



Sunday January 24: Outlook 2016 & Email Basic

9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta, 12:00 Noon-06:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

Fee for this Full Day Information Session is \$10.00

Participants will acquire basic knowledge of Email and Outlook 2016

Course Outline

<p>UNDERSTANDING EMAIL ADDRESSES</p> <ul style="list-style-type: none">• EMAIL ACCOUNT• EMAIL ADDRESS• USERNAME• EMAIL PROVIDER• YAHOO, OUTLOOK.COM, GMAIL• OTHER EMAIL PROVIDERS: ORGANIZATION, GOV.• SOFTWARE: MS OUTLOOK, WINDOWS MAIL <p>EMAIL BASIC</p> <ul style="list-style-type: none">• EMAIL SCREEN,• INBOX & FOLDERS• READING PANE• COMPOSE PANE <p>COMMON EMAIL TERMS AND ACTIONS</p> <ul style="list-style-type: none">• COMPOSE NEW MESSAGE• READ MESSAGE• REPLY AND FORWARD MESSAGE	<p>GETTING TO KNOW NEW OUTLOOK 2016 INTERFACE</p> <p>NEW MENU BAR (RIBBON)</p> <p>EMAIL MANAGEMENT</p> <ul style="list-style-type: none">• SETTING MESSAGE OPTIONS• ORGANIZING THE INBOX FOLDER• MANAGING JUNK EMAIL <p>CONTACTS</p> <ul style="list-style-type: none">• WORKING WITH CONTACTS• ADDRESS BOOKS• USING CONTACT GROUPS <p>CALENDAR</p> <ul style="list-style-type: none">• CREATING AND SENDING APPOINTMENTS• MODIFYING APPOINTMENTS <p>PASSWORDS AND SECURITY</p> <p>Save and Print Emails</p>
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Advanced Registration with Pre-Payment Required. Click on this link to Register
<https://iicanada.org/form/outlook-2016-email-basic>

For more information and to register: Phone, (403) 215-6200 Ext. 7039
Email Address: epb.crcprairies@iicanada.net