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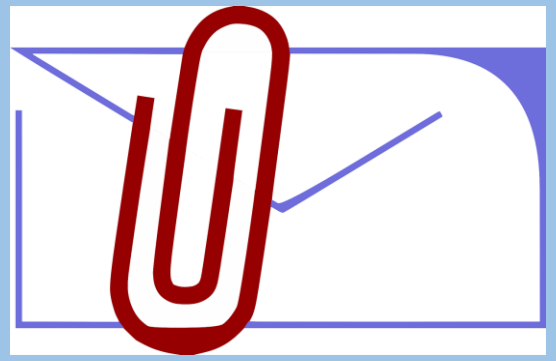
Employment

Email Skills-Outlook
Part Two
Send and Download Email Attachments



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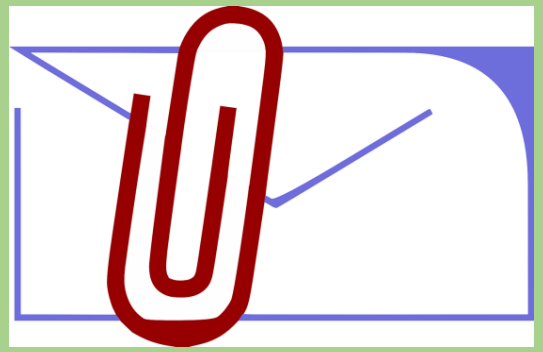
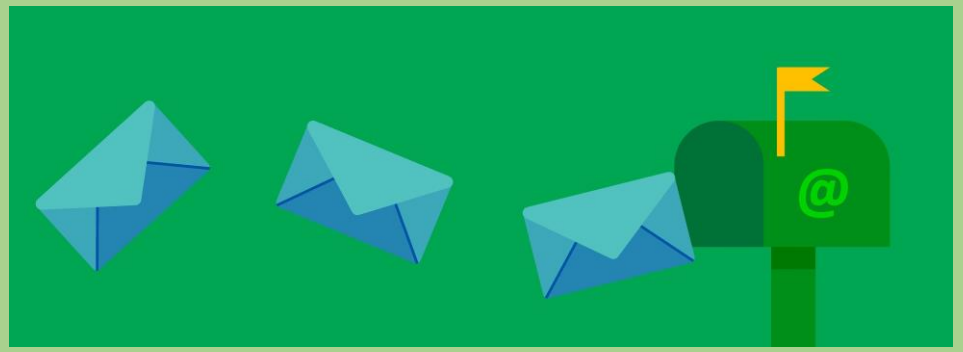
Lesson Objectives-Part One

Send Email with an Attachment





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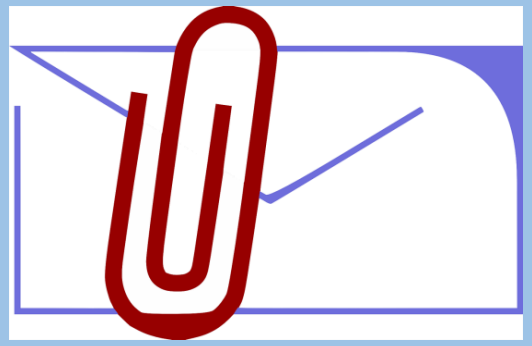
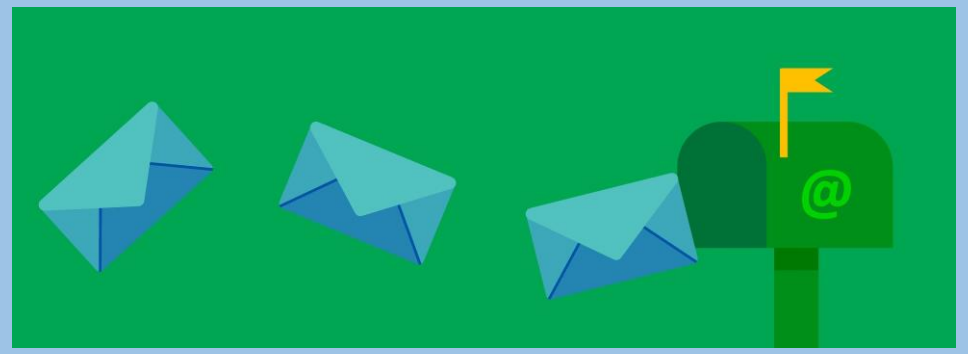
Lesson-Part One

