

# HOW TO GET STARTED ON NEIGHBORHOOD WATCH



## WONDERFUL GRAPHICS TO MAKE A CAPTAIN'S LIFE EASIER

Guidelines to Email Addresses

How to Create Groups in the 3 Most Common Email Programs

How to Remove "Automatic Hyperlinks" in Word Documents

How to Create a Folder Called "Neighborhood Watch" for Your Documents

How to Access Neighborhood Watch Documents and Forms From Website

How to Sign Up for Neighborhood Watch Alerts

How to Sign Up for Sun city Lincoln Hills Website

How to Sign Up for SCLHCA E-Bulletins

## GUIDELINES FOR EMAIL ADDRESSES

### Uses of BCC

BCC (Blind Courtesy Copy) is often used to send a message to multiple parties with none of them knowing who the other recipients are. Be aware that not all email providers have the same location for the BCC option. Go to the Help Menu or ask someone for help if you cannot locate the BCC option.

Example: Send the email message to yourself; use the "BCC" box for all others. In some cases this has the same effect as CC (courtesy copy).

- To: Self (you will receive your own email message and know that it was sent)
- BCC: To recipients (receive message without disclosing names or email addresses of others)
- CC: To recipients (email address will be seen by others)

### How to Deactivate an Email Address

To avoid activating an email address into a hyperlink when entering it in your Resident Contact Information form, put your mouse on the email address and RIGHT CLICK, and a dialog box will open. Click on REMOVE HYPERLINK and it is no longer colored blue or underlined. To remove numerous hyperlinks from any Microsoft document refer to Exhibit 8.06.02 **How to Remove "Automatic Hyperlinks"**.

## HOW TO CREATE GROUPS IN THE 3 MOST COMMON EMAIL PROGRAMS

### **Outlook Program**

- Open Outlook and click on "Contacts" in the navigation pane.
- Click on "File" in the menu bar, point to, "New" and click on "Distribution List".
- Type a name in the "Name:" section, Click on "Select Members".
- Double click on each name in address book you want in your list. When done click "OK" button.
- Click the "Save and Close" button on the left of the command bar.
- To send an email to a group, type the name of the group you created in the "To:" field.

### **AOL Program**

- Open AOL and click on "Mail" in the menu bar, then click on "Address Book" in the menu.
- Click on "Group Options" and then select "Add Group" from the drop down list.
- Type a name for your group in the top section of the dialog box.
- Click on a person you want to include in your group and click on "Add" button in dialog box.
- Repeat above step until all members have been added; click on "Save" button at bottom of dialog box.
- Click on "Write Mail" to start a new email message and type the name of your group in the "Send To:" section.

### **Gmail Program**

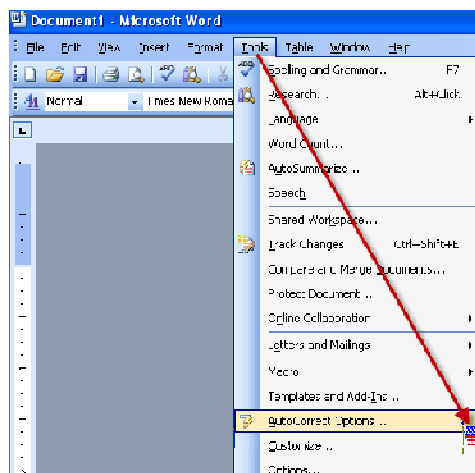
- Open Gmail, click "Contacts" in left column; click "New Group" a small square with plus sign and two people.
- Name your group and click "OK" in small dialog box, click on new group's name in the contacts window
- Click once on, "Add to this group" and type name of first member; a list then appears with typed names.
- Click on the correct name and it will appear in a list below. Repeat steps 3-4 until group has all members
- Click on "Compose Mail" and type the group name in the "To:" section.

