



# Computer Help Session – Tutorial Material

For 13<sup>th</sup> June 2016  
Rev. 01



## Subjects Covered (dependent on demand):

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1. How to set up and get the most from emails
2. How to Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
8. How to use the Web and YouTube
9. How to use a Google Form (eg for event Sign Up)
10. How to manage your member list with a simple table in MS Word
11. How to manage your member list within MS Excel
12. How to use a Doodle poll to agree on a date for an event



# 1. Emails

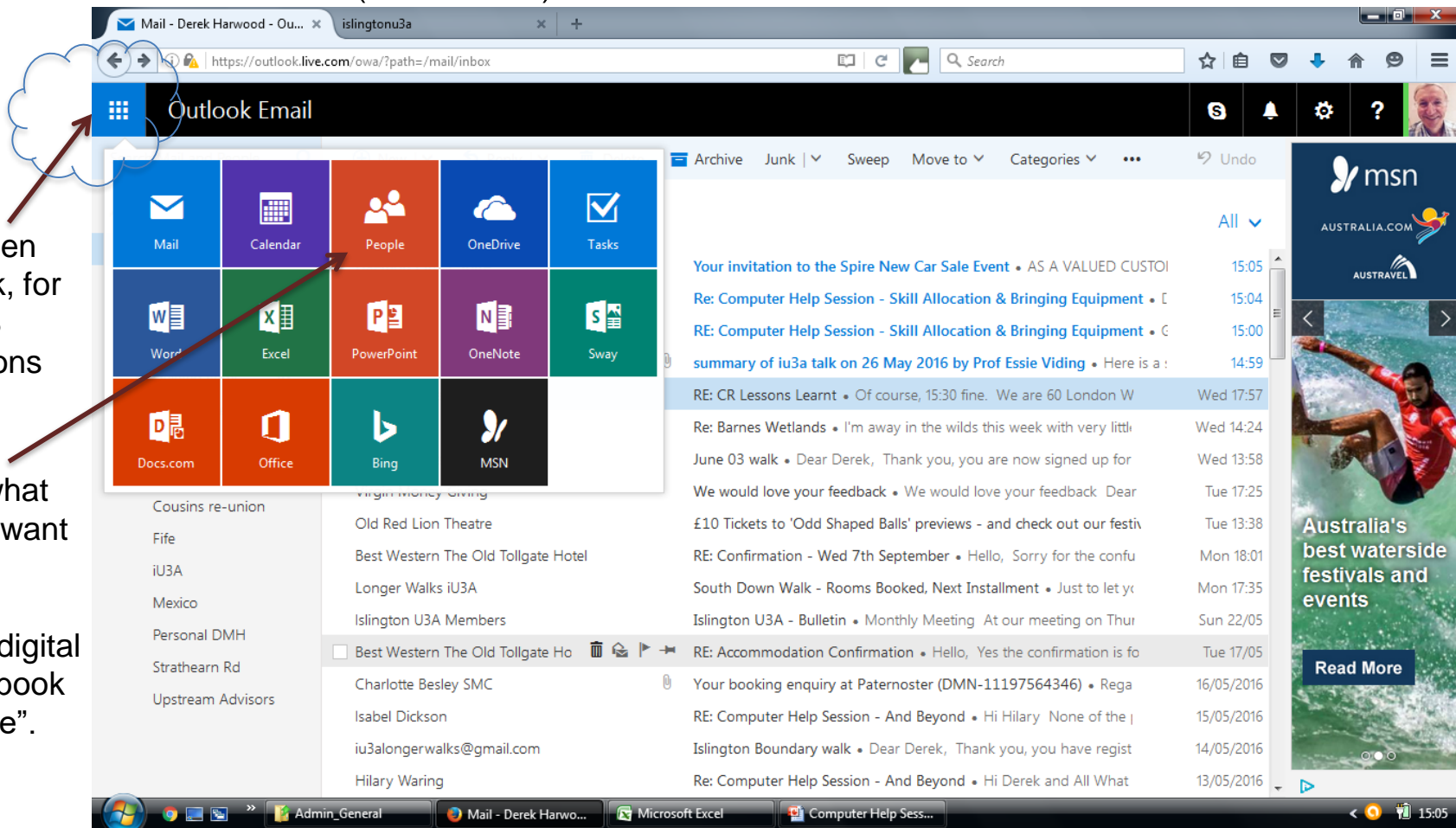
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- Chose and open an account. With eg: MS Outlook, Google Gmail, Yahoo, or many others
  - Microsoft Outlook (demo covering the following):
    - Folders
    - Scheduler / Calendar
    - Contacts/ People
    - how to set up a Distribution Group for your members (or friends)
  - Google Gmail
    - Folders
    - Scheduler
    - how to set up a Distribution Group
  - Other forms of email (eg Yahoo, etc): will be similar to above
  - iPad Tablets (demo)
  - Andriod Tablets (demo)
-



# 1. Emails (continued)

- Microsoft Outlook (web mail):



