Power E-Mail

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1 Administrivia

Announcements

Paper due Wednesday.

Written quiz on Friday. Will cover material from this today and Wednesday.

Assignment


From Last Time

Web project lab.

Outline

1. Introduction to lab.

2. Lab.
Coming Up

Continuation of e-mail lab.

2 Introduction

Walk through the lab handout. Important points:

1. Show the “Personal Folders” folder in Outlook.

2. Show the Organize button and what’s behind it.

3. Talk about the consequences of deleting items from the Deleted Items folder on exit from Outlook.


5. Rules Wizard: demonstration and warning about steep learning curve.

3 Lab

Refer to handout.