Minneapolis & St. Paul, Minnesota USA • Vol. 37 No.3 • October 2016

TC/PC Exists to
Facilitate and Encourage
the Cooperative Exchange of
PC Knowledge and
Information Across
All Levels of Experience

October 2016

Membership Information2
Upcoming Meetings3
What's New in MS
Office 2016?3
Nibblers6
SIG Information10
TC/PC Calendar11
Windows 10
Anniversary Edition
Has a Lot to Love12
Synchronize mail,
Contacts, etc. on
All your devices 13
Membership Application 15

General Meeting Tuesday, Oct. 11, 2016 7:00 PM

Webinar-Upgrading Your Laptop

Location: Summit Place 8505 Flying Cloud Drive Eden Prairie, MN 55344

Greg Skalka, President of Under the Computer Hood User Group, has recorded three videos on upgrading your laptop once it has reached "midlife crisis" at four years of age or older. In this video he outlines how to upgrade the hard drive on a laptop, suggests other upgrades as well, and provides hints and tips that are helpful to the do-it-yourselfer. Greg has presented at several of APCUG's Virtual Technical Conferences.

NO Tech Topics by Jack Ungerleider this month!

TC/PC is a Member of



Maps to Events

The Digital Viking

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Member Bus. Card (2 x 3½)	10.00

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Contact Sharon Walbran at:: SQWalbran@yahoo.com

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Visit www.tcpc.com for meeting details.

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TC/PC Member Benefits

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All of the above PLUS:

FREE ½ page ad on payment of each renewal

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Up to 5 newsletters mailed to your site (only a nominal cost for each additional 5 mailed)

Newsletter Staff

Editor Sharon Walbran

Contributors:

Jeannine Sloan

Upcoming Meetings

Tuesday, November 8, 2016—Atomic Data Datacenter Tour in Downtown Minneapolis. Atomic Data provides data storage and other data services to corporate clients.

Tuesday, January 10, 2016 —Anne Simpson will bring us up to date with what's going on in the on-line selling world of eBay and more.

Sometime early next year—Eden Prairie Library will give us a presentation on using their computerized resources to search for and analyze stocks and bonds.

What's New in Microsoft Office 2016

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL May 2016 issue, Sarasota Technology Monitor, www.thestug.org ndemarte (at) verizon.net

Last September, Microsoft kept to its usual three-year schedule of issuing a new edition of Office when it released Office 2016. The questions always are, What is different in this edition? Is it worth upgrading? Here are a few of the $_{\mathbb{P}}$ features you will find in this new Office. Maybe they will answer these questions for you.

The basic commands and toolbars (ribbons) have not changed much from the last few



versions. But Microsoft does often streamline and refine processes, and 2016 is no exception. The new version makes more use of One Drive, the

Microsoft cloud, in order to make sharing Office files easier. Click the **Share** button on the top right of the ribbon to open the Share sidebar. If your file is not saved to OneDrive, you will be instructed to save it there. Then type an email address or choose one from your address book in the "Invite people" box



and choose either "Send as attachment" or "Get a sharing link." This process is generally the same as in Office 2010 and 2013 except it is much easier to access.

Searching is easier in Office 2016, too, with the new "Tell me what you want to do" box above the ribbon in all the Office programs. When you click in the box, you get suggestions for things you might want to do, based on the program you are using and what you're doing with it, or you can type in a new search topic. I think this feature needs a bit more work, but once improved, can be very useful.



Another feature that has been improved in Office 2016 is called **Insights**, an expanded version of Smart Lookup. Right click a word or phrase in your document or presentation and choose Smart Lookup from the dropdown menu to open a sidebar which includes the definition, pronunciation (written and audio), explanations and examples from Wikipedia, and relevant results of a Bing web search. This feature is much more extensive than the earlier Smart Lookup. In the example, I right-clicked the word *Upgrade* and got these results. (This is only part of the list.) This feature is found in Word, PowerPoint, Outlook, and Excel 2016.

Individual Office programs also got a few upgrades, too. Excel got several **new chart types**, with intriguing names like Waterfall and Sunburst. The new Forecasting feature predicts trends based on the current data and displays them in a Trend chart.



Office 2016 also offers a few brand new features. Anyone who uses a touch-enabled laptop or device with Office 2016 or Office mobile apps

installed can use the new **Ink Notation** feature in Word, Excel, and PowerPoint. Click or touch the new Draw tab in the ribbon; choose a color and pen size and draw on the screen. Make a mistake? Use the eraser. You can highlight words using the Ink toolbar, too. PowerPoint also allows you to convert your ink drawings into shapes.

