming Meeting for March 2017

Note: Summer Hours & Location

The next General Meeting of the
PLATEAU PC USERS GROUP

Will be on April 17 at **6:00 P.M.**

at **Christ Lutheran Church**

481 Snead Drive FFG

(corner of Snead & Lakeview Drive)

Classes

Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

Cool Tips & Sites

Easy Google Maps

Looking for a map? Sure, you could click to Google Maps but why not let Google bring the maps to you? Just type in the name or U.S. zip code of a location followed by the word "map" and Google will show you a map of the location. Clicking on the map will take you to a larger version on Google Maps.

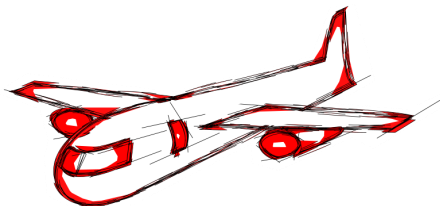
Powered by



Flight Status

Waiting for someone's flight to arrive?

To see flight status for arriving and departing U.S. flights, enter the name of the airline and the flight number into the Google search box. You can also see delays at a specific airport by typing in the name of the city or three-letter airport code followed by the word "airport".



The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

A photo editing workshop is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Ed Thornblade.

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

PPCUG General Meeting Minutes February 20, 2017

The Cloud, Uses, File Storage and Sharing

Presented by; Alan Baker

Alan Baker, PPCUG member, will cover the definition of “The Cloud”, review the key uses for The Cloud and introduce some popular cloud applications for file storage and sharing, including backup/restore. The presentation will then cover details of Dropbox as a good file storage and sharing application and iCloud as a popular backup/restore application. The audience will be encouraged to try one or more free file storage applications to learn more and evaluate the user interfaces. He will provide an online handout with resources to learn more, including video tutorials.

The meeting room at Christ Lutheran Church of Fairfield Glade was full today. It looks like the topic was one of more than usual interest to those present. Alan could make the study of paint drying interesting and he was in great form for this presentation.

Just what is the Cloud? Basically, the Cloud is nothing more than the ability to make use of computer capacity and services provided by others, through the internet. The providers of this service and capacity may provide a certain amount of storage and service at little or no cost while having additional capacity available at additional cost for those who need it. Along with storage capacity, software/applications/programs are also provided which provide for a means of creating manipulating and selectively sharing files with other devices through the internet. This allows access to the data from anywhere as long as authorization is given.

Why would someone need to use the Cloud? Today's programs, games, digital pictures, movies and music files can use up an awful lot of storage space. Even though drive size on newer computers can be large, it can soon become taxed. In addition to the added storage capacity available online is the very real issue of protecting all the information on your computer. Backing up your computer on another portion or partition, of the very same computer, which is a common practice by many, if backing up is even done at all, does not give much protection. The Cloud when used for backing up gives a much greater degree of protection should your hard drive fail or your computer is lost, stolen or damaged by lightning, fire or any other reason. Alan suggests that iDrive is a product recommended for the purpose of backup. It has many features including military grade encryption to protect your information. It allows combining multiple devices (PCs, Macs, iPhones, iPads and Android devices) into a single account. iDrive has many additional features that make it flexible and give the ability to share information via email, Facebook and Twitter. Presently it includes 5GB of free storage with plans available at for higher capacity at increasing cost. Google Drive is another popular resource currently giving 15GB of free storage and like iDrive can be accessed from any smartphone, tablet or computer so wherever you go, your files follow. Google Drive used with Google Docs, Sheets and Slides applications (freeware) provides not only storage but also an “office type suite” of applications, which allow creating documents, spreadsheets and presentations within the apps, which are automatically saved on Google Drive. This is also compatible with MS Office files.

Dropbox is one of the older and more popular storage and sharing sites. Dropbox is a home for all your photos, docs, videos and these files and will automatically show up on all your devices. This allows access to everything from anywhere. This allows easy sharing with others. Currently Dropbox offers 2GB of free storage with 1TB for \$10/month available.

Adobe Creative Cloud is particularly good for those who may work with graphics and images. Create and work collaboratively while sharing access to your work or that of others with powerful imaging tools. This may be beyond what most of us would need but if you just do a search for this product and watch the tutorial, you will be in for a treat. I was amazed.

