Digital Literacy
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Employment

Email Skills-Outlook
Part One

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Lesson Objectives-Part One

A. Check your Inbox for New Mail

B. Write and Send an Email to One Person

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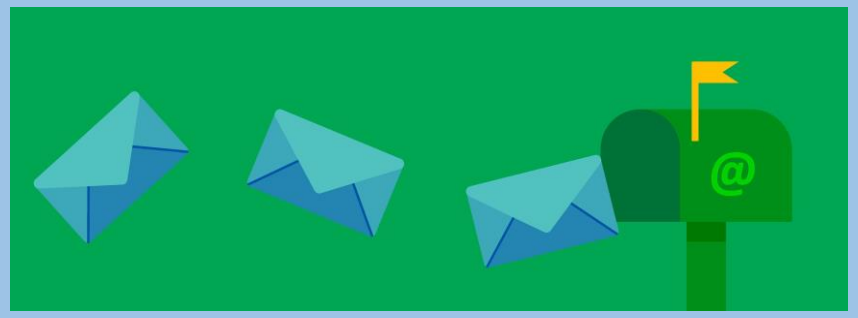
Lesson-Part One-A

Check your Inbox for New Mail



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Check Understanding

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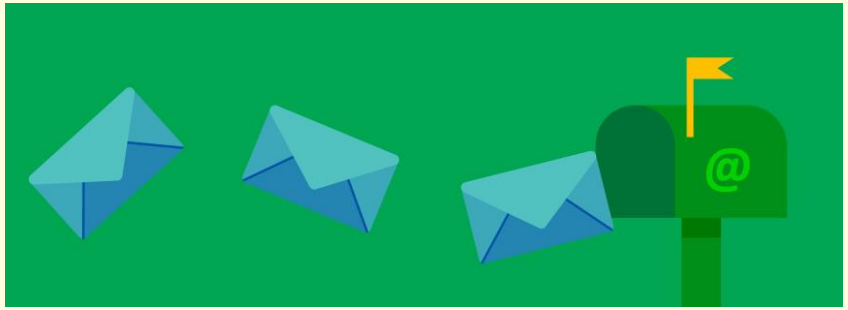
Practice-Part One-A

Check your Inbox for New Mail



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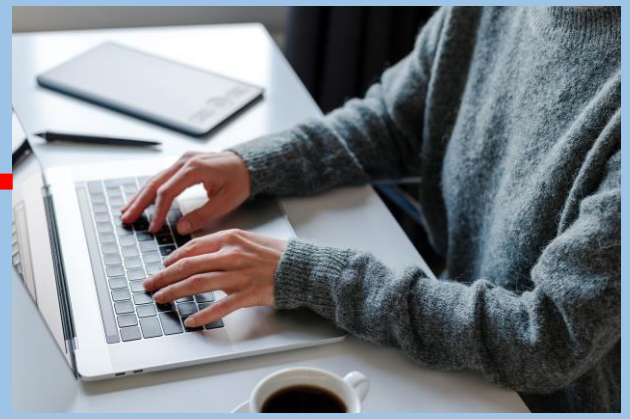
Lesson-Part One-B

Write and Send an Email to One Person



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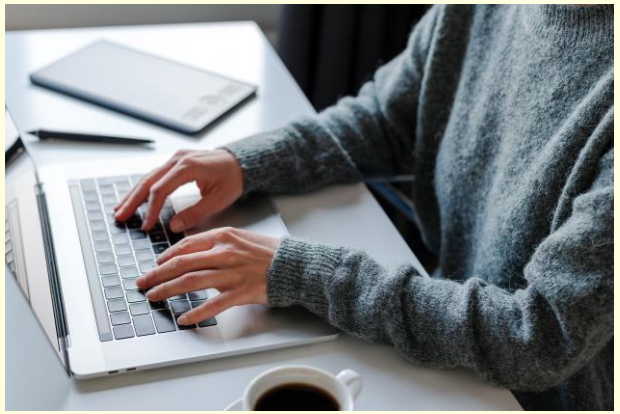
Practice-Part One B

