

Beyond the Basics: Email & Social Media

Bucyrus Public Library
September 12 and 13, 2018

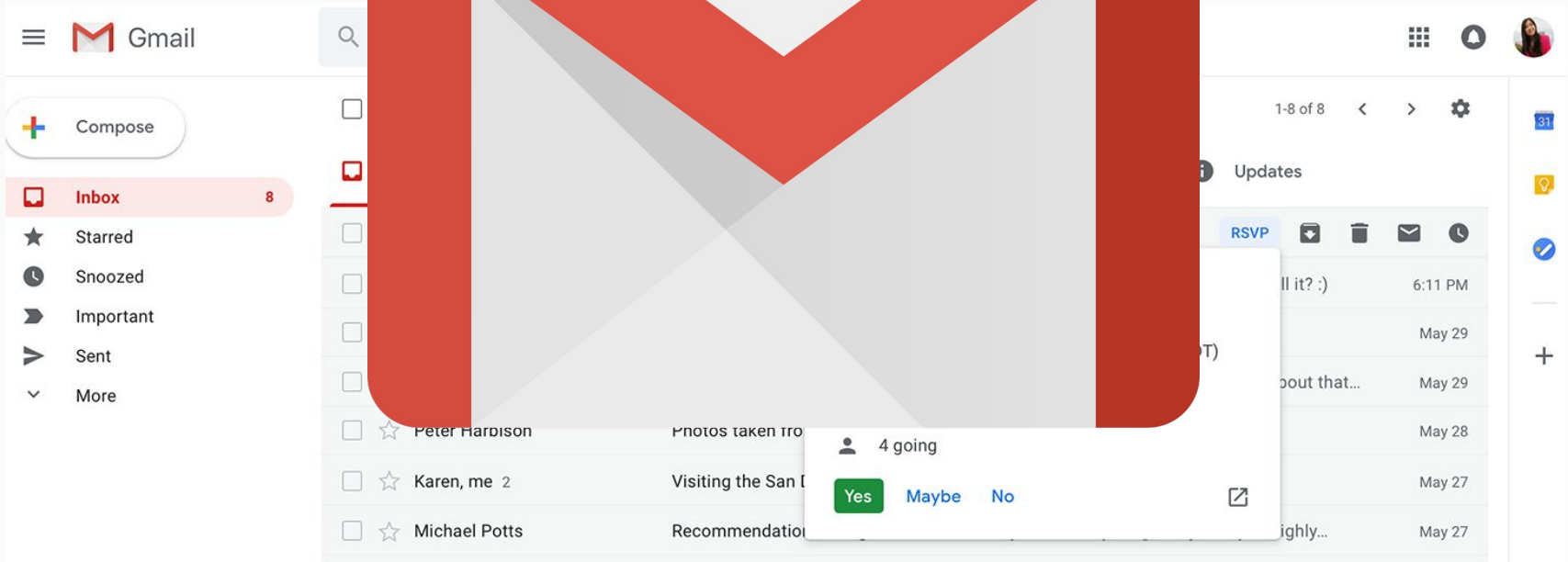


Email

Email: Commonly Used Words

- Inbox
- Drafts
- Sent
- Spam
- Trash
- Attachments
- Folders
- Filters
- Contacts
- Chat

Google Mail



The screenshot shows the Gmail interface with a large red 3D envelope icon overlaid in the center. The interface includes a left sidebar with navigation options, a main email list, and a right sidebar with updates and a calendar. A response widget is visible over the bottom right of the email list.

Left Sidebar:

- Compose
- Inbox** 8
- Starred
- Snoozed
- Important
- Sent
- More

Main Email List:

Star	Name	Subject
<input type="checkbox"/>	Peter Harrison	Photos taken tro
<input type="checkbox"/>	Karen, me 2	Visiting the San
<input type="checkbox"/>	Michael Potts	Recommendation

Right Sidebar:

- 1-8 of 8
- Updates
- RSVP
- 6:11 PM
- May 29
- May 29
- May 28
- May 27
- May 27

Response Widget:

4 going

[Yes](#) [Maybe](#) [No](#)

