

Email Basics Syllabus

Session One

Getting to know your email platform

- Navigating and finding your emails
- Drafts
- Quickly adding to and using your contact list
- Creating folders, or “labels”
- Moving emails from one folder/label to another

The anatomy of an email

- Using the cc and bcc options
- Sending, Reply, Reply All & Forward

Session Two

Working with Attachments

- Viewing attachments
- Downloading
- With Gmail: adding to your Drive and your Photos
- Finding the files that you have downloaded

- Finding, adding and sending attachments of your own

A quick look at Spam and additional learning sources for managing and enjoying your email!