

# Power E-Mail

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Nov. 20, 2006

## 1 Administrivia

### Announcements

### Assignment

Chapter 3 Above & Beyond, pp. 152–161. Online quiz. Questions on pg. 162: A1, A8.

### 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.