Write and Send an Email to One Person



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Lesson Objectives – Part Two

Write and Send an Email to More than One Person

Part A: Use “To”

Part B: Use “Cc”

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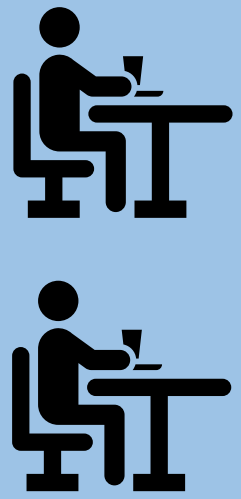
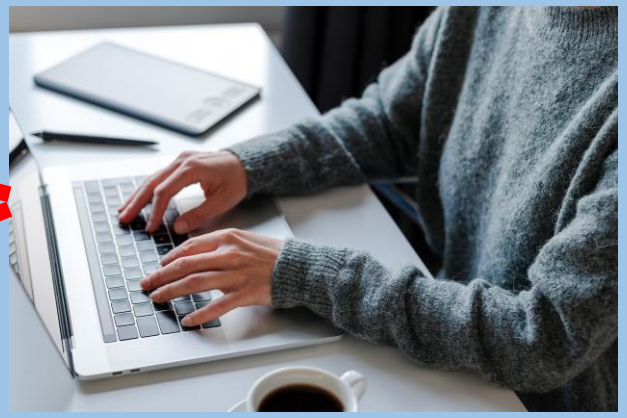
Lesson-Part Two-A

Write and Send an Email to More than One Person:

Use “To”





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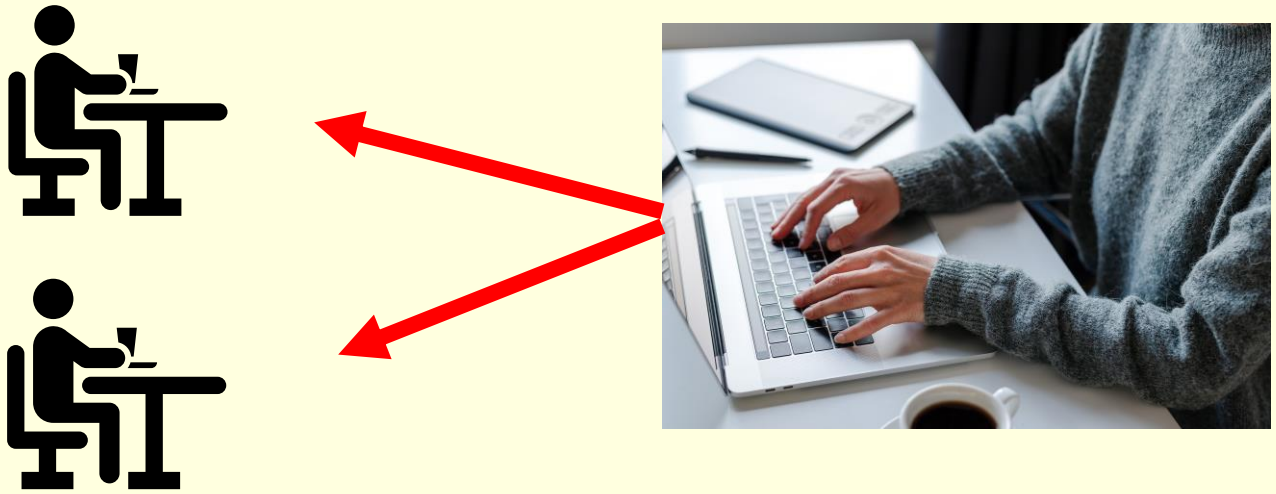
Practice-Part Two-A

Write and Send an Email to More than One Person

Use “To”