## HOW TO REMOVE "AUTOMATIC HYPERLINKS" IN WORD DOCUMENTS

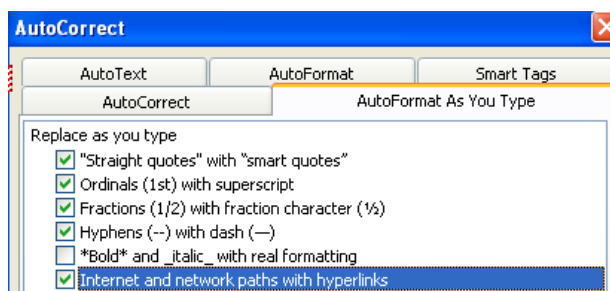
Here are the steps to follow to turn off "automatic hyperlinks" in WORD 2003 & 2007. This saves blue ink when printing or from being grayed out when copying. Also stops getting connected to your internet provider when you don't want to be connected.

### WORD 2003 VERSION

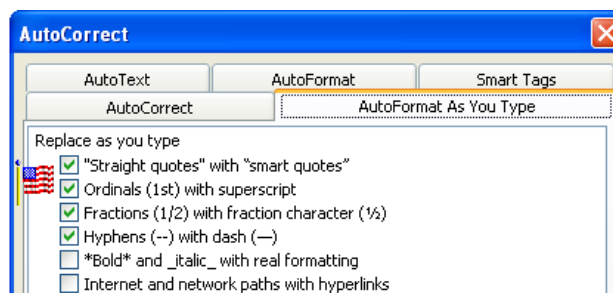
Click on **TOOLS** on your Menu Bar, scroll down and click **AUTOCORRECT OPTIONS** tab



On the **AutoCorrect Options** tab, click **AutoFormat As You Type** tab




Under Replace as you type heading, uncheck **Internet and network paths with hyperlinks**

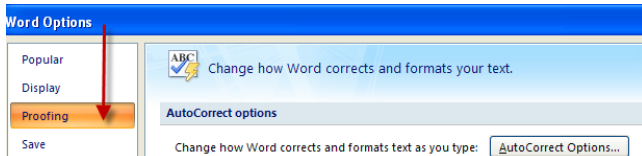


## HOW TO REMOVE "AUTOMATIC HYPERLINKS" IN WORD DOCUMENTS – Cont'd

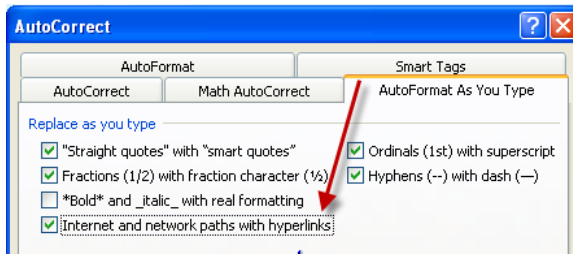
### WORD 2007 VERSION

Click on the **Microsoft Office Button**  located in the upper left hand corner of the Menu Bar. A drop down menu will appear and located at the bottom next to "Exit Word" click on **Word Options**.

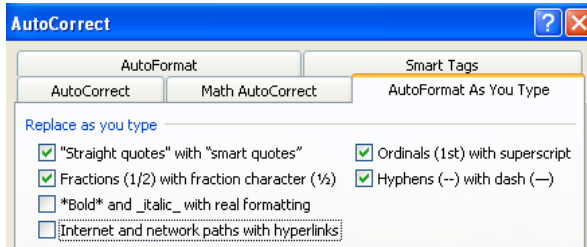
Scroll down and click **Proofing**, under AutoCorrect Options, click **AutoCorrect Options**.



In AutoCorrect, click **AutoFormat As You Type** tab.



Under Replace as You Type heading uncheck **Internet and network paths with hyperlinks**



### To Remove Numerous Hyperlinks in Microsoft Documents

From time-to-time you may wish to remove the hyperlinks from ANY Microsoft documents. Those blue underlines may be helpful on your computer, but you may not want them showing up on your printouts. Here is a method for removing all hyperlinks from the document in no time flat: Select the entire document by holding CTRL and pressing A. While holding down CTRL and Shift keys together, press F9.

