

CS1TQ2 - Commercial Off The Shelf Software

Practical 1 - E-Mail

For today's practical please make sure that you can carry out the following tasks related to the management of e-mail. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Further items are optional, but you will find them useful.

- Starting and quitting Outlook Express**
 - Choosing which elements to display**
 - Displaying the preview frame**
 - Composing and sending an e-mail**
(e.g. Send to K.R.Wilcox@reading.ac.uk)
 - Collecting, reading, printing and deleting an e-mail.....**
 - Spell check an e-mail**
 - Copy text into an e-mail.....**
 - Send to multiple recipients using “To:”, “Cc:” and “Bcc:”**
 - Attaching files to an e-mail**
 - Setting e-mail priorities and requesting receipts**
(note: not all mail clients honour these priorities or requests)
 - Setting main and alternate signatures**
 - Using the Drafts Folder**
 - Forward a received e-mail.....**
 - Reply to all / reply to sender only**
 - Selecting and copying text from an e-mail.....**
 - Opening and saving attachments.....**
 - Creating folders and moving mail to folders**
 - Searching for specific e-mails**
 - Sorting e-mails**
 - Entering contacts into the address book**
 - Editing contacts, sorting contacts.....**
 - Setting up a mailing list (contact group).....**
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Creating and applying filters (message rules)

(E.g. Automatically move all e-mails from K.R.Wilcox@reading.ac.uk into a folder called “Important”)

Setting up Outlook Express for on-line & off-line use

Set up Outlook Express to collect e-mail from a POP3 account

Manage multiple identities

Read how Reading Uni. filters spam <http://www.rdg.ac.uk/ITS/SpamFilter>

See if you can trigger the spam filter in an e-mail to a classmate

Investigate other e-mail clients

(E.g. PINE on unix, Eudora, Netscape, Hotmail...)