

Introduction to Email (Microsoft Outlook Express 6)

Course Information:

1. Getting Connected

1. Getting Connected Overview
2. Before You Begin
3. Creating An Internet Connection
4. Testing The Connection

2. E-Mail Basics

1. Overview Of E-Mail Basics
2. Creating A New Message
3. Sending A Message
4. Opening And Reading A Message
5. Replying To A Message
6. Forwarding A Message

3. E-Mail Features

1. Overview Of E-Mail Features
2. Sending A Message With An Attachment
3. Receiving Messages With Attachments
5. Creating Address Book Entries
6. Creating Address Book Entries From E-Mails
7. Using Address Book Entries
8. Managing Address Book Entries
9. Managing Your E-Mail
10. Deleting Messages

4. Customising Mail

1. Customising Mail Overview
2. Using Stationery
3. Creating Signatures
4. Using A Signature

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