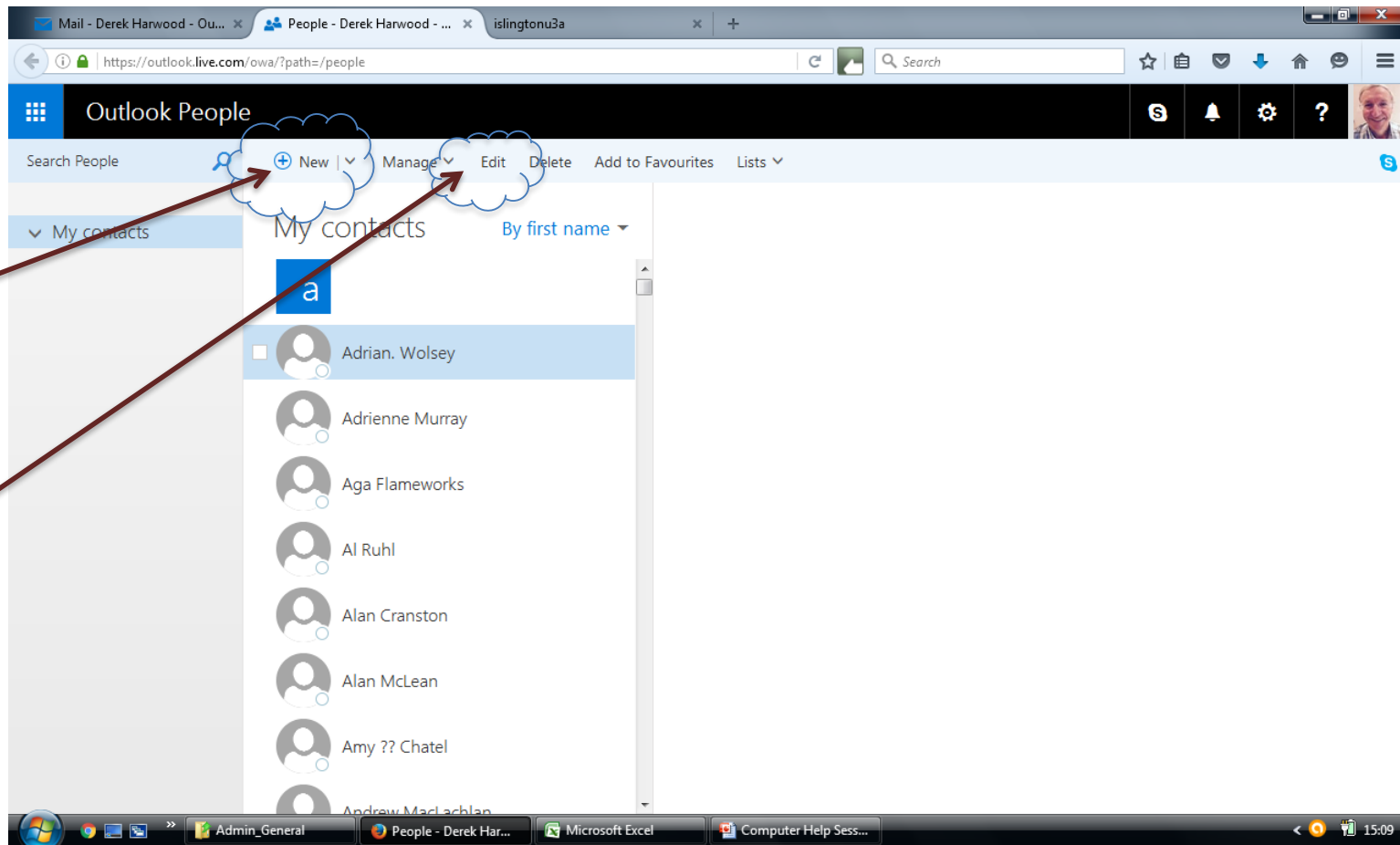
Hover, then right click, for other MS applications

Decide what else you want to use or open. Eg create a digital address book in "People".



# 1. Emails (continued)

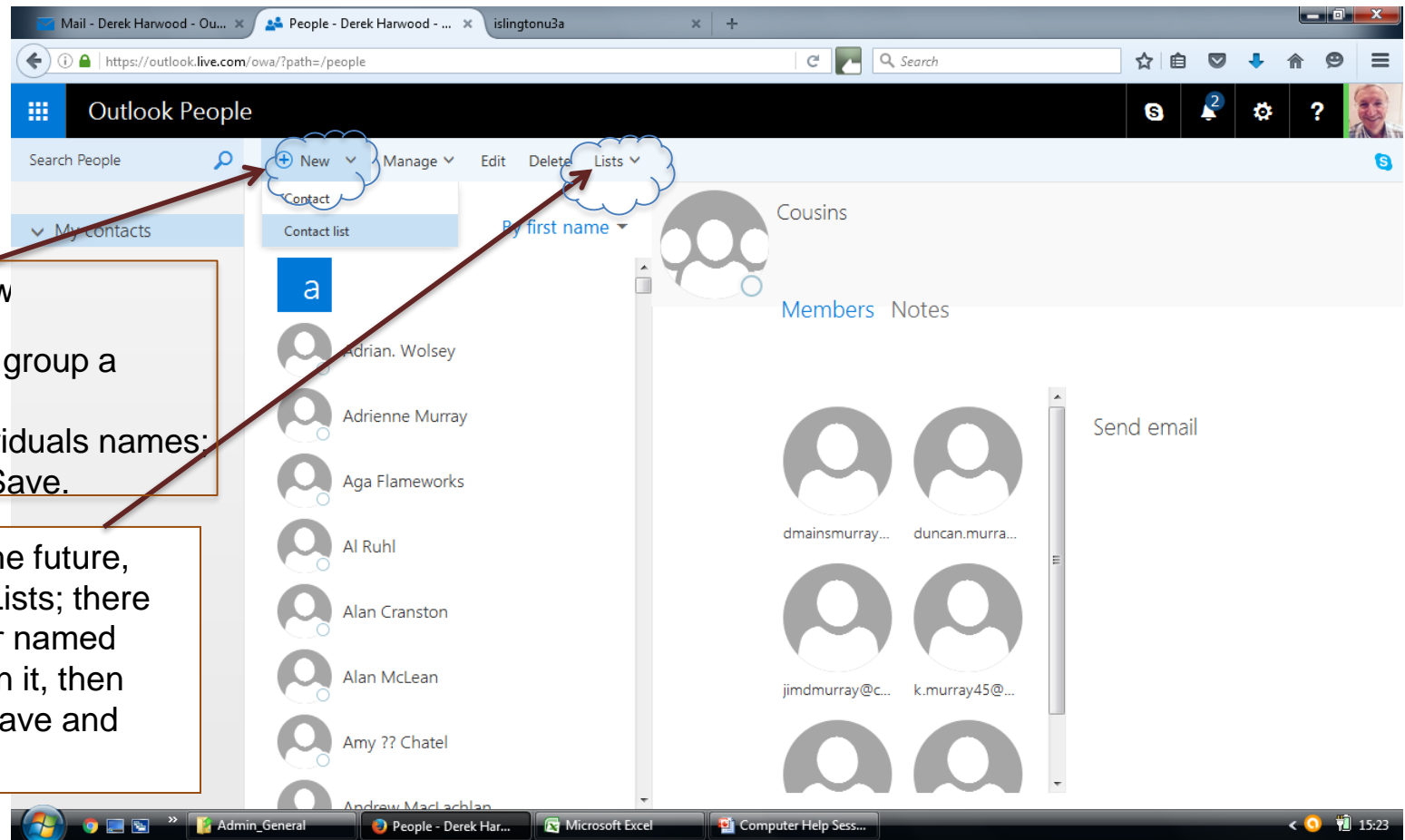
- Microsoft Outlook (contacts function):





# 1. Emails (continued)

- Microsoft Outlook (distribution list):



Left click on New  
Then gave your group a name;  
Then enter individuals names;  
Once finished, Save.

