

Mastering Electronic mail Communication

Making use of electronic mail - A learning session by Sid Edwards of TUZONGO Web Design

Despite all the other methods of communication email is still popular and has become as necessary as a phone number or physical address. Similar to telephoning someone, email has become a standard mode of communication with the expectation being that everyone should have an email address.

As participants you will:

- Become familiar with key capabilities of electronic communication (e-mail)
- Perform common e-mail tasks
- Set up a way to automatically organise e-mails upon receipt
- Receive useful information by linking Google's search engine to your e-mail

Programme

9:30	Arrival drinks and biscuits
10:00	Why use e-mail? Comparisons with other methods of communication
10:30	Receiving e-mail from an unknown sender Spam folder Whitelist
11:15	Break
11:30	Default e-mail sender Setting the default
11:45	Lunch time
12:30	Any questions
12:45	Replying Forwarding Cc: and Bcc: Attachments
13:15	Automatically organising Inbox Filters, Folders, Rules
13:45	Harnessing Google's search engine Gmail account Setting up Google alerts Organise alerts
14:30	Evaluation
14:45	Close

Session Requirements

Participants will gain the most from this session by bringing along their own laptop, tablet or smart phone device.