



Skillsfuture @ PA Basic Email

Understand and know how to email is essential in current business environment. This course will teach students how to receive, reply and forward email messages.

This training will cover following topics:

- Create an email account
- Compose an email
- Send an email
- Reply an email
- Forward an email
- Understand cc and Bcc
- Create folder and organize your email
- Spam messages
- Control junk messages
- Filter messages
- Block messages
- Find messages
- Setup automatic forwarding
- Change password
- Change theme

7 hours