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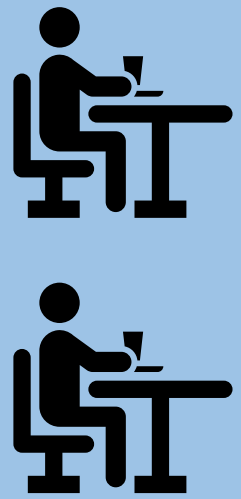
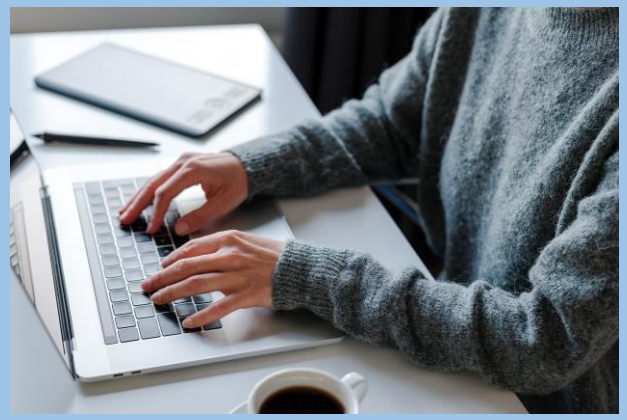
Lesson-Part Two-B

Write and Send an Email to More than One Person:

Use “Cc”





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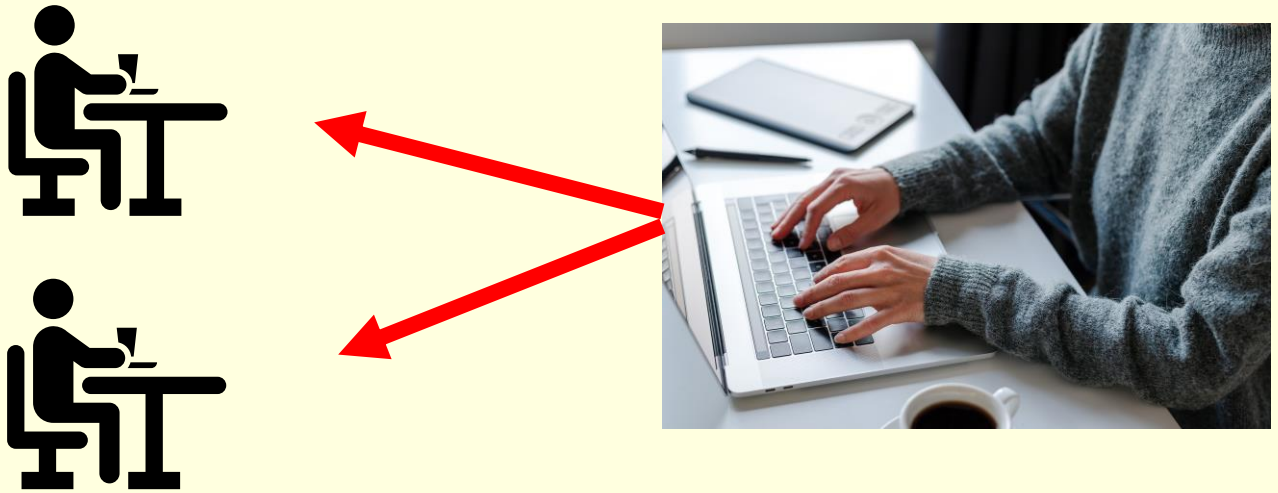
Practice-Part Two-B

Write and Send an email to More than One Person

Use “Cc”



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Lesson Objectives-Part Three

Reply to an Email

Part A: Reply

Part B: Reply All

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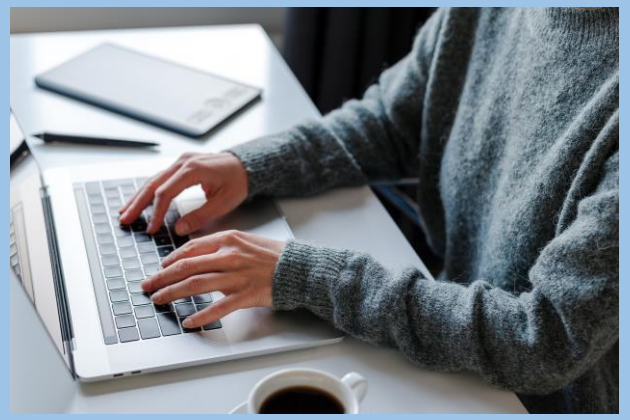
Lesson-Part Three-A