To modify in the future,  
right click on Lists; there  
you'll see your named  
group. Click on it, then  
modify; then save and  
close



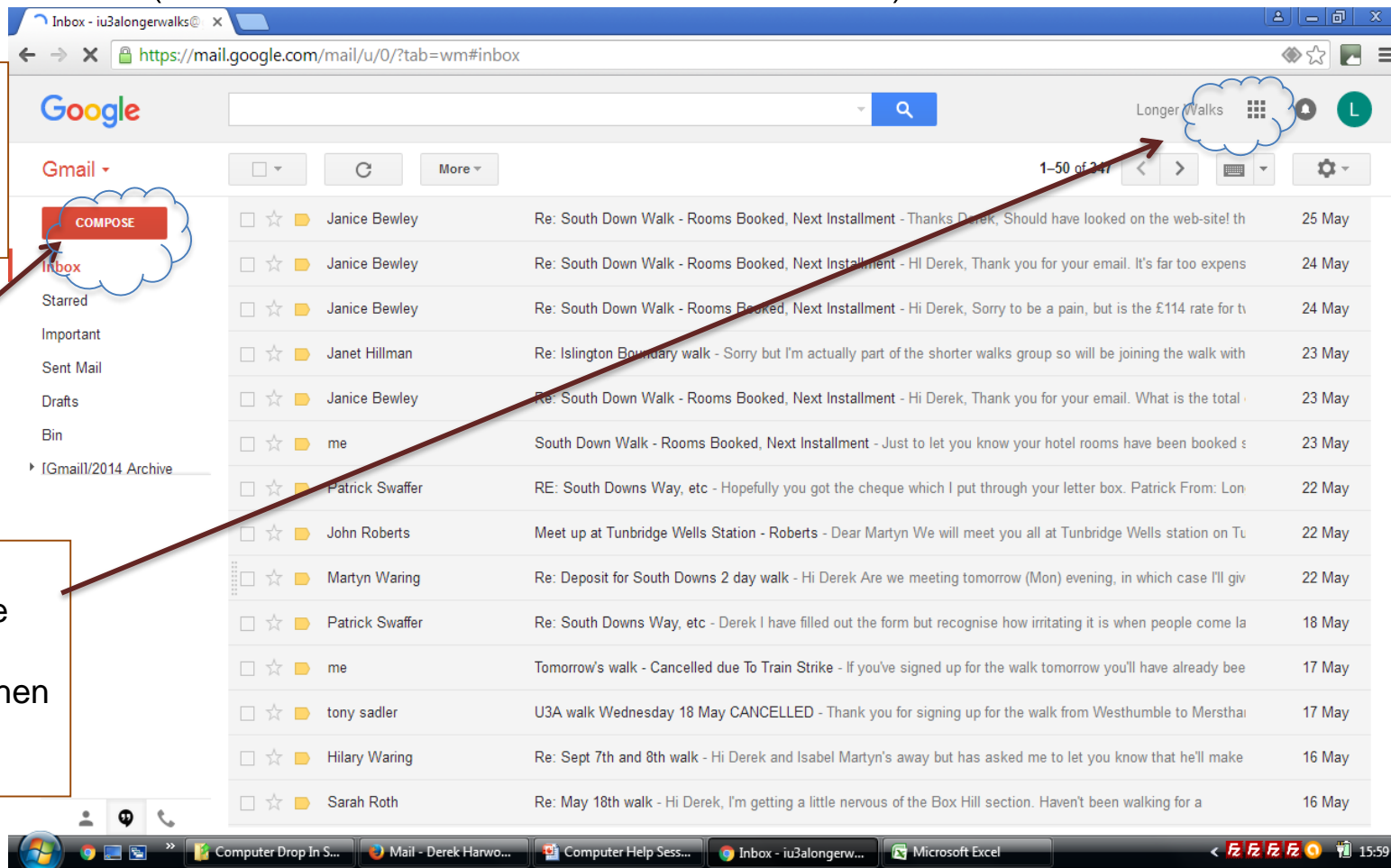
# 1. Emails (continued)

- Google Gmail (much the same as Microsoft/ above):

This is what gmail looks like, once you've opened an account

To write a new email start here

If you want to use any of the other Google applications then click on this





# 1. Emails (continued)

## Another example of email formats (Mozilla Thunderbird)

The screenshot displays the Mozilla Thunderbird email client interface. The top bar includes navigation options like 'Get Messages', 'Write', 'Chat', 'Address Book', 'Tag', and 'Quick Filter'. A search bar is present with the text 'Search... <Ctrl+K>'. The left sidebar shows the folder structure, including 'Inbox', 'Drafts', 'Sent', 'Deleted', 'Local Folders', and 'Outbox'. The main pane shows a list of emails with columns for 'Subject', 'From', and 'Date'. The 'Subject' column lists items like 'walk report', 'Our next walks', 'Your dbinbox receipt [#2483-9760]', 'Your DBinbox.com/islingtonu3a subscription is renewing soon', 'website.manager', and 'Select Plus Agreement Price Level Adjustment - Agreement Number S0987364{~-100034095:1~}'. The 'From' column lists 'Shorter Walks', 'dbinbox', 'Christian Genco', 'eastsussex.history@btopenworld.com', 'it\_careers@computerworks.com', and 'Microsoft Volume Licensing Services'. The 'Date' column shows dates ranging from 01/06/2016 to 12/04/2016. Below the email list, there is a 'Welcome to Thunderbird' message with a blue bird logo, a 'Need Support?' section, and a 'Contribute to Thunderbird' section with links for 'Features', 'Tips', 'Visit our blog', 'Add-ons', 'Contribute', and 'Get help'. The bottom status bar shows 'Unread: 0 Total: 7' and the system tray with the date '11/06/2016' and time '17:41'.



# 1. Emails

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- iPad Tablets (demo)
  
- Andriod Tablets (demo)



# Index

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3. Security
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## 2. Copy and Paste

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- In Microsoft:
  - Open the source where you will be taking the content from (email or document or web page....)
  - Highlight the section you want to cut out (delete) or copy. By holding down left button of mouse then dragging to where you want
  - Then right click (on the mouse), select “Copy”; or use “hot keys” on your keyboard, ie Ctrl+C
  - Then move to where you want to insert/ paste what you’ve copied. Again left click on the spot, then right click select “Paste”; or using hot keys hit Ctrl+V



## 2. Copy and Paste (continued)

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- In Apple:
  - Open the source where you will be taking the content from (email or document or web page)
  - Highlight the section you want to cut out (delete) or copy. By holding down left button of mouse then dragging to where you want
  - Then right click (on the mouse), select “Copy”; or use “hot buttons” on your keyboard, ie Command C
  - Then move to where you want to insert/ paste what you’ve copied. Again left click on the spot, then right click select “Paste”; or using hot buttons hit Command V



## 2. Copy and Paste (continued)

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- On Android Tablets:
  - Demo



