

Practice Activity: Competency 1.3

Communicates using Microsoft Outlook Email system

You will need a Word document to use as an attachment during this practice activity

Directions: Log on your computer and open Outlook to complete the following activities

1. Send a message to yourself that tells your name, your building location, and the date of your practice activity. In the subject line write Practice Activity Competency Three.
2. Reply to the message you just sent yourself. Include the following:
 - Go to Help on the Outlook menu bar. Search the Table of Contents for Calendar and Scheduling. Select About Calendar and find one of the things that this help screen can tell you about and type it in your message.
 - Attach a Word document (use any that you might have in your *My Documents* folder).
3. Print your message.
4. Send your reply.
5. Open your reply message.
6. Create a new contact for the following three people:
 - Sally Snicker whose email address is `ssnicker@lwsd.wednet.edu`
 - Reader Rabbit whose email address is `rrabbit@lwsd.wednet.edu`
 - Marcy Message whose email address is `mmessage@lwsd.wednet.edu`
7. Create a distribution group named "Training candidates" that includes the three contacts you created above.
8. Add yourself to the distribution list.
9. Print the distribution list, then Save and Close the list.
10. Open your Outlook Calendar.

11. Change the view to Month view. Then change it to Work Week view, and finally to Day view.
12. Make an appointment for ten minutes from now, and set up a reminder 5 minutes before the appointment starts. Save and close the appointment.
13. Print your calendar in the Daily Style to show the appointment.
14. Select and delete all of the items in your Inbox and Sent Items folder that are related to this practice activity.
15. Delete the contacts your created for this practice activity, including the distribution group.
16. Empty your deleted items folder.

If you can successfully complete all of these steps, you are ready to take the Technology Competency 1.3 assessment.