These are but a few of the products available for storage, sharing and syncing your data along with backup

(Continued on page 5)

(Continued from page 4)

encrypted protection against loss or damage. Each has features and programs, which like any other product, should be investigated and considered before a decision is made. To help in this regard Alan has gathered information on these as well as others in his preparation for this presentation and has made a handout available for anyone interested in learning more. The link for this is www.ppcuginc.com , click on MEETING HANDOUTS and look for the February 2017 handout. You will find a great deal more information to help learn more about this interesting product.

After the presentation portion of the program, a brief business meeting was held with Ed Thornblade leader of the PPCUG Photo Club Special Interest Group (SIG) announcing his retirement from the leadership role of the Photo Editing Workshop, which normally meets at 1 P.M. on the second Thursday of each month. Ed asked that anyone interested in taking over in the leadership position of that group to please make their interest known in order to continue this aspect of that group.

At the same time, I would like to add that PPCUG is in need of a replacement for the outgoing secretary of the organization. The main work of the Secretary in this organization involves taking minutes of the Board of Directors meeting held on the 2nd Wednesday of each month at the Art Circle Public Library at 2 P.M. These meetings normally last about 1 hour. Minutes are also taken as you see here at the general meeting on the third Wednesday of each month. By Tennessee law, we are required to have a secretary for our corporate structure.

Please understand that no organization can function without willing participants. We need you help to keep this program going. You may contact President Steve Rosenstein (931) 742-0151 or Secretary Richard Del Frate (931) 456-2251 for further information about this position.

Submitted by:

Dick Del Frate

Secretary

Review: Traffic Light by BitDefender

By Joe Durham, Editor, Quad-Cities Computer Society, IA
May 2016 issue, Qbits
www.qcs.org
joseph85_us (at) yahoo.com

I recently added an extension to Google Chrome called Traffic Light by BitDefender. This is a cross-browser extension available from the Google Play store. It purports to analyze, and notify you of tracking activities as you browse the web. Traffic Light places a green colored icon in the upper right hand corner of the screen if it determines that the site you are currently viewing is safe.

If there are tracking activities present at this site, a small yellow or gold icon is superimposed on the green light. No tracking activities are indicated if this golden symbol is not displayed.

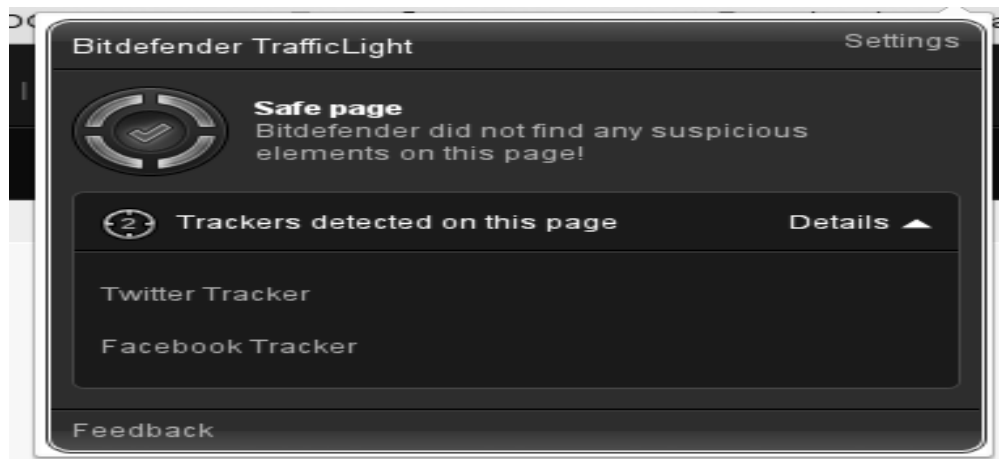
While at your website location, click on the green symbol and a menu appears that shows whether the site is safe, and below that, the number of tracking activities it detects.

(Continued on page 6)

(Continued from page 5)

A **settings** option in white text gives you the ability to configure Traffic Light to monitor those areas you wish. I choose to turn on the Facebook and Twitter protection and now Traffic Light indicates on the Facebook news-feed itself with its icon whether the feed is deemed safe.

