TechTips Newsletter
Presented by the Digital Literacy Program
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Cornell Cooperative Extension Offices Have Moved

Cornell Cooperative Extension was part of the County’s Reimagine Rensselaer County move to 99 Troy Road, East Greenbush. Our offices were relocated in mid-December and are on the second floor in Suite 203. There is plenty of visitor parking. Please call ahead if you plan to stop by our offices so we can give you directions.

To celebrate our move, this issue of TechTips is dedicated to all things related to “moving”, address changes, GPS and wayfinding.

Moving? Change Your Address with the US Post Office

The first thing you should do when you are moving is change your address with the US Post Office. You can visit your local post office and fill out a change of address card, or complete the process quickly and easily online.

Have a credit card or debit card handy. There is a $1.10 processing fee for the change of address.

Visit https://moversguide.usps.com/mgo/disclaimer

Did You Know?

Before you begin completing the change of address form, the postal service website first asks if you would like to also update your voter registration address as well. Take advantage of this convenient way to ensure you can vote at your new home! Simply check the box next to the option to “begin updating my voter registration”.

Continue scrolling down the screen. You’ll be asked who is moving (just one person, a business, or a whole family). Be sure to carefully enter your complete email address and cell phone number so the post office can reach you with important reminders like mail forwarding orders that are expiring, package deliveries, etc.

Mark if your address change is temporary (less than 6 months) or permanent, and enter the date you want your mail to start going to your new residence.

Enter your old address and new address, and continue through the next few screens.

You will see offers for discounts on moving services like truck rentals, as well. You can accept or decline any offers.

Mail Forwarding

The standard amount of time for mail forwarding service is 6 months, but you can sign up for extended forwarding in some locations. Extended forwarding can ensure that the mail gets sent to your new home for an extra 6, 12, or 18 months.
Ask the Educator

Q. I usually click on the little envelope icon on the bottom of my screen to check my email, but it doesn’t work anymore. I am using a Windows laptop. What happened?

A. When you purchase a new computer, it often comes with a convenient envelope-shaped icon that allows you to check your mail. It is common for that icon to “stop working” because it is actually a version of Microsoft Office’s Outlook Online software. New computers sometimes have free trials of the software installed, but the free trial period ends after a certain period of time. Another cause for this problem is using an older version of Microsoft Office that you haven’t updated to the newer subscription-based licensing.

In either scenario, the issue stems from you no longer having access to Microsoft Outlook.

There are some solutions available, the most common two are…

1) **Don’t use the envelope icon**… check your email through your web browser instead. You can log in and access your email through your web browser like Google Chrome, Microsoft Edge, or Firefox instead of by clicking on the envelope icon. You can even create a shortcut on your desktop that you can click to take you to your email inbox through the internet.

2) **Continue to use the envelope icon and Outlook to access your mail.** You’ll need to visit [www.Microsoft.com](http://www.Microsoft.com) to purchase a Microsoft Office subscription that works for you. You can choose from plans for individuals, families, students, or small businesses. The price points are listed under the link to compare plans. Once your subscription is purchased, you’ll be able to click on the icon once again.

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Common GPS Apps for Smart Phones

Your smartphone usually comes with a GPS app. The app you have installed by default depends on the type of phone you have. Android phones usually have Google Maps installed on them, while Apple iPhones usually have the Apple Maps app installed, but you can choose other apps such as Waze.

**Common Features:**
- A real time digital map with a dot or other marker showing where you are located. The dot moves along the route as you move.
- A search box where you type in the address or the name of a popular location you’d like to navigate to
- Options to see nearby attractions, restaurants, gas stations and hotels
- Options to choose your mode of transport (walking, biking, driving, bus, etc.) and route features (tolls, fastest routes, avoid dirt roads, best roads for trucks or motorcycles, etc.)
- Estimated time of arrival to your destination

**How to use GPS:**
- Before starting your route, open the app and enter the address you are looking for. Set route options, if necessary. Press the start button.
- Place your cell phone in a hands-free holder or in a location where you can see and hear it, but remain hands free for safe, legal driving
- Your phone will narrate directions to you as you drive along, alerting you to upcoming turns, and road hazards like detours, accidents, or delays

**Helpful features:**
- You might make a wrong turn while driving in an unfamiliar location. That is OK! Your GPS will sense your mistake and calculate a new route for you and get you back on track.
- Not sure of the posted speed limit? Glance at your GPS screen. Most apps display the legal speed limit in the corner of the screen.
- As night falls, the background of your GPS map may turn from a bright gray or white color to a darker gray or black so you can safely see in the low light of night time.

*Remember! It is unlawful and unsafe to hold your cell phone while driving!*
Move Your Body

Have you heard your friend talking about “getting in their steps” or mentioning that it was time to move around? They may be using a smart watch or fitness tracker that reminds them to stay active.

