

Windows Vista Mail - 1hr 30min includes 22 page manual

The skills and knowledge acquired in Windows Vista Mail Getting Started are sufficient to be able to set up an email account, create, read and respond to messages.

At the completion of Windows Vista Mail Getting Started you should be able to:

set up a new email account, understand the screen components and create email messages

open, read and respond to messages

Windows Vista Mail Getting Started is designed for users who are keen to know how to open, read and respond to messages efficiently.

Windows Vista Mail Getting Started assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Getting Started

Contents

Sending Email

- Starting Windows Mail
- Adding A New Email Account
- Common Windows Mail Screen Elements
- The New Message Window
- Creating A New Message
- Attaching Files
- Sending The Message
- Sending A Courtesy Copy
- Adding Contacts
- Adding Contact Groups
- Emailing Contacts

Receiving Email

- Checking For Email
- Reading Messages
- Replying To Messages
- Viewing Message Attachments
- Deleting Messages
- Working With Junk Email