## HOW TO CREATE FOLDERS FOR NEIGHBORHOOD WATCH

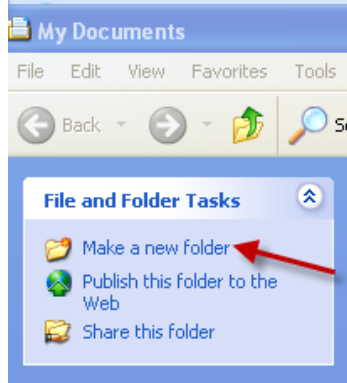
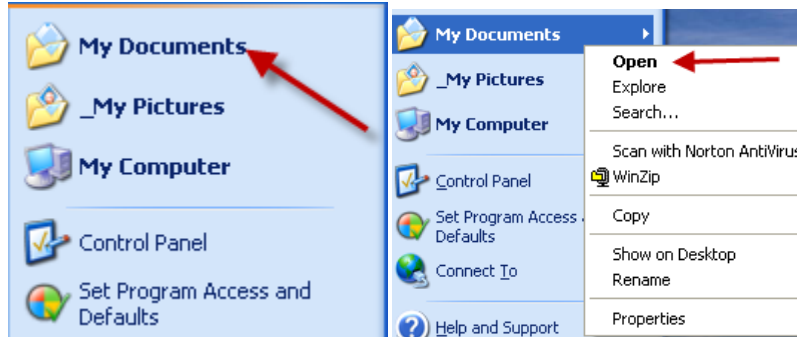
HOW TO CREATE A FOLDER CALLED NEIGHBORHOOD WATCH (so you can keep all of your Neighborhood Watch documents in one file) OR SUB FOLDERS WITHIN NEIGHBORHOOD WATCH



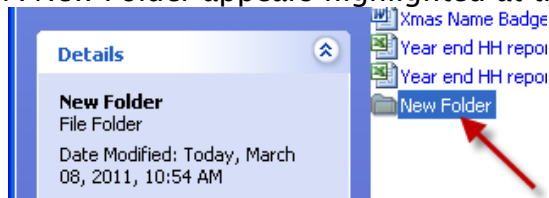
- Click on START Button (lower left of the screen)



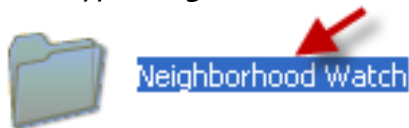
- RIGHT Click on MY DOCUMENTS Click on OPEN



- A New Folder appears highlighted at the bottom of the screen.



- Then type *Neighborhood Watch* in the highlighted box.



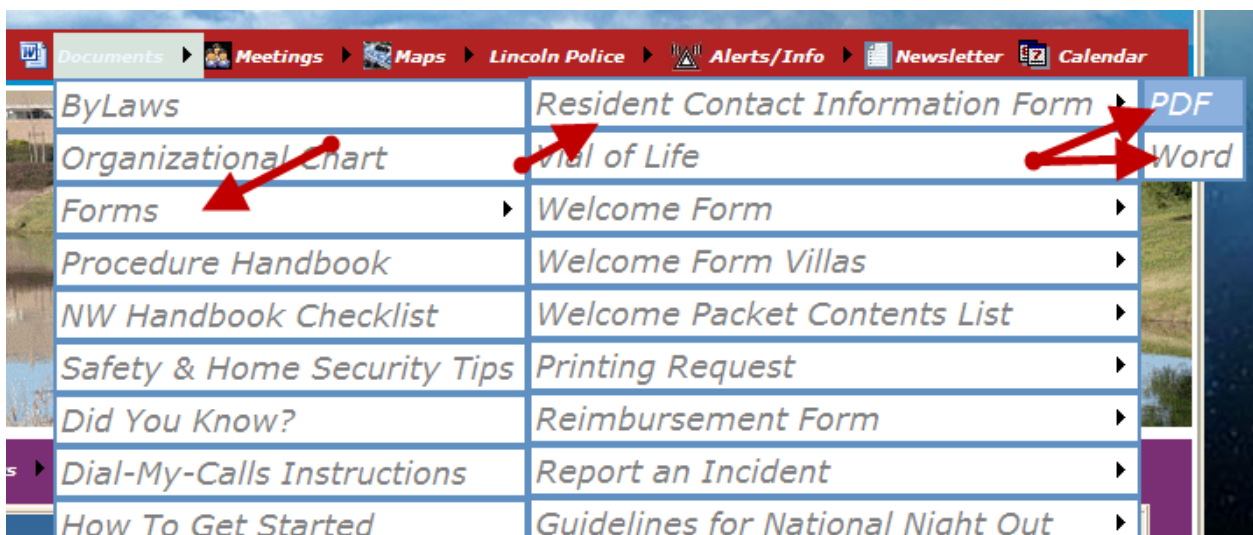
For Subfolders: Open the folder NEIGHBORHOOD WATCH and repeat the above steps to NEW FOLDER and type in name of the new folder. When naming files, use a hyphen or underscore between words instead of spaces i.e., **Resident-Contact-Information-form** OR **Computer\_Guidelines**, etc.