Reply to an Email

Use “Reply”



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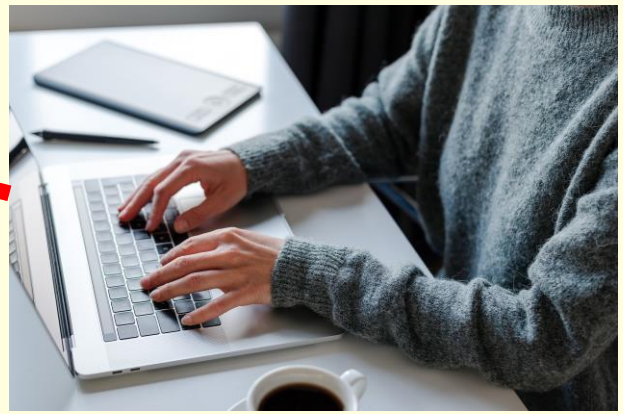
Practice-Part Three-A

Reply to an Email

Use “Reply”



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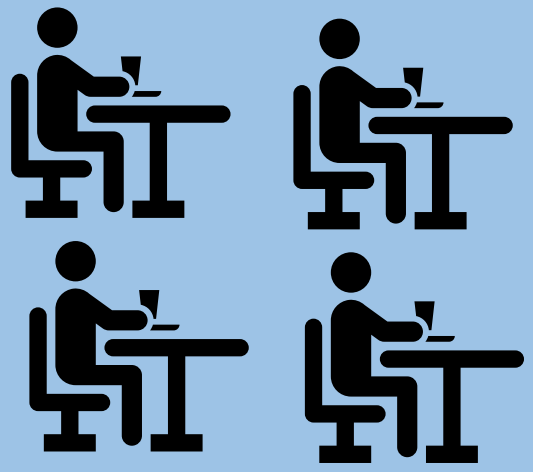
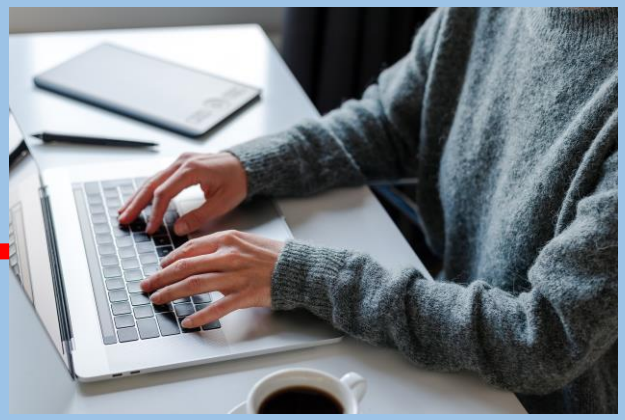
Lesson-Part Three-B

Reply to an Email

Use “Reply All”





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Practice-Part Three-B

Reply to an Email

Use “Reply All”

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Lesson Objectives-Part Four

Use “Forward”

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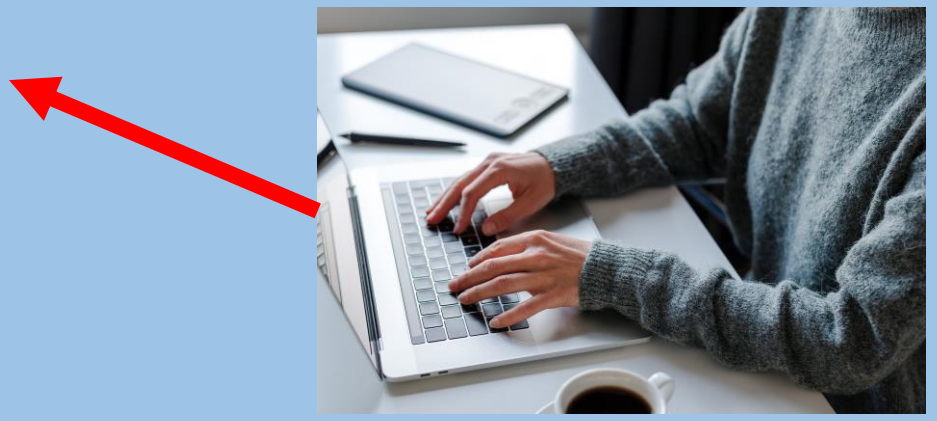
Lesson-Part Four

