****

**Webmail: (Gmail, Yahoo, Shaw, Rogers Mail)**

**October 5-6-9 Tuesday-Wednesday-Saturday**

**5:00 PM-7:00 PM BC, 6:00 PM-8:00 PM Alberta, 8:00 PM-10:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this Full 3 Evenings Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Webmail, Gmail, Rogers-Yahoo, Shaw mail**

**Course Outline**

|  |  |
| --- | --- |
| **Shaw /Rogers-Yahoo/TELUS Webmail Features**   * Contacts * Calendars * Email Filters * Email Forwarding * Tags * Auto Reply * Spam Filter   **Webmail Setup**   * Create a Shaw email address using My Shaw. * logging in to Webmail with your username and password.   **Webmail Setting and limits**   * 10 [@shaw](https://support.shaw.ca/t5/user/viewprofilepage/user-id/60221).ca email addresses with your Shaw Internet service. * 1 GB of email storage * Emails size limits up to 20 MB * Up to 2000 address book entries   **Webmail Troubleshooting**   * Change your Webmail Password * Recover deleted emails in Webmail * identify, handle and report fraud attempts | **Gmail features**   * Automatic email filtering/categorization. * Smart Compose and Smart Reply. * Email nudges and high priority notifications. * Summary cards above your email showing package tracking or travel updates. * Using event details to create calendar entries.   **Organize Your Inbox**   * Make Your Labels Pop. * Optimize Your Inbox Density Display. * Star Important Emails. * Archive! Don't Delete. * Set Up Desktop Notifications for New Emails. * Activate "Undo Send" * Create an Email Signature. * Turn On "Nudges" |

[**https://support.shaw.ca/t5/internet-articles/about-shaw-webmail/ta-p/6613**](https://support.shaw.ca/t5/internet-articles/about-shaw-webmail/ta-p/6613)

[**https://www.rogers.com/support/internet/yahoo-mail**](https://www.rogers.com/support/internet/yahoo-mail)

**Advanced Registration with Pre-Payment Required**

<https://iicanada.org/form/webmail-gmail-yahoo-shaw-rogers-mail-1> (Oct 05-06-09)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit the digital Al-Akbhar for more information\*\***