

ESSENTIAL SKILLS ICT

EMAIL EXERCISE 5

In this exercise you will manage your emails by creating folders and moving messages.

1. Open **Outlook**.
2. Open your **Contacts** folder – you should have at least 5 contacts. Add more if necessary.
3. Delete all messages in your **Deleted Items** folder (*right click on the folder*)
4. In your **Inbox** folder create a sub folder called **Fun**.
5. Move your amusing messages into this folder
 - a. Click & drag a message
 - b. Select a message & click on the **Move Or Copy to Folder** icon
6. Can you think of another folder that may be useful for sorting your messages?
Create this folder and move any relevant messages into it.
7. Open your **Sent** folder.
8. **Review** the messages in this folder and **delete** any or all that are not needed.

9. Tutors EMAIL

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