PowerPoint and Word 2016 have a fascinating new feature, introduced in Office 2013, that allows you to remove the background of a photo. (See example.)





To remove the background, insert a photo into Word or PowerPoint, select it, and click the Picture Tools Format tab. On the left end of the Format ribbon, click **Remove Background**. If needed, you can adjust the size of the area inside the picture or mark areas to keep or discard. Then click "Keep Changes" to view a copy of the photo with the background removed, leaving the original safe in your Pictures folder.

Another new feature in 2016 is the **Black theme**: a black background with white text, which is considered easier to read by some people with vision difficulties. Office 2013 featured the Colored theme, where each Office app had its own background color: green for Excel, blue for Word, orange for PowerPoint, and so on.



Excel, blue for Word, orange for PowerPoint, and so on. This is still the default color theme. The other choices are Dark Gray and White. To change the background color, open any

Office 2016 program, click File – Account, click the arrow next to Office theme and make your choice. This will change the background for all Office programs.

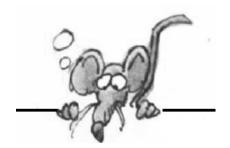
Every year, it seems Microsoft offers new temptations for Office users to move to one of the subscription versions of Office, called Office 365. Office 2016 contains some new features which are only available to Office 365 subscription users. For example, PowerPoint has two of these features: **Morph** and **Designer**. Morph is a special kind of transition, where a shape or group of text can be set to move across the screen. Designer offers design ideas for photos which appear in slides, such as arrangement on the page or coloration. It can be found on the right end of the Design tab in PowerPoint. It does not work yet with all photos; a photo must be 200x200 or higher resolution.

Only Office 365 users of Word or PowerPoint 2016 can collaborate on projects in real time. Multiple editors can edit a file and watch each other's editing changes as they happen through the new **Collaborative Editing** feature. This is a popular feature with the Business version.

A recent trend in Office improvements is that they often occur periodically through regular monthly updates if you have a subscription version. I noticed that my Office 365 Home subscription introduced some of the features of Office 2016 before my applications began being labeled Office 2016.

If you are thinking of trying Office 2016, you might wonder if it will open all those documents and spreadsheets you created in earlier Office versions. If you have files created with Office 2007, 2010, or 2013, you will find them completely compatible with 2016. If you have files created with earlier versions, you can get a free Compatibility Pack at the Microsoft website, which will make older Word, Excel, and PowerPoint files compatible with Office 2016. Searching for "Compatibility Pack for MS Office 2016" will lead you to the download page in a hurry.

Back to Page 1





By Jeannine Sloan

How To Add Storage To Android

Here's how to get more storage on an Android smartphone or tablet. You might not realize it, but many Android phones and tablets support USB OTG (On The Go), which allows you to plug in peripherals such as storage drives, just as you would with a PC. Go to this PCAdvisor site to learn more:

http://tinyurl.com/jtn7cuj

Not All Memory Cards Are Created Equal

Memory cards come in many shapes and sizes, and there's a greater variety of formats and features than ever, complicating the buying process for consumers trying to find the right card for their phone, tablet, or camera. It's speed, not size, that differentiates a high-end card from an entry-level one, but this is also the source of the greatest confusion.

Lexar explains many considerations in this article:

http://www.digitaltrends.com/photography/lexar-steffi-ho-memorycard-explainer/http://www.digitaltrends.com/photography/lexar-steffi-ho-memory-card-explainer/s

What Happens If Your Smartphone Has No Headphone Jack?

It is gonna' happen, so go to this Wirecutter article to find out what to do: http://tinyurl.com/he3s3hp

Prevent Browser Slowdown

I switch browsers a lot. Every time I switch, I say the same thing. "It's so much faster!" The speed usually lasts about a week and it's our fault. I install way too many extensions and I never bother to clean things out, among other things. http://www.digitaltrends.com/computing/every-browser-sucks-eventually/

Open Multiple Tabs on Browser Startup

Most of us regularly follow a few websites and we visit them every time we open the browser. We have to enter the URL of the websites every time in the browser or click on their links if they are displayed on the Favorites bar. In this article, we will show you how you open specific websites automatically, in multiple tabs, every time you launch your web browser.