As you look at the tracking activity, if any is seen, you can click on the **feedback** button in the menu to notify Bitdefender of your concern. goo.gl/BEQ6Id



Voice Control:

HEY CORTANA, OK GOOGLE, SIRI & ALEXA

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida
<http://sccccomputerclub.org> / Philsorr.wordpress.com
philsorr (at) yahoo.com

Remember Dragon Naturally Speaking? It was, and still is, Voice Recognition software mostly used to control the operation of a word processor like Word. Certain words were used for very specific manipulation of the cursor and the text. Naturally Speaking came on the scene and became useful sometime around 1999 to 2003, depending on how much you needed to transcribe documents into the computer. Early versions had to be “trained” by the user to recognize their individual voice, and the speed and accuracy were sometimes acceptable, and sometimes not so much. Things have really improved since then; now the manufacturer, Nuance, claims in its advertising that “Dragon is 3x faster than typing and it’s 99% accurate”. So, Voice Recognition software has really come a long way.

(For those of you, who are not familiar with Naturally Speaking, it has three primary areas of functionality: dictation, text-to-speech, and command input. The user is able to dictate and have their speech transcribed as written text, or they can have a document synthesized as an audio stream, or they can issue commands that are recognized by the program.)

Naturally Speaking is an example of a local computer application or App. All the computing needed for it to operate is on the computer that runs it. Naturally Speaking doesn’t take advantage of Client-Server technology.

(Continued on page 7)

(Continued from page 6)

If you attended one of our classes, you will recall that when an application is implemented with Client-Server technology, the heavy lifting (computer processing) is not done locally, but rather at a Server that is very powerful and very fast, but remote from the Client. The remote Server is connected to the Client by the internet, which allows rapid movement of data between the Client and the Server. So the Client App runs on the local computer and is connected to the Server Software, running in the cloud, via the internet. This combination provides the total Voice Recognition & Control System. The client collects input from the user and sends it to the Server where all the complex computing is accomplished. The Server analyses the input and develops the responses and sends them to the Client where the results are presented to the user in audio and/or display formats.

Naturally Speaking is certainly a useful product, but the voice recognition and control that has really gotten the attention of the public lately, are the intelligent personal assistants that are provided by some of the leading computer companies, Apple, Microsoft, Google, and Amazon. Apple was first on the scene with “Siri”, followed by Google’s “Ok Google”, then, with Windows 10, came Microsoft’s “Hey Cortana”, and finally Amazon’s “Alexa”.

All of these are Client-Server implementations. The Servers are somewhere in the cloud and the Client resides on your smartphone, in the case of Siri and “OK Google”, or on your laptop (or desktop, or tablet) in the case of “Hey Cortana”, or on a special device that is placed centrally located in your home, in the case of “Alexa”.

All of these assistants use a Natural Language User Interface to answer questions. You’ll need a microphone on your device to take advantage of this capability. The Client app, on the device, uses the microphone to listen for a “Wake Phrase”. After this phrase is recognized, the following intercepted speech is then sent to the Server where it is analyzed via speech recognition software, and converted to commands. The Server then uses these commands to gather answers to the original spoken inquiry. All of these assistants can make recommendations and perform various actions via their Server capabilities. (For example, a verbal request for the “weather” might yield various audible statements about the weather in your location. Or, a request for “traffic” might yield audible indications of the traffic in your location, or possibly maps indicating traffic problems. Or, a request for the best restaurant might yield a list of restaurants near your location. Or, if you have things set up, the statement “Add eggs to my shopping list” will yield an updated shopping list including eggs.)

Here are some descriptions (and advertisements) found for each of these Voice Recognition & Control Apps.