Send Email with an Attachment





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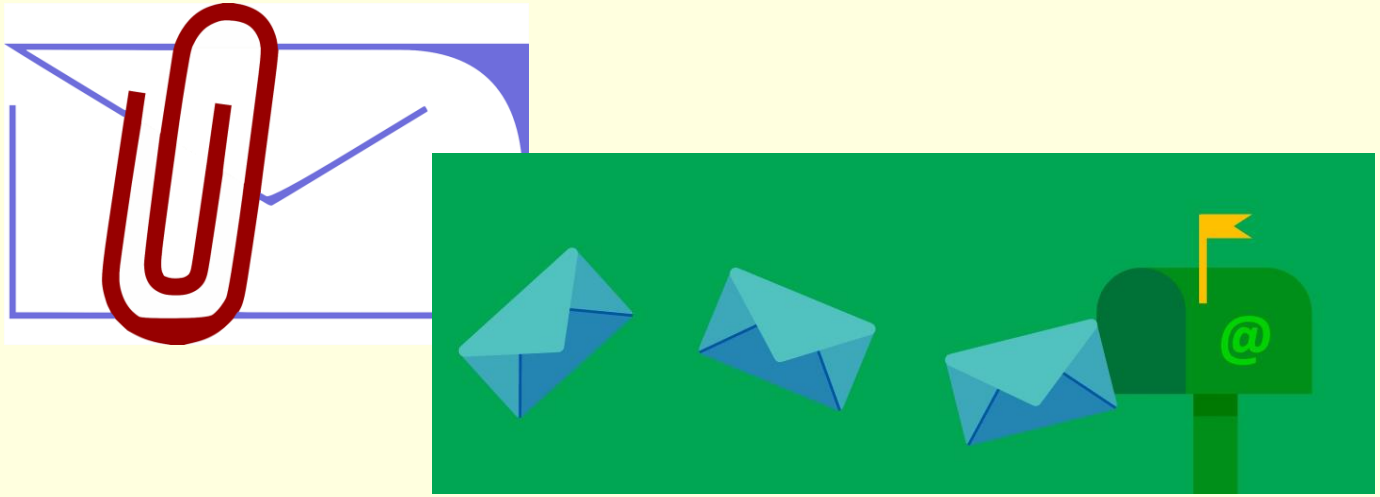
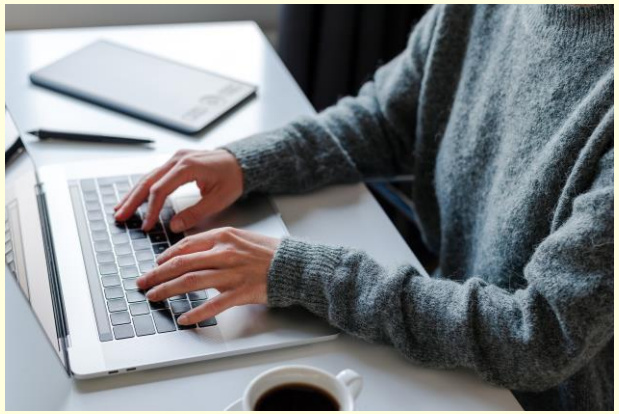
Practice-Part One

Send Email with an Attachment





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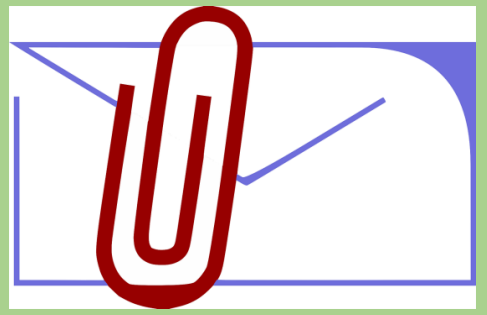
Lesson Objectives – Part Two