Yahoo Mail

YAHOO! MAIL

Compose

Inbox 9

- Unread
- Starred
- Drafts
- Sent
- More

Views Hide

- Photos
- Documents
- Tutorial

Folders Hide

- Boss 13
- > Comms
- > Human factors 3



Ashley Home

Settings

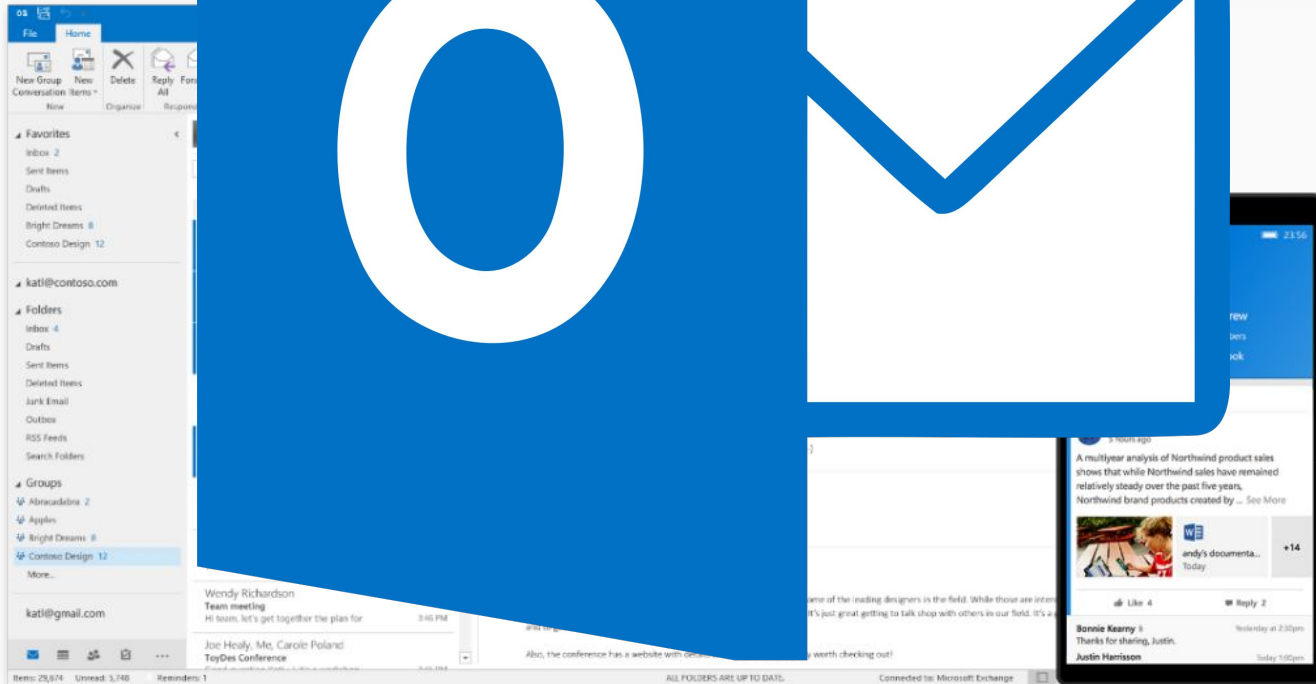
The all-new Yahoo Mail app

Get the App

Facebook Carolina Greenwood also commented on your post Carolina Greenwood Jun 15

Facebook Hi Carolina, we miss you... Jun 12

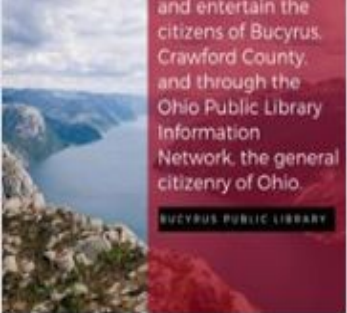
Outlook



Social Media

Social Media: Commonly Used Words

- Hashtag
- Wall/Newsfeed
- Logging Out
- Page/Profile
- Friend/Follower
- Messaging
- Post/Tweet
- Retweet/Share



Bucyrus Public Library

@bucyruspubliclibrary

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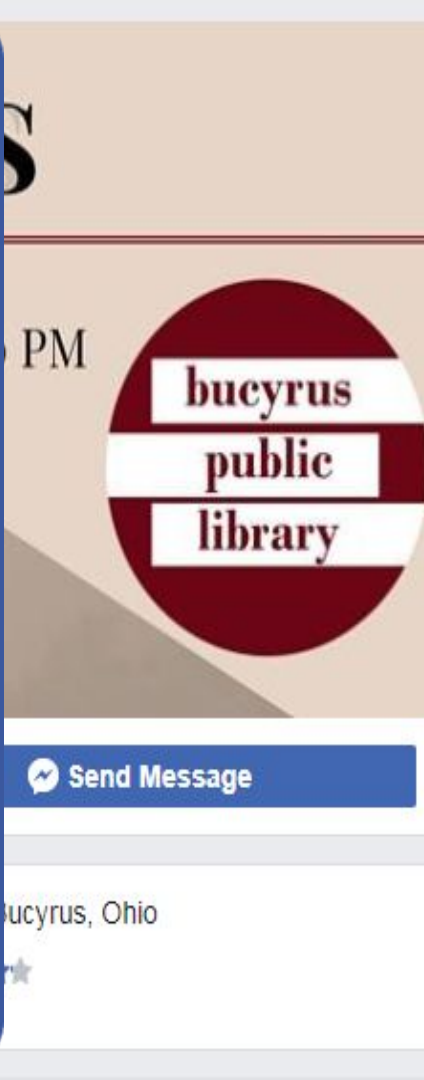
Reviews

Videos

Posts

Events

Groups





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Edit profile

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Terms



Instagram

Search



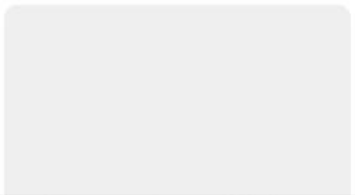
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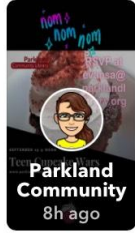

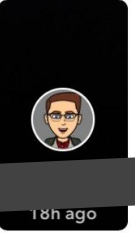
hotlibraryof

ETA)




-  [Redacted] Double tap to reply
-  **NewBerlinLibrary TEENS**
Received · 1w
-  [Redacted] Tap to chat
-  **FerndaleLibrary**
Tap to chat
-  [Redacted] Tap to chat
-  **Team Snapchat**
Received · 9w
-  **NRPL TeenSpot**
Tap to chat
-  [Redacted] Received · 19w
-  **Lynn Library**
5 nshot



Discover

-  **Parkland Community**
8h ago
-  **ULLibrary University**
6h ago
-  [Redacted] 18h ago

ons

- 
-  UNED
- 

Thanks!

One-on-one tech help:

Tuesdays, 5:30-7:30 pm

rwilden@bucyruslibrary.org

www.bucyruslibrary.org



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FALL 2018