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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**