

Computer Concepts - Quarter 3 - Week 5 Assignment

First Name	Last	3/4/2025
Complete the following		Initial
Read	8.1 Introduction to Outlook	_____
Watch	8.1.1 Introduction to Outlook	_____
Watch	8.1.2 Checking Your Email	_____
Read	8.1.3 Outlook Tasks Overview	_____
Read	8.2 Sending and Receiving Messages	_____
Watch	8.2.1 Formtting and Sending Messages	_____
Watch	8.2.2 Email Etiquette	_____
Watch	8.2.3 Signatures	_____
Watch	8.2.4 Attachments and Hyperlinks	_____
Watch	8.2.5 Tracking Options	_____
Read	8.2.6 Message Facts	_____
Do	8.2.7 Skills Lab: Send and Receive Messages	_____
Do	8.2.8 Challenge Lab: Send and Receive Messages	_____
Read	8.2.9 Message Tips	_____
Do	8.2.10 Applied Lab: Create and Send a Message	_____
Do	8.2.11 Applied Lab: Reply to a Message	_____
Read	8.3 Organizing Messages	_____
Watch	8.3.1 Organizing Messages	_____
Watch	8.3.2 Automatating Outlook	_____
Watch	8.3.3 Junk Mail and Clutter	_____
Watch	8.3.4 Conversations	_____
Watch	8.3.5 Searching in Outlook	_____
Watch	8.3.6 Importing and Exporting	_____
Read	8.3.7 Message Management Facts	_____
Do	8.3.8 Skills Lab: Manage Messages	_____
Do	8.3.9 Challenge Lab: Manage Messages	_____
Read	8.3.10 Message Management Tips	_____
Do	8.3.11 Applied Lab: Manage Rules and Replies	_____
Do	8.3.12 Applied Lab: Organize and Filter Messages	_____

Instructor Email - sbernard@homelinkyakima.com
 Bring your assignment sheet with you each week