# Index

---

1. How to set up and get the most from emails
2. How to Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
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## 3. Security

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- Bin emails from anyone you don't know – before opening.
- Only open emailed links and attachments from someone you do know and if all of the following are true -
  - The email text is distinctively in their style e.g. not "Look at this funny picture I found!"
  - You were expecting to receive the email link or attachment
- Use a virus detector e.g. Avast is free!
- Use another checker occasionally e.g. Malwarebytes Antimalware is free
- **BACK UP** your files! You can set it up so this is automatic (eg use SyncToy, or the built in Windows or Apple system); or just take a full copy of everything and export to an external hard drive



# Index

---

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2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
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9. How to use a Google Form (eg Sign Ups)
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## 4. Updates

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This is regarding updates to your applications or programs

- Your computer can be set to receive automatic updates or manually. There is a risk if you're set to Automatic that something is downloaded that you don't want and interferes with one of your other existing programs. Therefore it's probably best to not to have "Automatic Updates" switched on. This option is normally under "Options" or "settings"
- If you are on manual, you will receiving notifications that updates are available then you can chose to accept them or not
- One current issue is with Microsoft and Windows 10. They are trying to get everyone (on Windows 8 or before) to migrate to Windows 10 - & are trying to do it automatically. Generally Windows 10 is good – now – so it is worth accepting. But, as above, people are then encountering problems with their old system, eg Hotmail or Livemail
- There are quite a few Help pages on YouTube or Microsft Community to resolve any of these issues



# Index

---

1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
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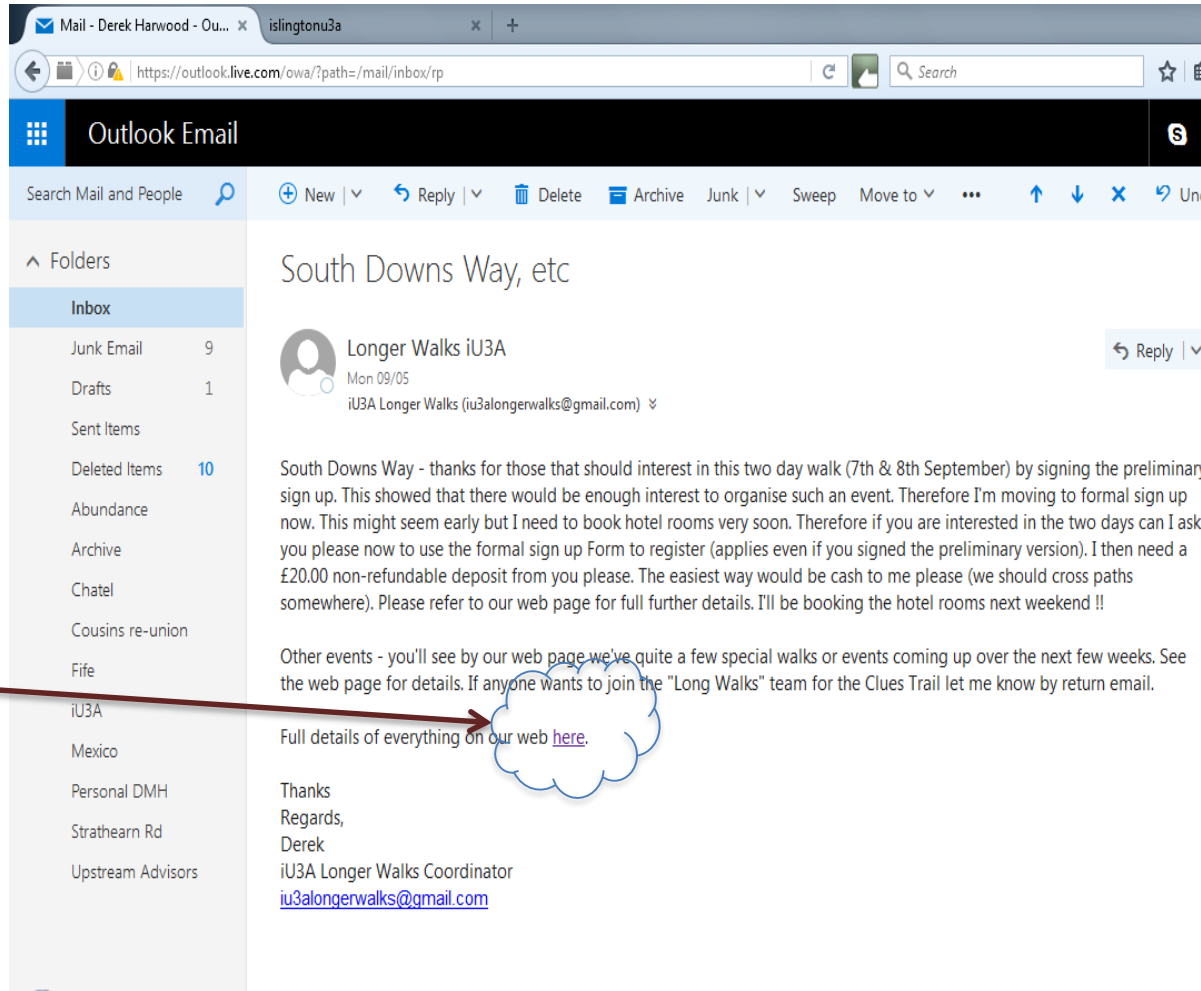


## 5. How to use links

- What is a (hyper) link
- How to spot one
- How to open one
- How to insert one
  - To insert a link see Attachments later

You can see links in email, like this:

Or on our web pages, like this (next slide):





## 5. How to use links (continued)

We go to any good walking area in Greater London and the South East that can be reached relatively easily by public transport.

Our walks cover a variety of terrain, including park and woodland, canal or riverside paths, open countryside and hill walking, and nearly all walks have options for shortening. Most walks are suitable for anyone who is reasonably fit and active. Group size is typically between 10 and 15 people. Lunch is usually in a pub or cafe, although sometimes people bring a picnic.

This is your group and members' suggestions for walks (or on other matters) are always welcome.

Our group is wonderfully balanced; some join walks regularly, others less frequently. We have few rules because we need few. But experience has suggested a few guidelines for walks; in particular to help the leader in their duty of care and to ensure safety. In summary the rule is 'respect others and stick together' but for a (slightly) fuller version, click [here](#)

To join the group, please fill in a very simple form by clicking [here](#)

Here are the results from our 2014-15 group members Survey: [report](#)

### Useful Information

Travel link - if you are going on a walk outside the Freedom Pass areas, here is a link to help decide which station to buy your ticket from online: [Freedom Pass Map](#)

Discounts - if you are buying from Cotswold at the Angel, say you are with iU3A Longer Walks group and you'll get 15% discount. Also Holiday Fellowship (HF) offer 10% off all their holidays for U3A members.

