

# Power E-Mail

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## 1 Administrivia

### **Announcements**

Papers due in one week!

### **Assignment**

No new reading, but second online quiz on today's reading material.

### **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.
4. Signatures: what they’re for and netiquette.
5. Rules Wizard: demonstration and warning about steep learning curve.

## 3 Lab

Refer to handout.