- Siri (Speech Interpretation and Recognition Interface) is a computer program that works as an “intelligent personal assistant” and “knowledge navigator”, according to Wikipedia. “The software adapts to the user’s individual language usage and individual searches with continuing use, and returns results that are individualized”, also from Wikipedia. “Hey Siri” is the wake phrase, which can be turned on or off.
- OK Google lets you do things like search, get directions, and create reminders. For example “OK Google do I need an umbrella” to see if there is rain in the weather forecast. To use “OK Google”, make sure you have the latest Google Search App and turn on “OK Google detection” in settings.
- Cortana is an App with which you can use your voice to make a call, send a text message, search the web, or open another App. Cortana can help you: schedule a meeting, set a reminder, get up-to-date weather or traffic. (Note: you need a Microsoft account to use Cortana.) “Hey Cortana” seems to be tied to the “Notebook”, and thus is setup in the Notebook-Settings, which may not be obvious. (You get to the Notebook-Settings by clicking in the search bar on the Taskbar, then selecting Notebook [the square icon under the home icon], and finally Settings.)
- Alexa is the name of Amazon’s assistant that comes with the Amazon Echo. Echo is a wireless speaker and voice command device. The device consists of a 9.25-inch tall cylinder speaker with a seven-piece microphone array. “Alexa”, the “wake word” is always on and can be changed by the user to either

(Continued on page 8)

(Continued from page 7)

“Amazon” or “Echo”. The device is capable of voice interaction, music playback, making to-do lists, setting alarms, streaming podcasts, playing audio books, and providing weather, traffic and other real time information. It can also control several smart devices. Echo requires a Wi-Fi internet connection in order to work. The Echo must be plugged in to operate since it has no internal battery.

If these personal digital assistants are successful, many more may show up. I just read that the company that brought us the SoundHound App also has a personal assistant called Hound that they hope to embed in other applications so that those Apps can be voice controlled. Imagine setting up an Uber ride by voice. (If you will recall, SoundHound is like the Shazam App, just hum a tune and it will tell you the tune’s name.) With all these personal assistants around, we certainly will never have to feel lonely.

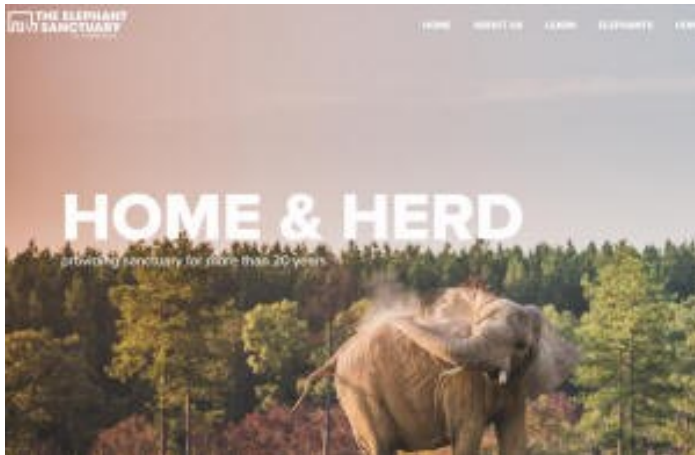
Elephant Sanctuary

Quick Tips

Century Village Computer Club
Pembroke Pines FL

The Elephant Sanctuary in Tennessee is a non-profit dedicated to providing a home, herd, rest, refuge, and individualized care for life for captive elephants.

Currently, the sanctuary houses 13 elephants who have retired from zoos and circuses. The sanctuary provides them with a new home where they can get the medical and behavioral treatment they need to live out the rest of their lives in peace.



When you arrive at the site, you will find more about the sanctuary on the main page if you scroll down, but you can also check out the About Us page from the navigation strip at the top of the page.

Notice on the main page, the ELECAM, if you click into that section you can check out the three habitats that they have setup and see what the elephants are up to. The habits are the African Habitat, the Asian Habitat, and the Q Habitat. If you click the Learn More button, you can discover the individual elephants at the sanctuary. Or you can click on the habitat name and have the elephants divided by the location they live in.

<http://www.elephants.com/>

Change Your Outlook Email Address

Century Village Computer Club
Pembroke Pines FL

Want to change your Outlook.com email address? You can't, but you can get a new email address that works with your current email account, which is almost the same thing

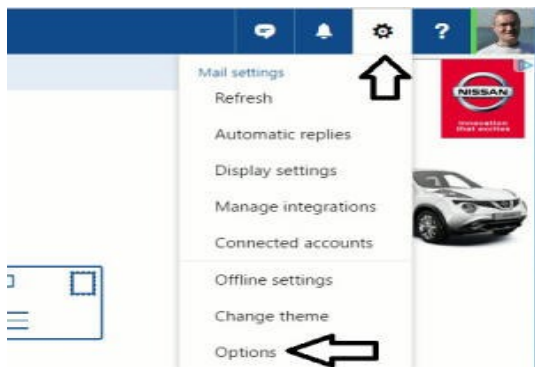
There are many reasons why you might want a new email address and perhaps your current email does not represent the image you want to convey, or maybe you started a business and want an address that clients or customers can use and which reflects the nature of your business.

