

## **Windows Live Mail**

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**Description of Class:** This class covers E-mail on Windows 10. We will explore and contrast the MAIL app, Live Mail, and Webmail.

- Connection to your mail server using either POP3 or IMAP.
- Mail management – Print, Delete, Folders, and Attachments.

**Student will learn:** How to choose and use the best tool for their specific case.

**Prerequisites:** Students should have a Windows computer and be familiar with the basic aspects of using the mouse and keyboard. They should already have an E-mail account. This class will be useful for new computer users who want to improve their E-mail experience.

**Software Used:** Windows 10 Home Premium Library

**Special Setup:** Bring your charged laptop or else use the lab computers. Please have your E-mail id (e.g. [name@cox.net](mailto:name@cox.net)) and account password available.

**Number of Students Required:** Min. 5, max 10 students.

**Offered:** This class is offered once.

Tuesday March 14 1 – 4:00 PM