http://www.thewindowsclub.com/open-specific-websites-multiple-tabs-browsers

Browser Shortcuts

Regardless of whether you use Google Chrome, Mozilla Firefox, Internet Explorer, or the new Microsoft Edge, the following keyboard shortcuts will work: Ctrl+D Add current page to Bookmarks/Favorites

Ctrl+J Open Downloads list

Ctrl+H Show history

Ctrl+I Show Bookmarks/Favorites

Ctrl+T Open a new tab

Ctrl+W Close the current tab

Ctrl+Shift+T Reopen most recently closed tab

Google, Apple, Amazon support Microsoft

Microsoft is getting support from tech giants including Google, Apple, and Amazon as it gears up to fight its biggest battle against the U.S Department of Justice, which it sued in April 2016 for violation of customer protection. The lawsuit was filed when Microsoft's plea to inform customers about any information request from the government was rejected by the authorities citing national security.

http://news.thewindowsclub.com/microsoft-gets-support-u-s-government-85904/

Alt Mode

Alt Mode will allow HDMI over USB Type-C cables HDMI Licensing recently announced the release of HDMI Alternate Mode (Alt Mode) for USB Type-C. Developed by the HDMI Founder, the new specification allows cable manufacturers to create HDMI cables that terminate in a USB Type-C port. The HDMI cable will utilize the USB Type-C connector on the source side and any HDMI connector on the display side. This means you'll be able to connect things like PCs, tablets, smartphones and laptops to TVs, PC monitors and projectors with a single cable, eliminating the need for clunky adapters or dongles.

http://www.techspot.com/news/66202-alt-mode-allow-hdmi-over-usb-type-c.html

Windows 10 Tip

Windows 10 comes with a new Photo app built in. One of the features is to resize a picture to match your computer screen's aspect ratio in order to create a perfect background for your desktop or lock screen. Open your picture in the Photos app and click Edit. That opens a group of editing controls, with Basic Fixes selected on the left side. On the right side, click Crop. That opens a new editing window, with a suggested crop available. To crop the image so it's a perfect match for your screen size, click Aspect Ratio button and choose Lock Screen from the list of available crop sizes. You can now drag the corners of the crop area in any direction and drag the image itself, with full assurance that the aspect ratio is a perfect match for your current display.

Speed Up Your Wi-Fi Network

#1 - Reboot your Wi-Fi router.

#2 – Check the positioning of your Wi-Fi router.

- #3 Check your router's antennas.
- #4 Try the 5 GHz instead of 2.4 GHz frequency.
- #5 Update your router's firmware.
- #6 Make sure your Wi-Fi router is secure.
- #7 Switch Wi-Fi channels.
- #8 Upgrade the hardware with a newer router.

Where Fact and Fiction Collide

Free science fiction ebook: "Future Visions: Original Science Fiction Stories Inspired by Microsoft" is an anthology of short stories written by some of today's greatest science fiction authors. These visionary stories explore prediction science, quantum computing, real-time translation, machine learning, and much more. The contributing authors were inspired by inside access to leading-edge work, including in-person visits to Microsoft's research labs, to craft new works that predict the near-future of technology and examine its complex relationship to our core humanity.

https://news.microsoft.com/futurevisions/

Save Webpage as Pdf File in Edge Browser

I think, what gets confusing for users while trying to save a web page as PDF is the inability to find any option to Save (Ctrl+S) it. However, you won't even have to worry about saving a web page. You can actually use in-built Microsoft Print to PDF feature to print the webpage as a PDF file which is basically just the same as saving it. Here's how to do so:

- 1. Open Microsoft Edge and navigate to any webpage that you wish to save as PDF. Let the page load completely.
- 2. It is advisable to enter Reading Mode before saving the webpage as PDF file. This will remove the extra clutter of advertisements and images that might muddle up with your reading experience. Click on the little book icon on the right side of the address bar to enter Reading Mode.
- 3. Up next, click the horizontal ellipsis menu icon on top right corner and select Print from the options available. Alternatively, you can also hit Ctrl+P on your keyboard. This will open up the print dialog for Edge browser.
- 4. Select Microsoft Print to PDF from the Printer dropdown menu and adjust other settings like scaling and margin per your preference.
- 5. Once all set, click on Print to save the file. A Save Print Output As window should surface up where you can select your Save location and enter a file name. You can also note that the file will be saved as a PDF. Click on Save to download the file on your PC.
- 6. That's it! You can now go and open your saved file in any PDF file viewer program. Find the illustrated version of this article at the Windows Club site here: http://tinyurl.com/zjjo6sp

Why One Company Shouldn't Have the Keys to Your Smart Home

...limiting a smart home to a single phone operating system is an intimidating proposition when you expect to use home tech for far longer than your next mobile is likely to last you. Of course these companies might be planning to have users upgrade their smart home equipment as often as their phones, but I can't think of anything more nightmarish than having to replace all my lightbulbs every couple of years.