Open, Download and Save an Attachment

- Word Documents



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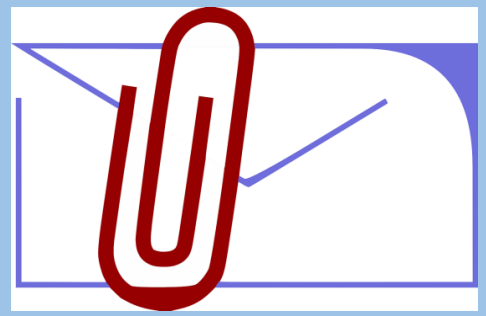
Lesson-Part Two

Open, Download and Save an Attachment

- Word Documents



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Practice-Part Two

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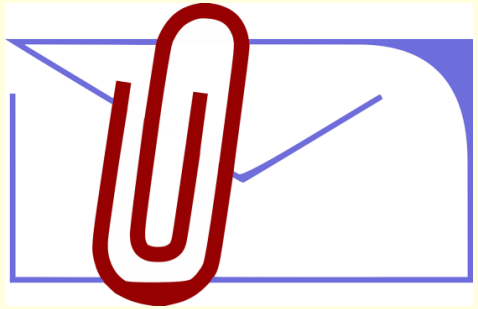
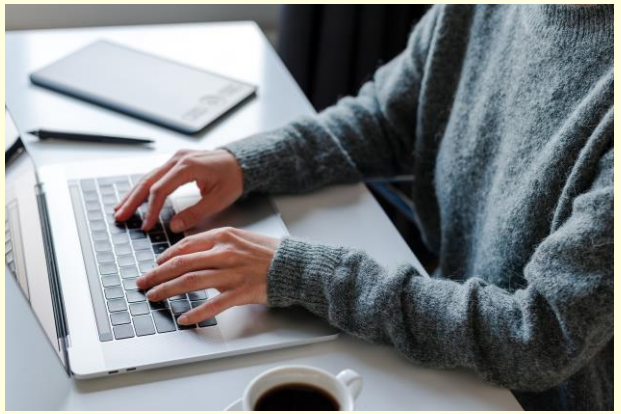
- Word Documents





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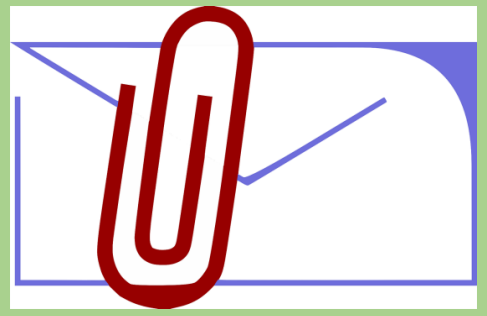
Lesson Objectives-Part Three

Open, Download and Save an Attachment

- PDF Documents



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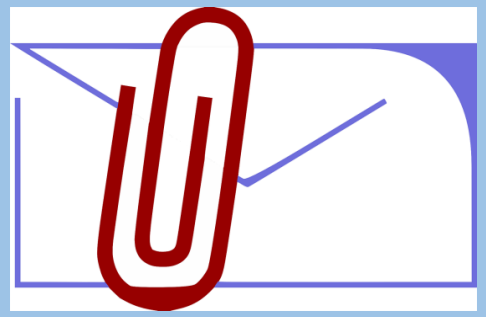
Lesson-Part Three

Open, Download and Save an Attachment

- PDF Documents



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Practice-Part Three

Open, Download and Save an Attachment

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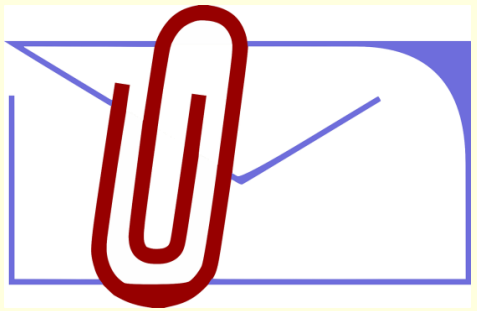