Another email address can be useful when signing up for websites and services, and you could give out the other address instead of your main address, or keep an email address secret that only you and your best friends know.

To get a new Outlook.com email address you could simply create a new account, but a better solution is to add an email address to your current account. This means that if people don't know you have switched to a different email, they can still contact you on the old email.

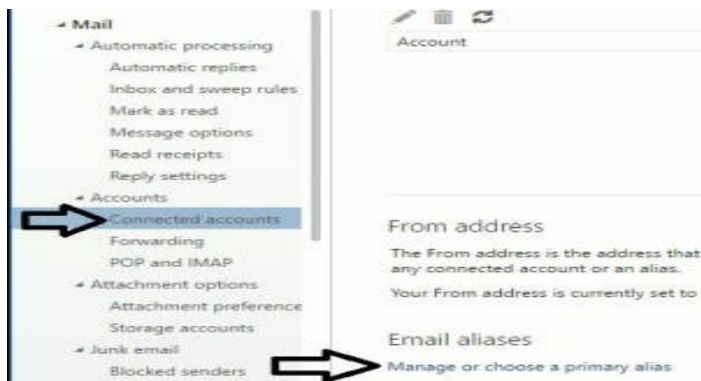
Microsoft has given Outlook.com a fresh new look and menus and settings have completely changed. If you haven't been there in a while, it can be confusing to find your way around at first. But don't worry, we've got a simple step-by-step guide to creating a new email address.

Go to outlook.com in a browser, click the gear icon in the top right corner and then click Options on the menu.



A list of options is displayed in the left panel. Choose **Expand Mail**, then **expand Accounts** and then click **Connected accounts**.

On the right is Email aliases. Click **Manage or choose a primary alias**.



(Continued on page 10)

(Continued from page 9)

You may be prompted to enter your password and sign in. This is just an extra security feature to stop unauthorized people from changing your Outlook settings.



One Outlook account can have up to 10 email addresses. You can add email addresses or remove them from here by clicking the links.

You can create one today and keep it forever or delete it next week if you don't need it anymore. If an email is attracting a lot of spam, you could simply remove it and add a new one.

You can only create 10 email addresses a year, so if you create 10 and delete five you will need to wait until next year before you can add more, even though the total is below 10.

Click **Add email address**.

Manage how you sign in to Mic

An account alias is an email address or phone number that you use services such as Outlook.com, Skype, OneDrive, Office, Xbox, Wind

Your account's primary alias is displayed on your Microsoft devices primary one at any time. [Learn more about account aliases](#)

Account aliases



On the next page you enter the email address you want to use. Every email address in the world is unique. There are millions of Outlook.com users and it is hard to think of a unique name.

You are told if the address you want is already in use and you might need to try several variations till you find one that is OK. Click Add alias.

(Continued on page 11)

(Continued from page 10)

Add an alias

Your account can have multiple aliases, each of which lets you sign in and send and receive emails with each. [Learn more about account](#)

Create a new email address and add it as an alias

rwaddilove2016  @outlook.com

Add an existing email address as a Microsoft account alias



Add alias

Cancel

Your new email address works straight away and you can tell all your friends and work colleagues. Emails to this address go into your inbox in the usual way.

Synchronize mail, contacts, calendar, notes on all your devices

By John King, SIG Leader/Instructor, Intro to Computing Class
June 2016 issue, GGCS newsletter
www.ggcs.org
john.king (at) ggcs.org

Many people have more than one computer these days: a desktop computer at home, a notebook or tablet for when you are away, and a smartphone. You can use each of these devices to:

- Send and receive e-mail.
- Check and record information about your
- Contacts, the people you interact with.
- Add or check appointments on your calendar.
- Make or consult to-do lists or notes.

