

Course	Internet Based E-mail Course
Length	2- 3 hours
Audience	This class teaches the e-mail terminology function of Internet based in depth. Students create an email account and explore the tools to send and manage accounts. Learn the easiest ways to send and respond to mail, as well as safeguard data and upload different types of resumes.
Prerequisites	Participants must have Windows experience.
Topics	<p><i>Module 1: Overview Email Account: Internet</i></p> <ul style="list-style-type: none">◆ Terminology: What is Email?◆ Define: User name, Password◆ Browse Tips: Bookmark, Favorites◆ How to write an email address◆ Email Etiquette: Salutation, SpellCheck, Tonality <p><i>Module 2: Create an Email Address</i></p> <ul style="list-style-type: none">◆ Review of Site options for Email:◆ Google, Yahoo, MSN, etc.◆ Setup an account <p><i>Module 3: Create an Email / Compose</i></p> <ul style="list-style-type: none">◆ Using the Tools◆ Exploring the Email interface◆ How to create an email message◆ How to store an address◆ How to attach a file <p><i>Module 4: Saving Resumes</i></p> <ul style="list-style-type: none">◆ Flash Drives◆ Locations◆ Safeguarding data tips <p><i>Module 5: Creating different resumes</i></p> <ul style="list-style-type: none">◆ Chronological vs. Functional◆ Formatting and distribution tips for Internet friendly resumes and cover letter◆ DOCX vs. PDF Compatibility Tips◆ Resource / Help: Spam, Microsoft, Job sites