



the.ismaili
CANADA

Microsoft Outlook - Basic

Sunday, April 18: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Participants will acquire basic knowledge of Email and Microsoft Outlook

<p>Getting to know the new Microsoft Outlook interface, including the new menu bar (ribbon)</p> <p>Understanding Email Addresses</p> <ul style="list-style-type: none">• Email account• Email address• Username• Email providers (eg. Yahoo, Outlook, Gmail)• Other email providers: organizations, government, etc.• Software (eg. Microsoft Outlook, Windows Mail, etc.) <p>Email Basics</p> <ul style="list-style-type: none">• Email screen• Inbox and folders• Reading pane• Compose pane• Sorting email <p>Contacts</p> <ul style="list-style-type: none">• Adding and importing contacts• Use the Address Book• Viewing and searching contacts• Editing and Deleting contacts• Tagging and sorting contacts• Sharing contacts• Creating, modifying, and deleting contact groups	<p>Common Email Terms and Actions</p> <ul style="list-style-type: none">• Compose email• Retrieve and read email• Reply and forward• Format email• Working with attachments• Working with pictures• Working with hyperlinks• Checking spelling and grammar• Drafts and sent Items• Junk email• Conversations• Saving and printing email <p>Email Management</p> <ul style="list-style-type: none">• Setting message options• Organizing the Inbox folder• Managing Junk email• Signatures• Sending automatic replies <p>Calendar</p> <ul style="list-style-type: none">• Creating and sending appointments• Modifying appointments <p>Using Rules</p> <p>Passwords and Security</p>
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Registration with pre-payment is required:

<https://iicanada.org/form/microsoft-outlook-basic>

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039