Got Silk?

Researchers are spinning spider silk from goats' milk "So what we've done is we've actually cloned the genes for the protein that makes up every one of the spider silks. They make six different kinds of silk and a kind of glue. We know, in particular, (there is) a silk called dragline silk that they use to make the framework of a web, that's the one that most people are interested in," he explains.

http://www.nsf.gov/news/special_reports/science_nation/spidersilk.jsp Here is an article on the progress or lack of for BioSteel: https://en.wikipedia.org/wiki/BioSteel

Warning from Police: Never Plug In A USB Stick You Get In The Mail

With recent surveys suggesting a good many people find it hard to resist popping a found USB stick into their computer, it's no surprise that hackers are using them to try to spread malware. http://www.digitaltrends.com/computing/usb-stick-malware/

Google Maps Tips and Tricks

Google Maps boasts more than 1 billion active users today, making it the most popular navigation software in the world. It gets millions of us where we need to go every day, but are you sure you're getting the most out of it? It's easy to miss new features or hidden options. That's why we've compiled this list of handy Google Maps tips and tricks. It's time to take your first step on the road to Google Maps mastery.

http://www.digitaltrends.com/mobile/google-maps-tips-tricks/

Google Easter Eggs

If you ask Google to "do a barrel roll" your screen will do a 365 degree turn. http://www.digitaltrends.com/computing/best-google-maps-easter-eggs/

Inside Facebook's Arctic Data Center

Pictures of a state of the art data storage facility:

http://www.digitaltrends.com/cool-tech/facebook-data-center-sweden/

AARP TEK | Technology Education Knowledge

This link will connect to an index of 65 education videos for inexperienced technology users:

https://www.youtube.com/playlist?list=PLXQ-JEOv9JjEcxDm1AgtwKXoAyRJ5sIFS

Riding Roller Coasters Can Help Dislodge Kidney Stones

A new study suggests that riding roller coasters can shake kidney stones loose before they become a problem that requires medical attention.

http://www.cnn.com/2016/09/28/health/kidney-stone-roller-coaster-study-trnd/

Back to Page 1



Special Interest Groups (SIGs)

w Work phone h Home phone c Cell phone * Meets at an alternate location

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN Confirm with a SIG group if they meet elsewhere.

For more info contact the SIG Leader(s) listed here.

Get SIG announcements! Link from www.tcpc.com

Board of Directors*

All members are welcome! Check www.tcpc.com for location.
Selected Saturday mornings

Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system.

Second Saturday @ 9 AM-Noon Note: No Meetings June-August

Jack Ungerleider

612/418-3494 c jack@jacku.com

Tech Topics

Technical presentation/discussion on various technical topics from the following areas:

- Web/Internet
- Mobile Devices and Apps
- Playing with Programming
- DIY (3D Printing, R-Pi, other hobby electronics, etc.)

Second Tuesday @ 6:00-7:00 PM Every month Right before the general meeting.

Jack Ungerleider

612/418-3494 c jack@jacku.com

Microsoft Access

All levels. Presentations by expert developers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com

Microsoft Office

Addresses the use, integration, and nuances of the Microsoft Office applications.

Combined with Systems on Saturday
Third Saturday of the Month
9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com

Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

Directions to Edina Executive Plaza for Systems on Saturday, Access, Word and Picture Perfect SIGs: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200. There is ample parking in the building's lot.

Conference Room #102 is on 1st floor

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at www.tcpc.com

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. *Meets at Edina Executive Plaza.

