TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Using Email Efficiently
Tips for managing your Inbox

Learning Outcomes:

1. **Discover the difference between Internet based Email and P.O.P. accounts**

2. **Practice sending e-mails:**
   - Compose mail (address, using cc and bcc and to spell check)
   - Send to multiple recipients
   - Save a draft email
   - Replying to messages (reply, reply all and forward)

3. **Adding contacts to your Address Book**
   - Adding multiple addresses to contacts
   - Adding detailed contact information
   - Deleting contacts

4. **Managing Email**
   - Deleting mail
   - Retrieving mail from the trash box
   - Emptying trash
   - Creating folders (Labels)
   - Moving emails to special Labels
   - Starring messages
   - Logging In and out

5. **Changing Your Settings**
   - Switching conversation view on/off
   - Adding signature
   - Changing password