

Computer Owners' Forum

March 20, 2017

**Future Crestview Computer Lab Changes
Why and How to Back-Up Files & Folders**

Oak Crest Resident Web Site:

www.oakcrg.org

Please turn off your cell phones.

1. Explain email parameters: "From:", "To:", "Cc:" and "Bcc:"

"From:" = The person sending the email.

"To:" = The person receiving the email.

"Cc:" = Originally (Carbon Copy). Sending the message to one or more additional recipients.

"Bcc:" = A Blind Carbon Copy (Use Bcc when copying a message to many people. This keeps the e-mail addresses private.)

"Undisclosed recipients:" = "To:" is blank and all recipients are sent "Bcc:"

For more information please go to the COF Glossary and lookup "Email".

→→→ [COF-Handbook-Glossary.pdf](#)

2. How to update your Erickson medical system email address:

Go to the Medical office in the Village Square basement and request a change.

3. A list was created of possible “Items of Interest” for future COF meetings:
 - a. Gmail: Advance Features
 - b. Editing Photos
 - c. Opera - Virtual Private Network software
 - d. How do I Backup my files?
 - e. Use a restore point to recover your Operating System.

Erickson!

Page #1

1. Contact Erickson Resident Computer Services:

Phone Number: 1-800-677-0211

2. Contact Erickson employee Debbie Lee at dlee@erickson.com to change your existing comcast.net email address to something different for the following Erickson general email distributions (not for Oak Crest Connect):

- a) Catering / Acorn Pub events
- b) Coupons for on-campus stores
- c) Dining Services (for weekly menus)
- d) Educational Opportunities
- e) General Services Notices
- f) Monthly Calendar of Activities
- g) Oak Leaf
- h) Special Trips Calendar
- i) The Observer
- j) (Funds, tributes and special Notices from Administration)
- k) WOCV - TV Guide and Studio Productions

Questions