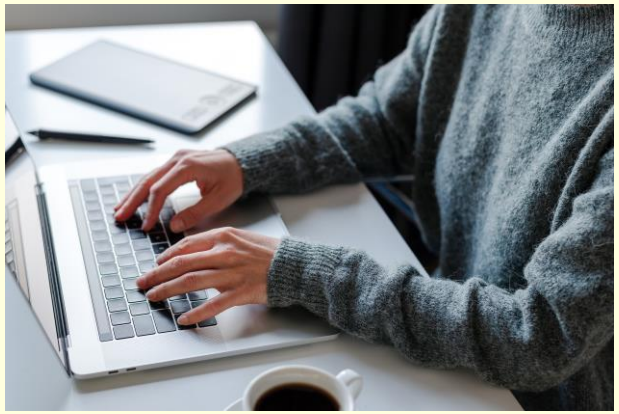

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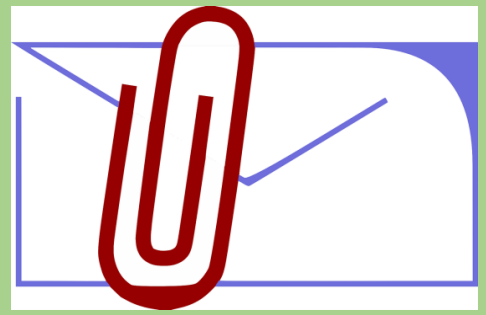
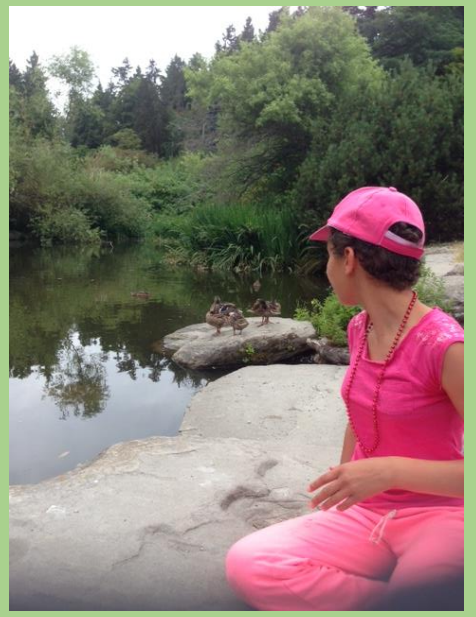
Lesson Objectives-Part Four

Open, Download and Save an Attachment

- Pictures





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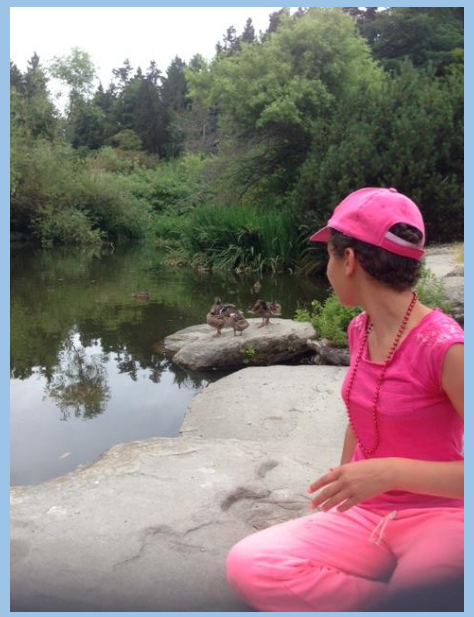
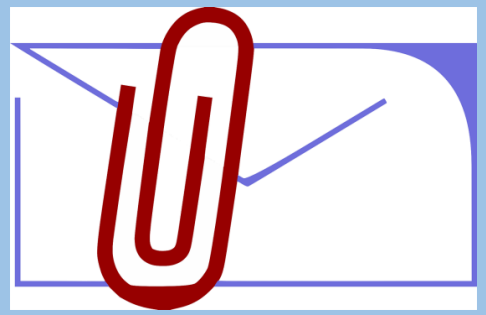
Lesson-Part Four