### Our next walks

**New dates added:**  
Here are the future planned walk dates:

Month	Days/Dates			
May	Friday 6	Thursday 12	Wednesday 18	Tuesday 24



## 5. How to use links (continued)

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- What is a (hyper) link
- How to spot one
- How to open one

-You will see they tend to be coloured (often blue); move your cursor / mouse over it; left click once. It will open in the new internet tab.

- How to insert one

- To insert a link see “Attachments” later



## Subjects Covered

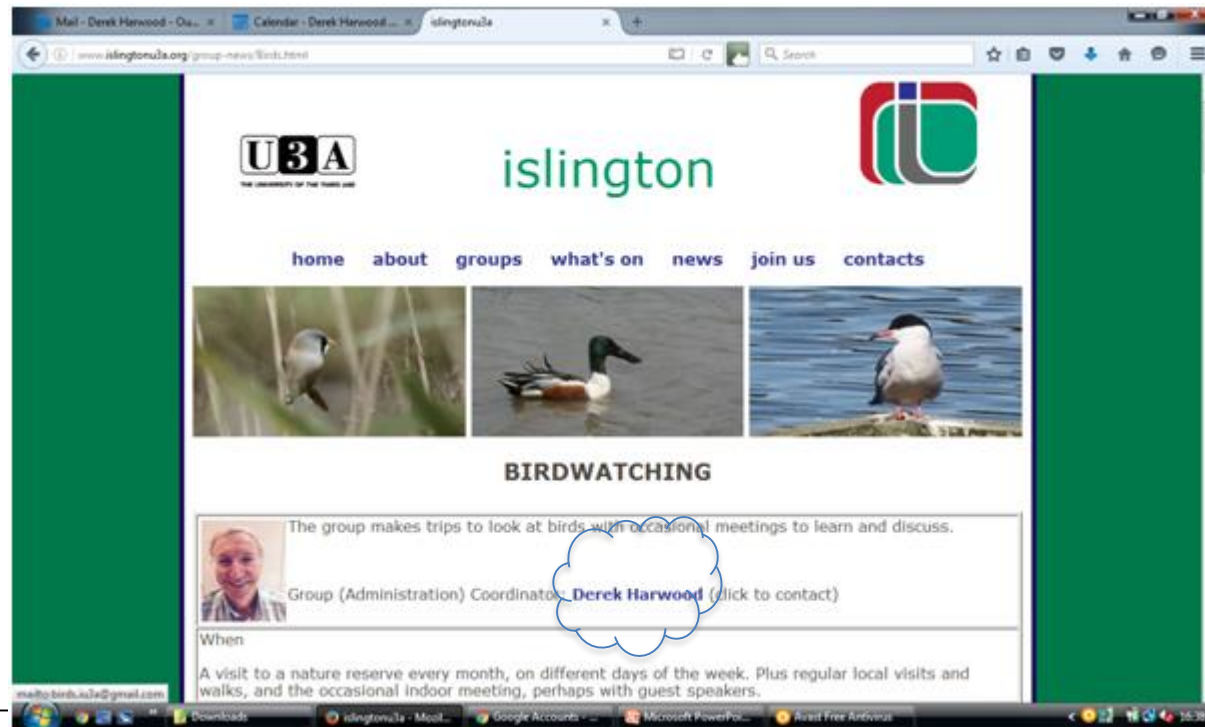
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1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
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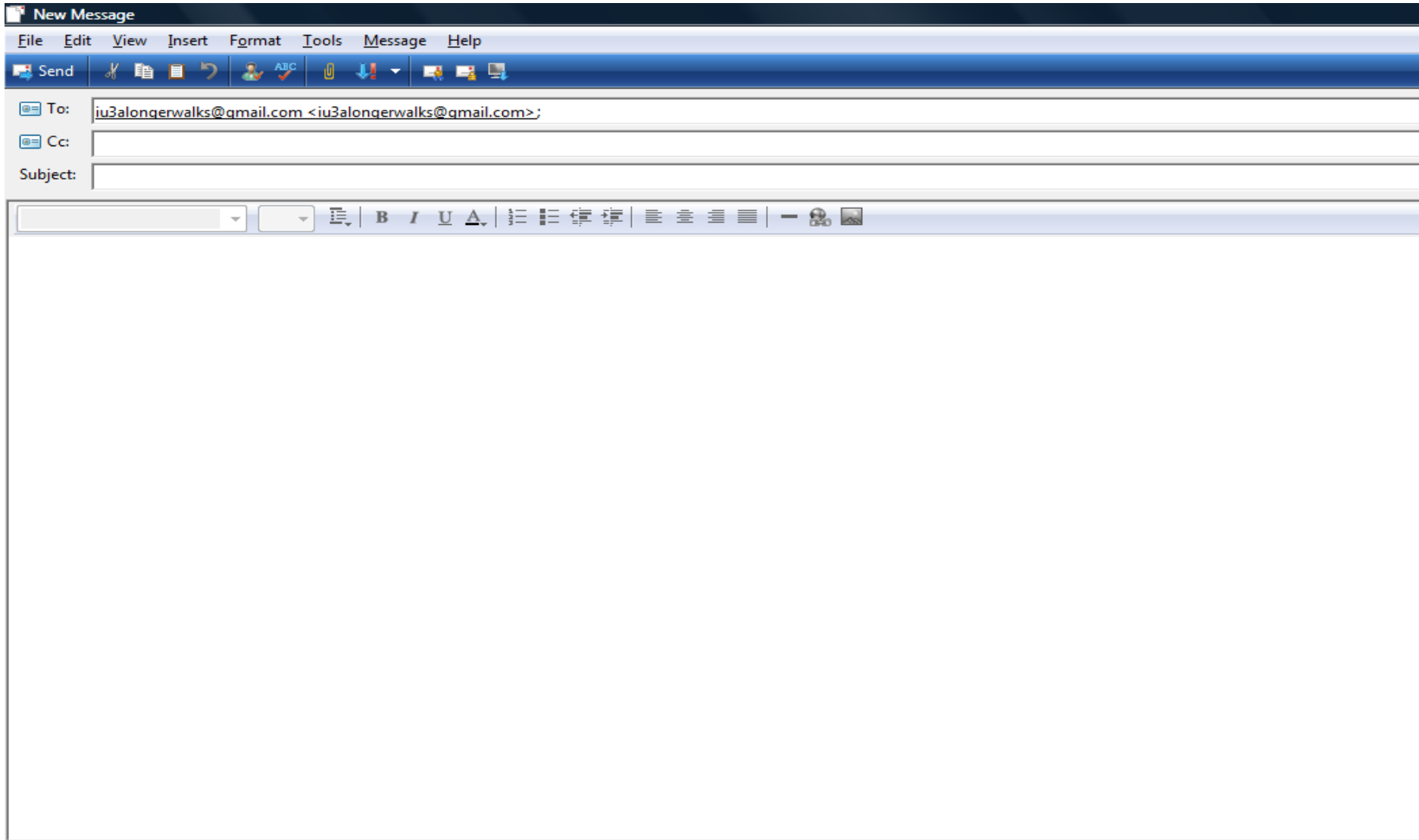
## 6. How the “MailTo” links work