## HOW TO ACCESS NEIGHBORHOOD WATCH DOCUMENTS AND FORMS



Click on **Documents** and select **Forms**

In the popup menu select the desired form, e.g., Resident Contact Information. Then select the format you want, if applicable.



After the file/form downloads, save it in your Neighborhood Watch folder on your computer and then print it out. Do not leave spaces between words when naming files.

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# HOW TO SIGN UP FOR NEIGHBORHOOD WATCH ALERTS

To sign up for Alerts, access forms, minutes, meeting schedules and Neighborhood Watch Instructional Video go to <http://www.lincal.net/watch>

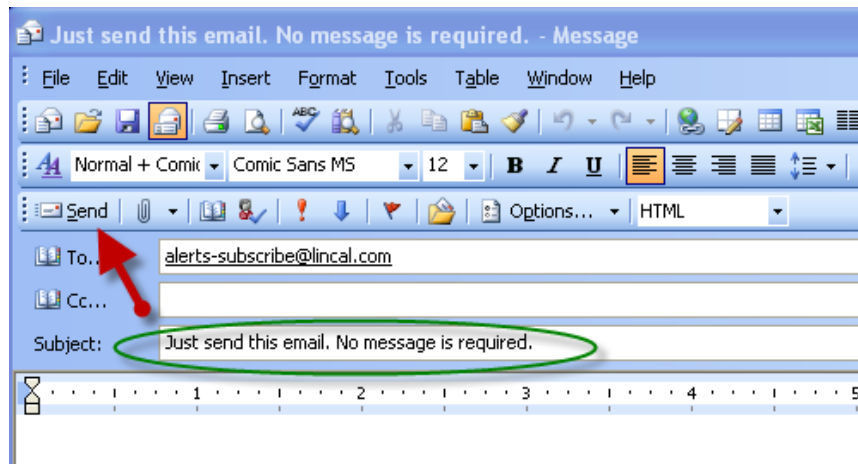
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## “Alerts” Registration

Click on **Alerts/Info** and select **Add Me**



A pre-addressed blank email will pop up. Simply click on **Send** and your email address will automatically be added to the “Alerts” system. No message is needed.



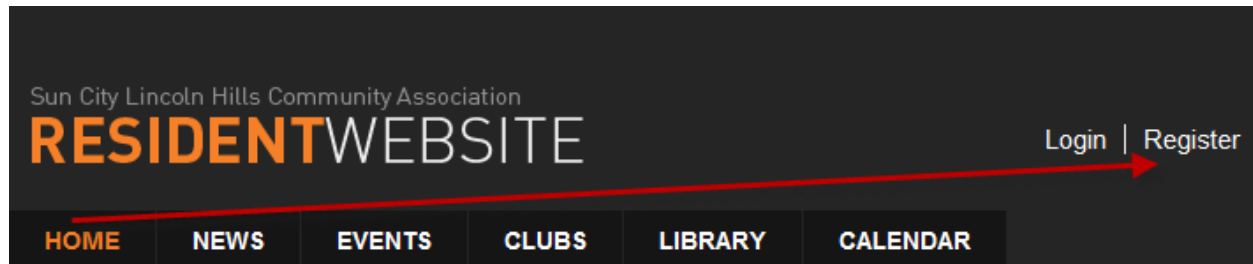
To remove yourself from the list select **Remove Me** and repeat the process.

