

Aplicaciones Ofimáticas (Office Applications)

Unit 11. Assessable activities 01



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Nomenclature

Throughout this topic different symbols will be used to distinguish important elements within the content. These symbols are:

 **Important**

 **Attention**

 **Interesting**

 **To submit**

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UNIT 11. ASSESSABLE ACTIVITIES 01

1. DATE OF DELIVERY

Submission deadline: Wednesday, April 5 at 11:55 p.m.

The activity will be evaluated when the delivery deadline has passed.

! Attention: the delivery date is not extendable. If you do not deliver it in time and form, the qualification of the activity will be 0.

2. OBSERVATIONS PRIOR TO CARRYING OUT EVALUABLE TASKS

- This deliverable must be shown to the teacher within the requested period.

! Attention: Failure to comply with these considerations can reduce the grade up to 3 points.

3. EXERCISE 01

Use the email client "ThunderBird" <https://www.thunderbird.net/es-ES/> so that it downloads your email (we propose a Gmail account for the activity) **without removing it from the server** (that is, that the emails stay on the server forever).

! Attention: just in case, do the tests with an email account that you do not use and there is no information that you can lose. Be careful!

To be able to do this with a GMAIL account, you can follow these steps:

https://support.google.com/mail/answer/7126229?visit_id=638161091282374737-2140322366&rd=1#zippy=%2Cpaso-comprueba-que-imap-est%C3%A9-activado

In summary:

1. Check that IMAP is enabled on your account (as the link explains).
2. Use ThunderBird's automatic account configuration, it will already detect the IMAP server (to manage mail) and SMTP (to send mail).
 - a. If it does not detect the servers, you must place them by hand as indicated in the link.
 - b. We recommend that you DO NOT save the password, that it asks you every time.
3. After detecting the configuration, ThunderBird will offer you to choose whether to use IMAP or POP. Do not use POP, use IMAP (POP by default, deletes messages from the server and without proper configuration you could lose messages).

to submit: show to teacher ThunderBird working properly with your mail and dropping.

4. EXERCISE 02

After carrying out the previous activity, configure several folders of your choice to organize your mail (Institute, Games, Publicity, Friends, etc.) and file some mail in them. Set filters so folders behave intelligently.

<https://support.mozilla.org/es/kb/organizar-tus-mensajes-utilizando-filtros>

To submit: teach faculty ThunderBird with folders and filters working.