

GMAIL AND OTHER GOOGLE PROGRAMS

GMAIL

FREE

WEB BASED

OVER 7.2 GB OF EMAIL STORAGE (and growing)

VIEW MESSAGES AS CONVERSATIONS

SUPERIOR SPAM PROTECTION (You can help)

NO VIRUSES (Scans attachments and does not send or receive executable (.exe) files. Attachments open on their server.)

EXCELLENT HELP MENUS

EVERYTHING LINKS FROM GMAIL PAGE

EASY TO SET UP

HOW TO SIGN UP FOR A GMAIL ACCOUNT

Go to: <http://tinyurl.com/dgummy2>

SETTING UP YOUR NEW CONTACTS LIST

Setting up a new email contact list (address book) can be cumbersome, so here are a few tips for setting up your contacts list in Gmail. If you are currently using Outlook Express, these instructions from the BKK website are extremely helpful in exporting your Outlook Express Address Book to your Gmail account. <http://tinyurl.com/avy79q> . If you are currently using Yahoo, Hotmail, Hotmail Live this website will help <http://tinyurl.com/d4e62d> . AOL doesn't have the functionality to export your address book, so you'll have to create a custom CSV file if you use this service. This website tells you how to create or edit a CSV file <http://tinyurl.com/bz99h4>. This website tells you how to import contacts by CSV <http://tinyurl.com/bh7uro>.

One of the most exciting features about Google Documents, Spreadsheets and Presentations is that you to create these files and save them on Google's website. Their secure, online website can be accessed from any computer once you sign in with your user name and password.

In the event of a local hard drive crash, you won't lose your saved information.

Documents

Each document can be up to 500K, plus up to 2MB per embedded image. Each user has a combined limit of 5000 documents and presentations and 5000 images.

Spreadsheets

Each can be up to 256 columns, 200,000 cells, or 100 sheets--whichever is reached first. There's no limit on rows.

Presentations

Files in .ppt and .pps formats can have a maximum size of 10MB; files uploaded from the Web can be up to 2MB; emailed files can be up to 500K.

PICASA WEB ALBUMS

Picasa Web Albums Program is Picasa's newest feature, designed to help members post and share their photos quickly and easily on the web. You can download Picasa 3 at <http://tinyurl.com/akz2cm>

1GB of free storage space to post and share approximately 4,000 photographs with the option to upgrade to more space

High-quality photographs automatically resized and optimized to fill available screen space

End-to-end photo management that makes it easy to download and upload photos back to your computer