However, for them all to be fully useful, you have to be able to access the same e-mails, contact information, calendar appointments, and notes on every device so they are always available wherever you are.

The Windows 10 Mail, People, Calendar, and OneNote apps make synchronizing this information on your computers and phone easy, free, and automatic. All you have to do is use the same Microsoft account (a Microsoft e-mail address and password) to log onto all your Windows 10 devices and be connected to the Internet.

You can receive an e-mail on your desktop computer and reply on your notebook or phone. If you delete the message on your tablet, it will be deleted on all your devices.

You also can add an appointment to your calendar on your phone, and it will appear on your calendar on your desktop and notebook computer. Add a new contact in People on your desktop computer, and it will be with you on your notebook, tablet, and phone.

In addition, apps for Microsoft Mail, People, Calendar and OneNote are available for Android phones, iPhones, and iPads, so you can stay in sync on those devices also. Windows 10 phones have all these apps, but few Windows 10 phones are in service.

(Continued on page 12)

(Continued from page 11)

You can even make the Microsoft Office version of Outlook 2016 synchronize your mail, contacts, and calendar on all the Windows 10 computers, notebooks, and tablets where you install it. To accomplish this, you must log onto each device with the same Microsoft account and make your Microsoft e-mail account the first e-mail account you add to Outlook. This makes Microsoft Office 365 Home for five computers a good deal if you prefer the Outlook 2016 interface for mail, contacts, and calendar.

An important requirement makes this syncing work. The first email account in the Mail app must be the Microsoft e-mail account that you will use to log onto all the devices you want to keep in sync. This first e-mail account controls syncing and cannot be changed or deleted. No Delete option exists for it.

Here's the key point: The e-mail address and password that you use when you initially set up Windows 10 becomes the first e-mail address in Mail. Therefore, you must use the same Microsoft e-mail address and password (the same Microsoft account) when you initially set up Windows 10 on each computer and phone on which you want to sync your Mail, People Calendar, and OneNote apps.

For these reasons and more, you should have a Microsoft e-mail address and password (a Microsoft account) before you set up a new Windows 10 computer or upgrade to Windows 10.

To create your Microsoft account, go to www.outlook.com and sign up for an e-mail account. If you already have a Hotmail, MSN, or outlook.com e-mail account, you can use that.

Use this e-mail address and password, your Microsoft account, when you set up and first logon to all your Windows 10 devices. You have nothing to lose and a lot to gain by doing this.

If you change your mind and do not want to use your Microsoft account to log onto your computer, you can change to a local account at any time.

How to protect yourself while on the Internet Verify data is encrypted



When sending confidential information over the Internet, such as usernames, passwords, or credit card numbers, only send it securely. To verify this, look for a small lock (🔒) in the bottom right corner of your browser window or next to the address bar (as shown below). If visible, this lock should also be in the locked position and not unlocked.



Internet Explorer secure address bar

We also suggest making sure the URL begins with **https**, as shown above.

(Continued on page 13)

(Continued from page 12)

While the lock is in the locked position, data is encrypted, which helps anyone from understanding the data if it's intercepted. When no lock is visible or in the unlocked position, all information is plaintext and could be read if intercepted. If a web page is not secure, such as an online forum, use a password you wouldn't use with protected sites, such as your online banking website.

Use a safe password

Websites that store confidential data, such as an online bank site, need to use strong passwords. Also, it is highly recommended that you use a different password for each website that requires a login. If you need help remembering your passwords, consider using a password manager.

When available always enable two-factor authentication

Two-factor authentication adds additional protection by requiring an additional step in verifying a login. Typically with two-factor authentication, after verifying your password, if the service does not recognize your computer, it sends your phone a text message with a verification code. If someone had your password but did not have your phone, even with a valid password, they cannot access your account.

Tip: Two-factor authentication should at the *very* least be enabled on your e-mail account. Most account passwords can be reset using the forgot password feature, which sends a new password or link to reset the password to the e-mail address on file. If anyone has access to your e-mail account, they could get the new password for your account.

E-mail is not encrypted

Never transmit confidential data over e-mail, such as passwords, credit card information, etc. E-mail is not encrypted and if intercepted by a third-party, it could be read.

