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**Microsoft Outlook 2013 & Email Basic**

**Sunday, September 10, 10:00 a.m. - 4:00 p.m.**

**Franklin Jamatkhana Social hall 220 28th ST NE**

**Fee for this All Day Information Session is $20.00**

**Course Outline**

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| **Email Basic**   * email interface * inbox * Message pane * Compose pane   **Common email terms and actions**   * Compose New Message * Read message * Reply and Forward message   **Understanding email addresses**   * email account * email address * username * email provider * Yahoo, Outlook.com, Gmail * Other email providers: Gov / org * software: MS Outlook, Windows Mail * Passwords and Security | Getting to Know Outlook 2013 Interface new Menu Bar (Ribbon)  **Email management**   * Setting message options * Organizing the inbox folder * Managing junk email   **Contacts**   * Working with contacts * Address books * Using contact groups   **Tasks**   * Working with tasks * Managing tasks   **Appointments and events**   * Creating and sending appointments * Modifying appointments   **Save and Print Emails** |

**For more information and to register e-mail: epb.crc@gmail.com**

**Phone or Text: (403) 689-8584**