Open, Download and Save an Attachment

- Pictures





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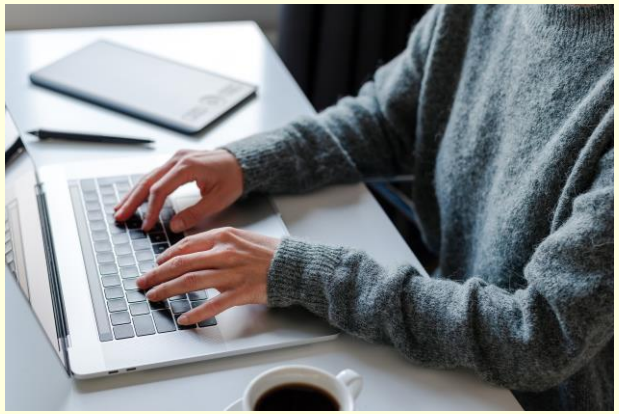
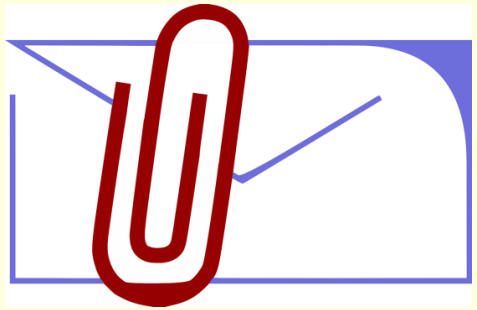
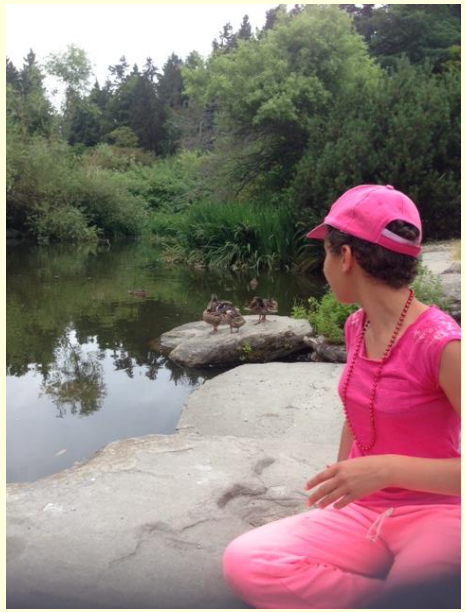
Practice-Part Four

Open, Download and Save an Attachment

- Pictures







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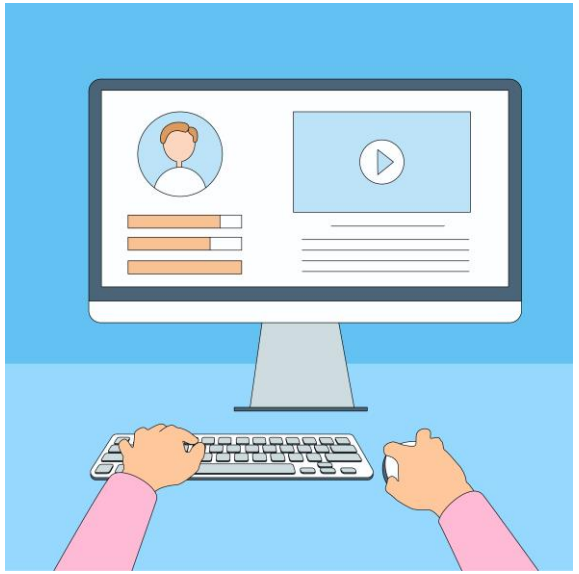
Practice Between Sessions

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



Confirm Next Session and Support

See you!

Keep Practicing

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