Be aware of phishing scams



Familiarized yourself with phishing scams and techniques, which are used to trick you into divulging your account information. Online banking sites, PayPal, eBay, Amazon, and other popular sites that require logins are popular targets.

Use caution when accepting or agreeing to prompts

When prompted to install any program or add-on, make sure to read and understand the agreement before clicking on the Ok button. If you do not understand the agreement or feel it is not necessary to install the program, cancel or close the window.

Additionally, when installing any program, watch for any check box that asks if it's ok to install a third-party program, toolbar, etc. These are never required and often cause more issues than good. Leave these boxes unchecked.

Be cautious where you're logging in from

Business

Your place of work can install key loggers or use other methods of monitoring the computer while online. Someone who has access to this information could read these logs and gather usernames and passwords. Also, do not store any passwords in your browser if your computer is shared with other coworkers.

Wireless network

(Continued on page 14)

(Continued from page 13)

When on a wireless network, realize that all information being sent to and from your computer can be intercepted and read by someone nearby. Prevent this from happening by only logging onto a secure network using WEP or WPA (only use WEP if WPA is not available). If this is a home wireless network, make sure it is secure.

Friends house

Be concerned when logging into an account on a friend's computer. A computer or network you are not familiar with could intentionally or unintentionally log usernames and passwords. Finally, when logging into any site on a friend's computer, never save the password information on their browser.

Use an alternative browser



Older versions of Internet Explorer are notoriously insecure. If you are using Internet Explorer as your browser, consider an alternative browser such as Google Chrome or Mozilla Firefox. If you are running Windows 10 and want to continue to use a Microsoft browser, consider using Microsoft Edge instead of Internet Explorer.

Be aware of those around you

While at work, school, library, or anywhere that has people around who could look at the monitor, be cautious of anyone shoulder surfing. Someone could watch you type in your password, which would give them access to your account.

If you need information displayed on the screen to remain private, consider a privacy filter for the display.

Update Internet browser plugins

Often many attackers find security vulnerabilities through browser plugins, such as Adobe Flash. Make sure all installed Internet plug-ins are up-to-date.

Secure saved passwords

Make sure to store passwords and login information in a secure area. Never write login information on a sticky note or in a text file that is not encrypted.



To save your passwords, we recommend using a password manager, which stores all login information and securely encrypts and password protects that information.

When saving password information in a browser, it may be visible to anyone who has access to your Internet browser. For example, without a master password setup in Firefox, anyone can see all stored passwords

Protect yourself against malware, spyware, and viruses

Protect your computer from viruses by installing an anti-virus program on the computer. If you do not want to install anti-virus protection and your computer is running a newer version of Windows, at least have Windows Defender running on the computer. Also, having a malware protection program on the computer, such as Malwarebytes, is also a good method of protecting your computer against malware and spyware.

Use a third-party service to confirm the safety and security of a page

We recommend the free Web of Trust (WOT) tool to verify the safety of all websites on the Internet.

PLATEAU PC USERS GROUP, Inc.

APPLICATION FOR MEMBERSHIP

New Member **Renewing Member**

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable on July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting 7/1/2014 with partial years' dues as follows:

Due Date	Jan-Mar 2017	Apr-Jun 2017	Jul-Sep 2017	Oct-Dec 2017
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

Date: _____ Amount Paid: \$ _____:00, by Cash _____, or Check (# _____)

_____ **Last Name** _____ **First Name** _____ **Family Members (if family membership)**

_____ **Address:**

_____ **City** _____ **State** _____ **Zip Code** _____ **Phone Number**

E-Mail address: _____

I have belonged to a Computer Club before. Yes _____ No _____

I have used PCs since (year): _____

I have knowledge in the following areas that I would be willing to share with club members:

January 2017



April 2017



<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
						1
2	3	4	5	6	7	8
9	10	11	12	13 1:00 P.M. Photo Editing Workshop Mtg.	14	15
16 Happy Easter	17 <u>6:00 P.M.</u> General Mtg. Presentation Followed by Q & A Session	18	19	20 1:00 P.M. Plateau Photog- raphy Club Mtg.	21	22
23	24	25	26	27	28	29
30						

Note: Please see page #15 for the Plateau PC Users Group, Inc. [Application for Membership form.](#)