

# 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.

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

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### **Creating and applying filters (message rules)**

(E.g. Automatically move all e-mails from [K.R.Wilcox@reading.ac.uk](mailto: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...)