Use “Forward”



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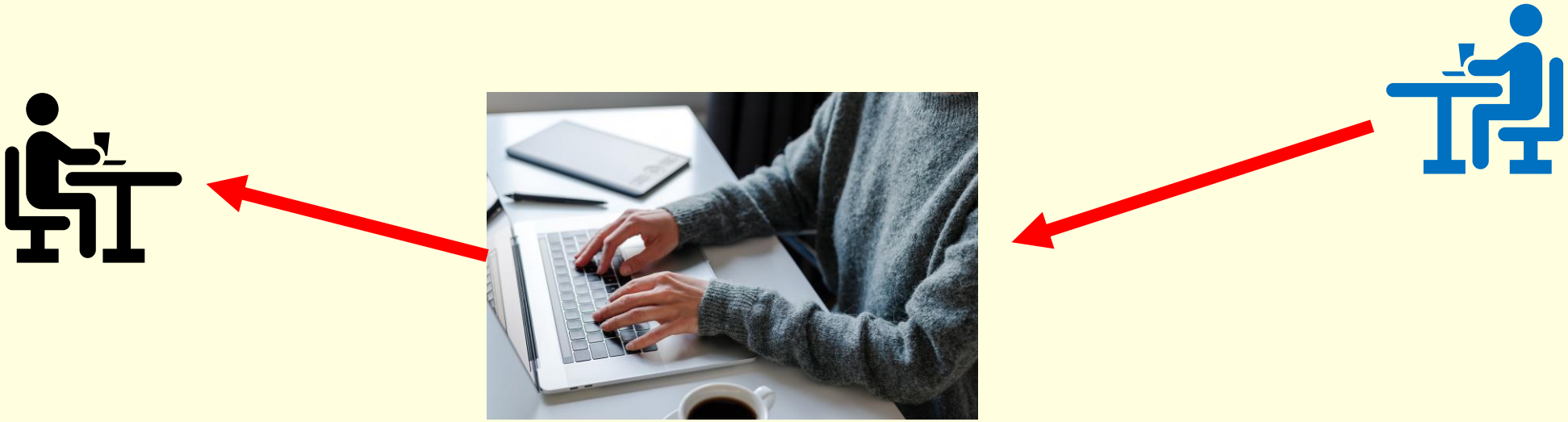
Practice-Part Four

Use “Forward”



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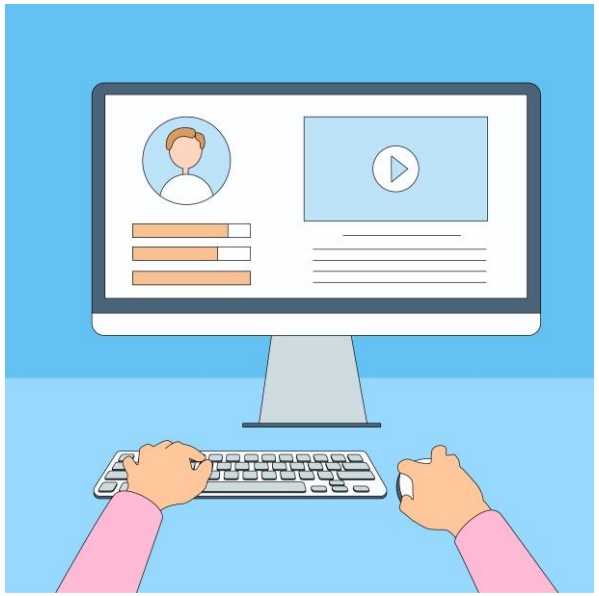
Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan



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Confirm Next Session and Support

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See you!

Keep Practicing

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