

Course Syllabus

Thunderbird E-mail

Winter/Spring 2012

INSTRUCTOR: Mary O'Neill

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PREREQUISITES

This is a class for both the user who has basic computer knowledge and email experience.

COURSE DESCRIPTION

Mozilla Thunderbird is a free desktop-based e-mail client for managing Web mail offline. No need to change your e-mail address. We will learn how to receive, send, reply to, forward and delete messages; view and add attachments; manage the address book; block unwanted senders; create message filters; and backup and restore the address book.

METHOD OF INSTRUCTION

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

COURSE OBJECTIVES

Students will learn how to:

Objective 1: Receive, send, reply to, forward and delete messages.

Objective 2: Create and format new messages.

Objective 3: View and add attachments.

Objective 4: Manage the address book.

Objective 5: Block unwanted senders.

Objective 6: Create message filters.

Objective 7: Backup and restore address book.

Objective 8: Create a new account