

Email Workshop

1. Create a new Yahoo! Email account.
2. Learn the Anatomy of an Email.
 - The address line.
 - The subject line.
 - The "body" of the message.
3. Compose and send messages.
4. Read a message.
5. Reply to a message.
6. Forward a message.
7. Delete a message.
8. Recover a deleted message.
9. Permanently delete messages.
10. Attach a resume to an email.

Limited Seating

Call 285-1116

