

COURSE SYLLABUS

Advanced E-Mail Using Windows Mail

Winter/Spring 2010

INSTRUCTOR: Mary O'Neill

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**PREREQUISITE(S): Successfully Demonstrated Knowledge and/or Successful Completion of the Following Course(s):
Introduction to Computing
Window Basics
Basic E-mail**

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class is for the more experienced e-mail user. The class will cover creating and e-mailing groups; formatting; blocking senders; creating message rules; creating a signature; changing screen layout; and backing and restoring up contacts and e-mail.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course, and student demonstration of course related tasks.

C. COURSE OBJECTIVES

- Objective 1: Students will successfully demonstrate knowledge of creating groups and e-mailing to them.
- Objective 2: Students will successfully demonstrate knowledge of blocking senders and creating message rules.
- Objective 3: Students will successfully demonstrate how to create a signature, format e-mail and how to change screen layout.
- Objective 4: Students will successfully demonstrate the process of backing up and restoring contacts and messages.