Fitness tracking watches or apps are popular tools to use to meet your fitness and weight loss goals. You can set up your options so that the watch will vibrate if you’ve been sitting too long or to track your number of steps. You can even receive a report at the end of the day, week, month, or year to see your activities on a chart of data.

Did You Know?
Smart phones often come with a built-in health app. Look through your installed apps, it is usually labeled “Health” and you can configure your settings to track your steps, calorie intake, or even how stable your footsteps are.

There are other apps you can download that are free or paid by a subscription that perform similar health tracking functions in different ways. Some apps allow you to connect with your family and friends on your weight loss journey as a support network, track your monthly cycles, or offer guided meditation.

Some of the most popular apps to check out in the health and fitness category according to Greatist.com are:

- Best overall fitness app: Sworkit
- Best for fitness beginners: C25K (Couch to 5k)
- Best for running: Strava Running and Cycling
- Best strength training app: Strong Workout Tracker Gym Log
- Best personal training app: Pear
- Best meal-tracking app: Foodility
- Best calorie counter: MyFitnessPal
- Best for nutrition: Fooducate
- Best for meal planning: Nourishly
- Best for stress relief: Happy Not Perfect
- Best for meditation: Calm
- Best for sleep: SleepScore
- Best period tracker: Flo

Consider using an app to help you reach your goals made during New Year’s resolution season…

Our Digital Literacy Program has resources to help you learn how to find and install an app that is right for your needs and budget.

Can’t Get There? Visit Virtually!

When the winter weather is upon us, it can be difficult to get out and about to enjoy nature. There are webcams located around the world that offer live streaming experiences for those of us who can’t get there in person.

You can open a web browser and perform a search for live web cams to find these video feeds. Be sure to add keywords to help you look for webcams that specifically interest you, such as “live nature webcams” or “webcams in the Bahamas”.

Here are some of our favorite nature- and animal-themed streaming webcams:

- @CornellBirdCams channel on YouTube
  This YouTube channel hosted by the Cornell Lab of Ornithology is dedicated to live streaming bird content from across the globe. Watch a condor hatch from its egg, a chickadee eat seed at a feeder, or view endangered Bermuda Petrels in their natural habitat.

- SpaceVideosHD channel on YouTube
  Watch mesmerizing and relaxing live streaming views of Earth as seen from the International Space Station

- Explore.org features a wide variety of webcams that are streaming live content from aquariums, homes, state parks, farms and other global locations. See underwater coral reef cams, manatees swimming in Florida, kitten and puppies playing at rescue organizations, bats resting in trees, and so much more.
Technology Terms

GPS
As a noun:
When used as a noun, this acronym for Global Positioning System refers to the software/app used to locate a geographic position. GPS software can be found on most smart phones and in newer automobiles, too.
“My new minivan has a GPS and a digital touch screen on the dashboard”

As a verb:
When used in casual conversation, GPS can mean the act of using turn-by-turn navigation features often included in GPS software systems. “I’ll GPS the address so I don’t get lost.”

Smart Watch
A smart watch is a wearable computer in the form of a watch; modern smart watches have a touchscreen while a nearby smartphone app provides watch management. While early models could only perform basic tasks, newer models have functionality closer to smart phones, including apps, Bluetooth connectivity and the ability to playback music content. Some models, called watch-phones have mobile cellular functionality like making calls. “I got a new smart watch for Christmas and I can’t wait to use it!”

Scroll
To move up- or downward on a web page or document using the scroll wheel on your mouse. You can also use the scroll bar located at the right side of your screen to move up or down, too. Look for the scroll bar at the bottom of the screen if you need to pan left or right on wider formatted websites or documents. “Scroll down to view the submit button at the bottom of the web page”

App(s)
Short form of the term application, a typically small and specialized software program for mobile devices, but may also be used to refer to larger software programs. Also called mobile apps, desktop apps, productivity apps based on their platform or their purpose. “I just downloaded a free mobile app to my smart phone to help me organize my schedule.”

Icon
A small, simple graphic on a computer screen that is used as a button to click on. Icons may be software logos or small images such as an envelope to open email, a house to go to a “home” page, or an arrow to go “back”. “Click on the blue arrow icon to continue to the next page.”

Port
A socket-like opening on a computer into which different cords can be plugged. Printers, monitors, mice, keyboards and other peripheral devices all plug into ports to communicate with the computer through specific types of cables. “I plugged my new printer cable into the matching port on the back of the computer.”

USB
An acronym for Universal Serial Bus, a USB is a type of connection port on a computer. (See the image of a USB cable at right.) Portable storage devices called flash drives have a USB tip on them, so some people refer to these types of storage drives as “USB storage sticks” or “USB drives”. “My wireless mouse has a USB connector that I plug in so it can communicate with my computer.”

Cornell Cooperative Extension

Rensselaer County

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