

Commercial: N/A	
Music Intro: N/A	Episode # 4 for Monday, July 30, 2007
Show Title: RSS Feeds, MP3 players, and Email Etiquette	
Notes: <ol style="list-style-type: none"><li>1. What is a RSS Feed? Internet Explorer, Firefox, and Feedreader <a href="http://www.feedreader.com">www.feedreader.com</a><ol style="list-style-type: none"><li>a. Why do I need to know about this?</li><li>b. Helps you keep up with blogs.</li><li>c. Helps you keep up with website updates</li></ol></li><li>2. MP3 players "With all the sales if you thinking about one soon for a gift go for it"<ol style="list-style-type: none"><li>a. ipod - <a href="http://store.apple.com/1-800-MY-APPLE/WebObjects/AppleStore">http://store.apple.com/1-800-MY-APPLE/WebObjects/AppleStore</a></li><li>b. Zune - <a href="http://www.zune.net/en-US/">http://www.zune.net/en-US/</a></li><li>c. Zen Share - <a href="http://www.creative.com/products/welcome.asp?category=213">http://www.creative.com/products/welcome.asp?category=213</a></li><li>d. Sandisk Sansa - <a href="http://www.sandisk.com/Products/Catalog(1249)-SanDisk_Sansa_Connect_MP3_Player.aspx">http://www.sandisk.com/Products/Catalog(1249)-SanDisk_Sansa_Connect_MP3_Player.aspx</a></li><li>e. Sony - <a href="http://www.sonystyle.com/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10551&amp;storeId=10151&amp;langId=-1&amp;categoryId=16178">http://www.sonystyle.com/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10551&amp;storeId=10151&amp;langId=-1&amp;categoryId=16178</a><ul style="list-style-type: none"><li>• If you're going to purchase right now please don't purchase a refurbished unit unless you're getting ready to us it right away, otherwise the warranty may be out by the time your gift is opened.</li></ul></li></ol></li><li>3. How to get IM if your network has blocked it at work<ol style="list-style-type: none"><li>a. <a href="http://www.meebo.com">www.meebo.com</a></li></ol></li><li>4. Email etiquette:<ol style="list-style-type: none"><li>a. When Opening emails, don't click on links or open emails that have attachments from people you don't know.</li><li>b. When writing an email make sure to read your email more than once. Print it out so you can read out loud before sending to your recipient.</li><li>c. Do not use ALL CAPS, in the online world this means your shouting and some sensitive people will take offense.</li><li>d. Create a signature for your email<ul style="list-style-type: none"><li>• Why do you want one?</li><li>• What should you put in there?</li></ul></li><li>e. Work<ul style="list-style-type: none"><li>• If you want to receive personal emails and you are at work, please create a free email with one of the many free email services such as:<ol style="list-style-type: none"><li>1. Gmail <a href="http://www.gmail.com">www.gmail.com</a></li><li>2. Yahoo! <a href="http://www.yahoo.com">www.yahoo.com</a></li></ol></li></ul></li></ol></li></ol>	

3. Hotmail [www.hotmail.com](http://www.hotmail.com)

- f. When on the internet create a fake email address for all the sites you might visit that you don't know. Like when you go to a website that will only let you see the information that you want to see if you register. Don't use your good email address unless you want tons and tons of spam. Trust me a dummy email account is best for this.
- g. Remember your email at work can always be opened with or without your permissions.
- h. Don't forward off jokes to yourself or anyone else at the office, even if you think it's hilarious "Don't do it" it may come back to bite you later.

Link I forgot earlier on Email Etiquette:

- <http://www.google.com/search?hl=en&client=firefox-a&channel=s&rls=org.mozilla:en-US:official&hs=FAc&sa=X&oi=spell&resnum=0&ct=result&cd=1&q=email+etiquette&spell=1>
- <http://www.emailreplies.com/>
- <http://www.iwillfollow.com/email.htm>
- [http://owl.english.purdue.edu/handouts/pw/p\\_emaillett.html](http://owl.english.purdue.edu/handouts/pw/p_emaillett.html)
- [http://careerplanning.about.com/od/communication/a/email\\_etiquette.htm](http://careerplanning.about.com/od/communication/a/email_etiquette.htm)