- These are a type of (hyper) link
- They are used to trigger a reply to a specified person by email
- If you click on a (MailTo) link a blank email *should* open, ready for you to type up your response then send





## 6. MailTo Links





## 6. How the “MailTo” links work (continued)

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- If you try this but it doesn't work – either you get some sort of warning message, or it won't send - this is probably due to either:
  - if your computer's configuration is such that your default email program (for MailTo) is not set to the type of email you use;
  - or similarly the web browser you are using is expecting a different email program



## 5. How the “MailTo” links work (continued)

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- How to get around the problem (4 ways)

1. Try to re-set your default program.

Reset the mail client by going to Control Panel --> Default Programs --> Set your program defaults, clicking Windows Live Mail (or your own mail program) and confirm that it is set as the default mail program. If Windows Live Mail doesn't work, then it might be useful to check if others do, to find out if it is Windows Live Mail that is causing the problem.



## 6. How the “MailTo” links work (continued)

2. Try to re-set your browser (Firefox, Chrome, Explorer, etc)

The screenshot shows the Firefox 'Applications' settings page. The 'Applications' menu item in the left sidebar is circled in blue. The 'mailto' content type is highlighted with a blue box, and its action is set to 'Use Microsoft Office Outlook'. Other content types like 'JPEG Image' and 'Microsoft Office Excel Worksheet' are also circled in blue. The browser's address bar shows 'about:preferences#applications' and the 'Options' tab is active.

Content Type	Action
Adobe Acrobat XML Data Package File	Use Adobe Acrobat (in Firefox)
Compressed (zipped) Folder	Always ask
irc	Always ask
ircs	Always ask
JPEG Image	Always ask
mailto	Use Microsoft Office Outlook
Microsoft Office Excel Worksheet	Always ask
Microsoft Office PowerPoint 97-2003 Presentation	Always ask
Microsoft Office PowerPoint Presentation	Always ask



## 6. How the “MailTo” links work (continued)

- These two methods may be too difficult, so instead you can:

3. Copy & Paste the email address by:
  - Click on the (MailTo) link you want to use
  - When it opens copy the email address shown (by Copy & Paste or “copy email address”), open your own email system, open a new email and paste in the address



## 6. How the “MailTo” links work (continued)

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4. Or as a last resort, the old manual way:
  - Hover over the link
  - The address should become visible (in bottom left corner of your computer)
  - Manually write down the address (the bit after [mailto:](#))
  - Open your normal email account, start a new email and type in the address



## 6. How the “MailTo” links work (continued)

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- Useful help sites:
- <http://www.msoutlook.info/question/mailto-links-do-not-open-outlook>
- <https://www.youtube.com/watch?v=hBpeuPke3Hk>



# Index

---

1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
8. How to use the Web and YouTube
9. How to use a Google Form (eg Sign Ups)
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## 7. How to use Attachments

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- These are things (could be a document, a photo, a hyperlink) that come attached to an email
- Either the actual file will be attached, or just a link to the file
- The email will show there is an attachment by a symbol and/or you will see an image (eg a box) reflecting the file.
- Right click on the box (file); this will give you options of just viewing the file, or downloading (ie copying the file to your computer)
- If you open the attachment for just Viewing you will be able to print it but if you close the email you close the file. To view in the future you have to go back to the relevant email
- If you download the file, you will save it to your computer and can view it there in the future
- For iPads you tap on the box then.....

*Is it the same in Apple? Update needed to this slide???*



# Index

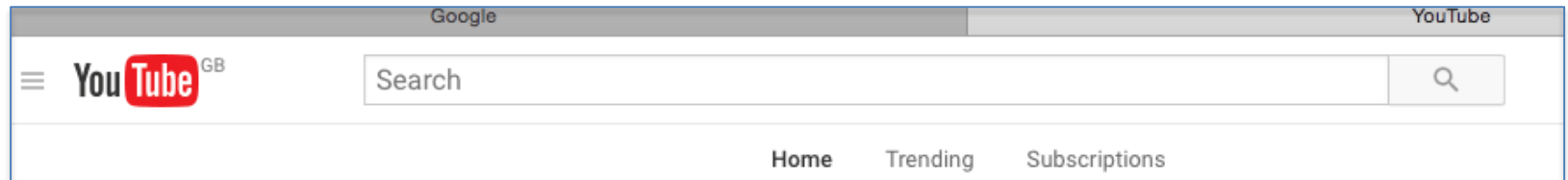
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4. Updates
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12. How to use a Doodle poll to agree on a date for an event

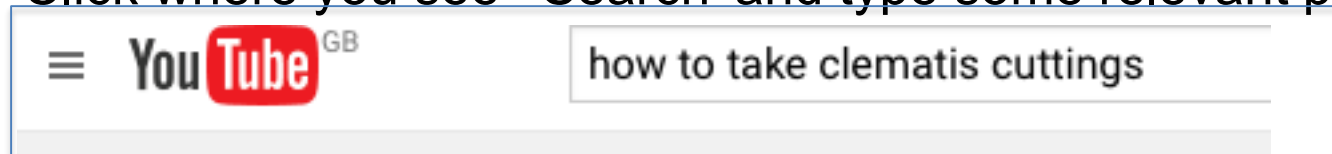


## 8. How to find out how to do absolutely anything with : **You Tube**<sup>GB</sup>

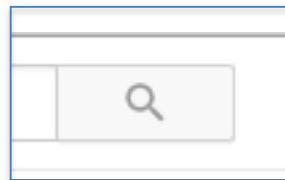
1. Open your internet browser
2. In the search bar type [www.youtube.com](http://www.youtube.com) and press return/enter.
3. You'll see this:



4. Click where you see 'Search' and type some relevant phrase:



5. Click on the Search button:





## 8. How to find out how to do absolutely anything with YouTube (used)

6. You'll see the first page of (in this case 5,920) results. Ignore the first one (obviously) and click on one that takes your fancy.

