Power E-Mail

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1 Administrivia

Announcements

Papers due Friday!

Assignment

No new reading, but second online quiz on Friday'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.