

# OMUG Meeting - Feb 2022

## Workshops

Date	Topic
Feb 19	Tech Topics-1: <b>SEND Questions or Topic Ideas by 2/15</b>
Mar 19	Mac Organization Strategy & Tips
Apr 23	Using Note Apps to Organize Information
May 21	Tech Topics-2
Jun 18	Use Numbers App to Manage Important Information
Jul 23	Introduction to Mac Helper Apps
Aug 20	Tech Topics-3
Sep 24	Use Pages App to Create Documents and eBooks
Oct 22	Tech Topics-4
Nov 19	Tech Topics-5

## Questions

### **Have OMUG members received a notice Reminder of a Zoom Class Action Suit Settlement ?**

It indicates that one has been observed as a Zoom user and therefore entitled to a minimum \$15.00 One simply needs to respond by due date of March 5. I did not open the e-mail but was curious if others have seen this? I am assuming it is a sophisticated scam.

It is not a scam. See the Notice for more details: [www.ZoomMeetingsClassAction.com](http://www.ZoomMeetingsClassAction.com).

1. If you are or were a paid subscriber to Zoom Meetings between March 30, 2016, and July 30, 2021, you are entitled to receive either 15% of the total you paid to Zoom between March 30, 2016, and July 30, 2021, or \$25, whichever is greater.
2. If you were not a paid subscriber between March 30, 2016 and July 30, 2021, you are entitled to receive \$15.

## How does one remove a program from the dock?

It is called ANY DESK. I have tried multiple ways but nothing is effective.

AnyDesk is software that allows remote access to your computer. Did you install it? Did someone else install it? It costs \$10/mo.

- Right-click on icon > options > remove from Dock
- Use AppCleaner to remove the program completely

## Occasionally I cannot open a file sent as an attachment or a download.

It has a small face and says Cannot Open Application. Have resorted to shutting down and restarting computer and then it works. What is causing this and what do I need to do to prevent this happening?

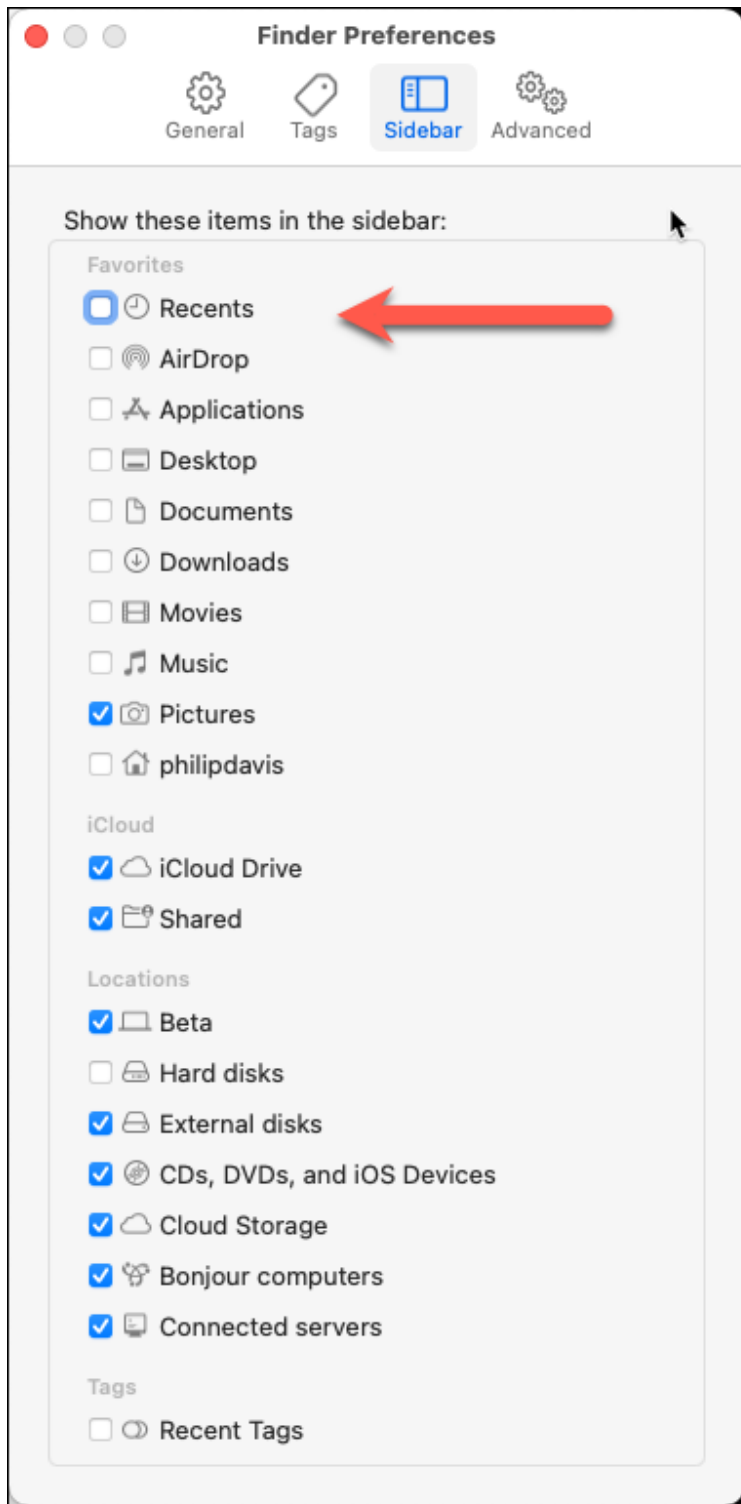
- Try exporting the attachment
  - File > Save Attachments
  - Click the saved attachment to open
- Try closing Mail and reopening

## Recent Items List

How often should I clear my “Recent Items” folder and what effect will that have on current operations.

The Recent Items folder is in the Finder Favorites. You don’t clear it out — it is just a smart folder that is intended to make it easy to go back to things you’ve been working on.

You can stop seeing it by using **Finder Preferences > Sidebar** and unchecking **Recents**.



## Permissions

I am having a problem with all the “permissions” we are supposed to accept/deny when it go to a new web or app site. I know what it is that I WANT to achieve, but I find the “double speak” so confusing that I am actually not sure when I have or have not agreed to. Is there a secret to reading these so that they are easily understandable?

# Tips

## Tip: Keyboard Shortcuts

- Download the Monterey shortcut sheet from MacMost:  
<https://macmost.com/downloads/MacMostKeyboardShortcutsMonterey.pdf>
- Download shortcuts from earlier macOS versions:  
<https://macmost.com/category/keyboard-shortcut-pdfs>
- Download a printable 4-page booklet from the Pages class:  
<https://davistech.org/20/mac-keyboard-shortcuts.pdf>