The screenshot shows a YouTube search interface. At the top left is the YouTube logo with 'GB' next to it. A search bar contains the text 'how to take clematis cuttings'. Below the search bar, there is a 'Filters' dropdown menu on the left and 'About 5,920 results' on the right. The search results are listed below:

- Make \$350 Per Day Online** (Ad)  
Online Business  
543,066 views  
How to Make \$350 Per Day Watch this Video to See How.  
Video thumbnail: A man in a black shirt and cap, with text overlay '\$350 Per Day Online Business' and a duration of 2:01.
- Taking Stem Cutting of Clematis**  
PlantzNThings  
3 years ago • 159,055 views  
Clematis are Super easy to propagate. I put together this Video to show you how it's done... Good Luck everyone and Happy ...  
Video thumbnail: Hands working with a clematis cutting and soil, with a duration of 10:11.
- Propagating a Clematis through Stem Cuttings**  
TheWeekendgardener  
2 years ago • 26,593 views  
Part of learning how to garden consists of learning how to propagate plants. One of the favorite climbers that can be found in the ...  
Video thumbnail: A woman in a white shirt holding a clematis cutting, with a duration of 2:42.



## 8. How to find out how to do absolutely anything with (used)

You Tube<sup>GB</sup>

☰ You Tube

how to take clematis cuttings

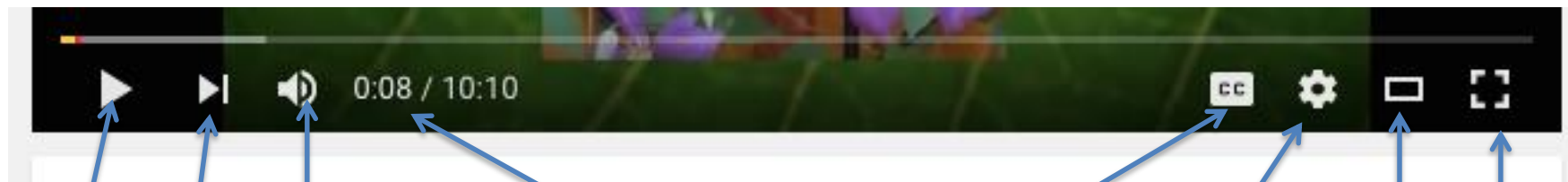


The video usually starts straight away. There might be an annoying ad first but it will go away in a few seconds.

## 7. How to find out how to do absolutely anything with YouTube (continued)



At the bottom of the video you'll see this (it might look slightly different depending on what browser you're using).



Click here to play and pause the video

Click here to go to the next Youtube video

Click here for the volume control and to mute the sound

The numbers tell you how far through the video you are

Click here for subtitles

Click here to choose the language of the subtitles

Click here to enlarge the screen

Click here for a full-size screen



# Index

---

1. How to set up and get the most from emails
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3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
8. How to use the Web and YouTube
9. How to use a Google Form (eg Sign Ups)
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## 9. How to use Google forms to sign up for iU3A activities

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1. On the iU3A website click on the link; it looks something like this: [here](#)  
or this: [\(sign up open\)](#)

2. Next you'll see a form:

**Islington Giving Week - Boundary walk  
(with a twist)!**

Please use this form to express interest in participating in or supporting the walk on Tuesday 21  
June

3. Click in the first box to type:

**First Name \***

4. Continue until all boxes are complete.

5. And don't forget to send by clicking on:



# Index

---

1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
8. How to use the Web and YouTube
9. How to use a Google Form (eg Sign Ups)
10. How to manage your member list with a simple table in MS Word
11. How to manage your member list within MS Excel
12. How to use a Doodle poll to agree on a date for an event



## 10. How to manage your member list with a simple table in MS Word

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FOR REASONS OF 'GDPR' WE WOULD ENCOURAGE COORDINATORS TO USE BEACON RATHER THAN KEEP SEPARATE LISTS OF MEMBERS PERSONAL DETAILS

1. Open Word, click File(top left) and click New [this is for Word 2003, later versions vary]
2. You should see a new black document, save it with a unique name
3. Click on Table and click New and ask for 7 columns and n+1 rows where n is the number of members you have
4. Click in each the boxes at the top of the columns and enter things like –  
Number,Last name,First name,email, open email?,Last meet
5. Type in the details for the first member in the next row, each in the appropriate column
6. Add the other members in the rows below, **look at the Example attached to see the sort of thing**
7. Save, then click on Table and Sort
8. Select option Header Row and try sorting by different columns to see results. For example sort on “open email?” then select the public and private email addresses, copy them and Paste Special /Unformatted
9. Select the stuff you just pasted and Find/Replace/More/Special and select “manual line break”. Type a comma in the replace box and click Replace All.
10. Repeat for public and private email addresses and you will now have two lists with commas to copy into the To and Bcc boxes of your group email



## 10. How to manage your member list with a simple table in MS Word

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No.	Membership Number	Surname	Forename	Email address	Agreed to open	Last Attended
1	44435	Smith	Fred	fredsmith@gmail.com	No	13/8/18
2	44336	Perry	Val	valperry@outlook.com	Yes	13/8/18
3	234567					
4	333333					
5						
6						
7						



