Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Enhanced Microsoft Office 2013: Outlook Chapter 1 – True/False

Instructions: Circle T if the statement is true or F if the statement is false

1. An email host, such as Microsoft Outlook 2013, is an app that allows you to compose, send, receive, store, and delete email messages.

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2. An email address contains an @ symbol to separate the user name from the domain name.

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3. The Navigation Pane is a pane along the right side of the Outlook window that contains shortcuts to your Outlook folders and gives you quick access to them.

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4. Recipients in the To, Cc, and Bcc boxes receive sent messages; however, the names of the recipients in the Cc box are not visible to other recipients.

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5. A signature line(s) identifies the sender and may contain additional information, such as a job title, business name, and phone number(s).

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6. Some email servers use POP2, the latest version of Post Office Protocol (POP), a communications protocol for incoming email.

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7. An attachment is a file such as a document or picture you send along with an email message.

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8. Outlook’s default message format is HTML, which is a format that allows you to view pictures and text formatted with color and various fonts and font sizes.

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9. The Drafts folder is the default location for all saved messages.

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10. Instead of leaving all of your incoming messages in the Inbox, you can create additional folders and then move messages to these new folders so you can organize and locate your messages easily.

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