

# Windows X SIG

Thursday, March 10, 2016

## Windows 10: Mail, Calendar, People and OneNote Apps

### Part 1

- **Open each app and briefly show what it does.**

This is not a tutorial on how to use the app, just an introduction to its function.

- **What's special about these apps?**

They all will remain in sync on all devices connected to the Internet and signed in with the same Microsoft account.

- **Why does syncing between devices (desktop PCs, notebooks, tablets, and smart phones) matter?**

There is great convenience in having a new piece of data (email, appointment, contact or to-do list):

1. Appear on all your devices within minutes.
2. Move to the same folder on all devices when moved on one.
3. Be deleted from all devices when deleted from one.

- **What's wrong with POP3 email?**

It was devised to serve a single device. Having all the data appear on more than one device is awkward if possible and keeping the devices in sync when the data is updated, moved or deleted requires third party software or services which are not free.

- **What's missing in IMAP email accounts?**

Although the email stays in sync very nicely, there is no syncing for calendar, contacts or to-do lists.

- **Why not just use Outlook 2010/2013/2016 which does email, calendar, contacts and to-do lists?**

Outlook is great for a single computer. It is more advanced and capable than the four free apps. However, it costs extra and doesn't provide syncing across multiple devices.

To sync the calendar, contacts and to-do lists requires either paying for a Microsoft Exchange account (\$4/month per email address) or buying third party software for about \$100 and possibly paying a monthly fee as well.

- **What are the drawbacks to using just these four apps?**

All four are fairly primitive compared to the features of Outlook 2016, but they may grow into more complete apps over time.

1. **Mail** – Cannot create new mail folders in the app – must do that on the outlook.com web site.
2. **Calendar** – Cannot print calendars, cannot search calendar, cannot export calendar. Printing from Internet Explorer almost works, but longer event names run into the event starting time.
3. **People** (contacts) – Only 1024 characters for notes, export is only 255 characters (~ 50 words) for notes.
4. **OneNote** – The free version lacks the import/export features. The Office 2016 version of OneNote has these features.

The rest of the meeting will be a question and answer session. Bring your questions and experiences with Windows 8.1 and Windows 10 and share with the group.

If you have found an app that you like, we'll take time at one of the next meetings to let you present it. Let us know, and we will schedule time for you! Also, if you have discovered something we haven't talked about in Windows 10, it would be great if you could show the rest of us using your computer or John's or Ernie's.