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## HOW TO SIGN UP FOR SUN CITY LINCOLN HILLS WEBSITE

### “Residents Only” Registration

Registration is limited to SCLH residents. Go to <http://www.suncity-lincolnhills.org/residents> and click on **Register**.



A screen with **Website Registration Instructions** will appear.

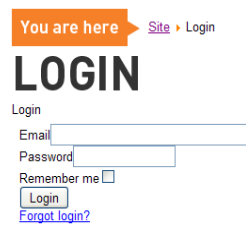
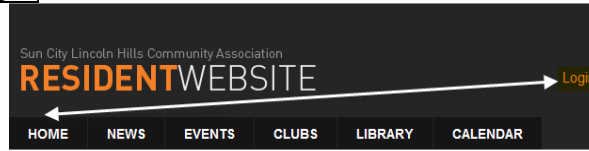
Submit an email as instructed. Once you have received the email from the SCLH Webmaster you will be able to access the **Residents Only** section of the website. If you want to change the password given to you by the SCLH Webmaster, click on **Your Profile** once you log into the **Residents Only** site.

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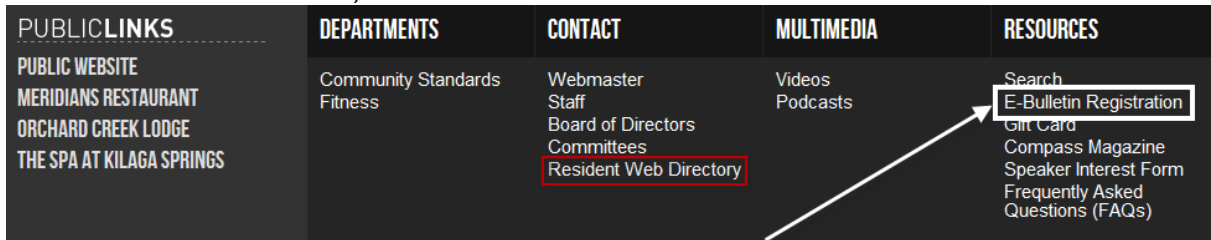
Revised February 24, 2012

**HOW TO SIGN UP FOR SCLHCA E-BULLETINS**

Once you are registered, login to the **Resident Website** at <http://www.suncity-lincolnhills.org/residents>. Enter your email address and password. Click on **Login**.



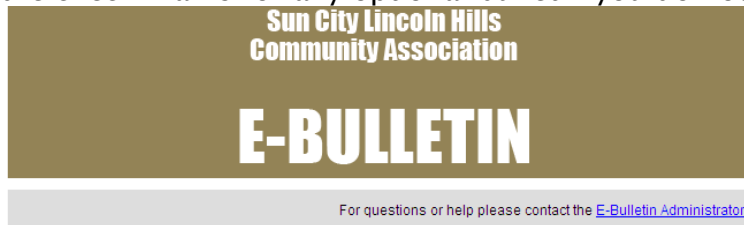
Once on the Home screen, scroll to the bottom and



Click on **E-Bulletin** Registration and follow the instructions.

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In addition to the general **E-Bulletin**, there are several optional bulletins you may receive. Remove the check marks for any optional bulletin you do not wish to receive.



Fields marked in **bold** are required.

**Email**   
**First Name**   
**Last Name**   
**Address**   
**Member ID**  (This can be found on your Membership ID card)

**Optional Bulletins**

Activities:   
 Fitness:   
 Food & Beverage:   
 Spa:

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