

# Email & Skype

*'Staying in touch has never been easier – or cheaper, for that matter.'*



It's estimated that 294 billion emails are sent everyday, and more than 650 million use the internet telephone service 'Skype'. As intimidating as these numbers are, they are also a testament to the popularity and convenience of these tools. Our easy-to-follow guides will show you how to get involved.

## Email

Guides to choosing and setting up your email account, writing and receiving messages, sending attachments, emailing multiple people simultaneously,...

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## Microsoft Outlook

Microsoft Outlook is Microsoft Office Suite and is most commonly used as an email application. It also includes: calendar, task manager, and contact...

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## Skype

Comprehensive guides on using Skype to make your internet telephone calls – from downloading Skype and getting started to making video calls,...

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## Webcams

No-nonsense guides on choosing and using this magical tool that allows you to see friends and family via your computer.

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