# Index

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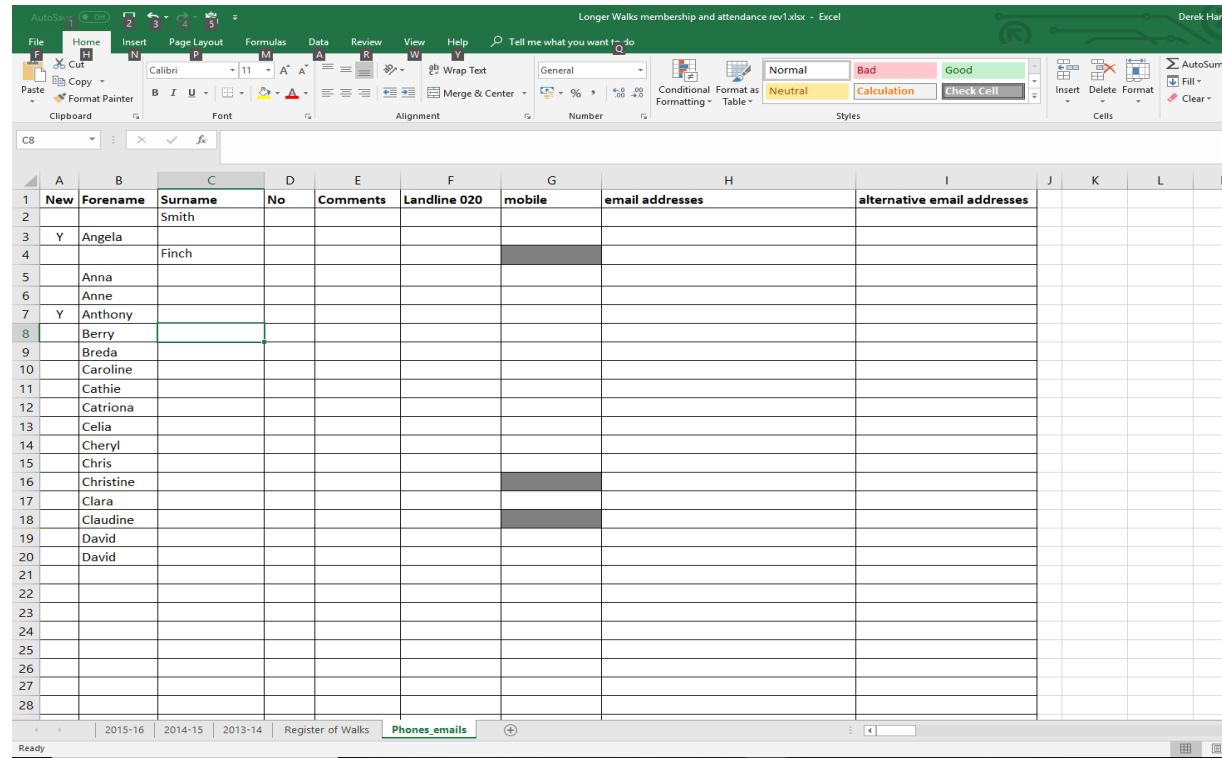
1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
7. How to open email attachments; how to add an attachment to an email
8. How to use the Web and YouTube
9. How to use a Google Form (eg Sign Ups)
10. How to manage your member list with a simple table in MS Word
11. How to manage your member list within MS Excel
12. How to use a Doodle poll to agree on a date for an event



# 11. How to manage your member list with a simple table in MS Excel

FOR REASONS OF 'GDPR' WE WOULD ENCOURAGE COORDINATORS TO USE BEACON RATHER THAN KEEP SEPARATE LISTS OF MEMBERS PERSONAL DETAILS

Only use this method if you want more than a simple list. But if you want to store more data for each member or keep a rolling attendance register for all your group's sessions, or other functions





## 11. How to manage your member list with a simple table in MS Excel

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1. Open Excel; top left icon, click on New
2. You should see a new blank workbook, save it with a unique name
3. Name each column. For example with –  
Membership Number, Last name, First name, email address, phone number, who needs to be bcc or just cc, etc, etc
4. Type in the details for each member in new row, in the appropriate column
5. Save
6. You can sort by any column (eg first name alphabetically)
7. You can other columns at any stage – eg attendance
8. You can add any other Worksheets and link cells



# Index

---

1. How to set up and get the most from emails
2. How to Cut/ Copy & Paste
3. Security
4. Updates
5. How (hyper) links work, or why they might not
6. How the “MailTo” links work, or why they might not
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8. How to use the Web and YouTube
9. How to use a Google Form (eg Sign Ups)
10. How to manage your member list with a simple table in MS Word
11. How to manage your member list within MS Excel
12. How to use a Doodle poll to agree on a date for an event



## 12. How to use a Doodle poll

Purpose: to help lots of people agree on a date for an event.

- You have an event next month but everyone has different prior commitments
- Set up a Doodle poll (download for free from: [doodle.com](http://doodle.com))

Date proposals

Select multiple dates or [date ranges](#). What's new?

[Calendar view](#) | [Free te...](#)

JUNE 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Selected dates:

- 🗑 Tue, 14/06/16
- 🗑 Wed, 15/06/16
- 🗑 Thu, 16/06/16
- 🗑 Fri, 17/06/16
- 🗑 Mon, 20/06/16
- 🗑 Tue, 21/06/16
- 🗑 Wed, 22/06/16
- 🗑 Thu, 23/06/16
- 🗑 Fri, 24/06/16



## 12. How to use a Doodle poll (2)

### Select times for each day:

**Doodle** + Schedule an event ≡ My polls 👑 Pricing 👤 John Davies

### Time proposals

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

[Enable time-zone support](#) ▾

	Time 1	Time 2	Time 3
Tue, 14/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed, 15/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu, 16/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri, 17/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon, 20/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tue, 21/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed, 22/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu, 23/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri, 24/06/16	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add further time slots](#)  
[Copy and paste first row](#)



## 12. How to use a Doodle poll (3)

- Invite participants :

The screenshot shows the 'Sharing settings' section of a Doodle poll interface. It includes a 'Sharing settings' header with a lock icon, a description 'Decide who can participate in your poll.', and two radio button options: 'Everyone with a link can participate' (selected) and 'Only invited people can participate'. Below this is the 'Invite participants' section, which is highlighted with a blue box. It features a plus icon, the text 'Invite participants (optional)', and a text input field for email addresses with a '0 / 250' character count. At the bottom of this section are two links: 'Add a personal message' and 'Preview the e-mail'. To the right is the 'Contacts' section, which lists three contact sources: 'Google', 'Office365', and 'Outlook.com'. Below the list is a note: 'Invite people faster by connecting your address book.'



## 12. How to use a Doodle poll (4)

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- Done!

**Doodle**

Thanks, John Davies,  
your poll has been sent.

[View poll](#)

Invite them in style.  
Create, send and track online invitations for any event

[Send a free invitation →](#)

POWERED BY

*Paperless*  
POST

The image is a screenshot of a Doodle poll confirmation email. It features the Doodle logo in blue, followed by a green message: "Thanks, John Davies, your poll has been sent." Below this is a blue button labeled "View poll". The bottom half of the email is a blue banner with white text: "Invite them in style. Create, send and track online invitations for any event" and "Send a free invitation →". To the right of the banner is a white box containing the text "POWERED BY" above the Paperless Post logo, which includes a penguin illustration and the text "Paperless POST".



## 12. How to use a Doodle poll (5)

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Here's the email to one of your invitees :

### Doodle

Hi there,

John Davies (jid@flying-boat.co.uk) invites you to participate in the Doodle poll "Example."

[Participate now](#)



What is Doodle? Doodle is a web service that helps John Davies to find a suitable date for meeting with a group of people. [Learn more about how Doodle works.](#)

You have received this e-mail because "John Davies" has invited you to participate in the Doodle poll "Example."



## 12. How to use a Doodle poll (6)

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- download the application for free
- your invitees click on the link
- fill in the dates they can attend
- once most of them have given dates Doodle will tell you which is most popular
- that's your date!