November

Octobere

SUN	Mon	TUES	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8 Systems on Saturday 9:00 - Noon
9	10	11 Gen Mtg 7:00 PM Webi- nar—Upgrading Laptop	12	13	14	15 Microsoft Office SIG (including Access) 9:00 to Noon
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8 Gen Mtg 7:00 PM Atomic Data Tour	9	10	11	12 Systems on Saturday 9:00 - Noon
13	14	15	16	17	18	19 Microsoft Office SIG (including Access) 9:00 to Noon
20	21	22	23	24	25	26
27	28	29	30		Back to Pa	age l

The Windows 10 Anniversary Edition has a Lot to Love

By Sandy Berger, Compu-KISS, www.compukiss.com sandy (at) compukiss.com

The Windows 10 Anniversary Edition is filled with new features that you will want to check out. Here are just a few of them. If you haven't yet downloaded this new upgrade, check out my article on How to Get the Windows 10 Anniversary Edition.

The Edge Browser

The Edge Browser has come of age. This Anniversary Update has a lot of positive changes for the Edge browser. It is finally getting browser extensions, a feature that has been available in other browsers for years. Extensions are small add-on utility programs that allow you to customize your browser giving it additional capabilities. You can find the Edge extensions in the Microsoft Store and can easily add them to the browser. If you use services like LastPass, Pocket, Amazon and others, this will be something you will want to look into.

Biometric Identification

If you hate passwords, we are getting one step closer to getting rid of them with this version of Windows 10. Windows Hello which is built into Windows 10, will now allow you use facial, iris and fingerprint recognition to login to the computer and/or purchase apps and games in the Windows Store. You can also use your biometric identity to log into services like Dropbox and iHeartRadio. Windows Hello will also work in the Microsoft Edge browser, so websites and online shopping stores will soon be able to use face, fingerprint and iris recognition, too. USAA banking is one of the first to support this, but many more apps and services are sure to use this as time goes on.

You will need a fingerprint reader and/or special camera on your computer or a computer with the proper hardware support to use Windows Hello, but if you hate passwords, this may be a good investment. There are not too many of these in the marketplace yet, but they are coming.

Ink with a Touch Screen

With this Anniversary Edition, Microsoft has also released a new feature called "Ink". This will make using a digital pen on a touch-screen much easier and will also make it more fun.

Link to Your Android Phone

If you have an Android phone you will now be able to install an app for Microsoft's Cortana on your phone. This will give you the ability to get your phone's notifications and text message alerts on your Windows 10 PC. You will even be able to respond to text messages that were sent to your phone right from your PC. With this addition and other changes, the little-used Windows 10 Action Center (Notifications) will become much more useful. It is even more accessible since it has been moved to the bottom of the screen. Just click the badge to the right of the clock to see it. Hopefully this is coming soon to the iPhone too.

Cortana

Cortana, Microsoft's digital voice assistant has gained a lot of power. You can now ask Cortana questions, have her play music and set reminders right from the Lock Screen before you even log into the computer. Once you log in you can have her launch programs and apps, dictate email, and much more.

This and a whole lot more!! Be sure to check it out and let me know what you think!

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.

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. \square

<u>Back to Page 1</u>



You have just read an issue of The Digital Viking.

Would you like to receive this delivered directly to your email or business each month?

As a member of TC/PC, the Twin Cities Personal Computer Group, one of the benefits is reading this monthly publication at www.tcpc.com..

As a member of TC/PC, you may attend any or all of the monthly Special Interest Group (SIG) meetings and be eligible for software drawings. The small membership fee also includes access to real-live people with answers via our helplines, discounts, and various other perks.

Does membership in this group sound like a good way to increase your computer knowledge?



It's easy to do! Simply fill in the form below and mail it to the address shown. (If you use the form in this issue, you will receive an extra month for joining now.)

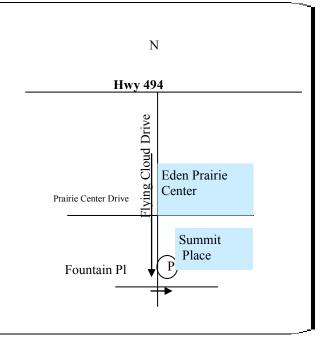
Here's the info for my TC/PC Membership:	10/16 I'm signing up for:
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Home phone Work phone	O Check # O Bill me O New member O Renewal O Prior member
Online address(es)	I'm interested in: O Training classes O Volunteering
Where did you hear about TC/PC?	O Special Interest Groups: New User, Access, etc.
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October 11, 2016 General Meeting 7:00 PM

Webinar—Upgrading Your Laptop

Location: Summit Place 8505 Flying Cloud Drive Eden Prairie, MN 55344

More info and map: www.tcpc.com





FIRST CLASS MAIL