Workshop Title: Email Workshop

Objective: Improve your efficiency by setting up email to block spam, using email to make mass mailings, organizing your email and scheduling events on your calendar.

Intro Activity: Problems with Spam? Watch You tube video reenactment of spam message.

Presentation: 75 minutes (requires projecting your WUSD email account on the screen)
1. What your calendar can do:
    a. adding appointments (next class date),
    b. tasks (set up contacts for your school), and enable reminders
2. Quickly finding an email address for someone in the district
3. Setting up your contacts practice activity (walk through adding contacts)
4. Setting up your distribution lists practice activity (walk through setting up list)
5. How to send attachment
6. Trying to stop junk email* (step six is optional to cover in this course)
    a. Options folder > Manage Junk E-mail Lists (view safe senders list)
        i. How to quickly add people or domain addresses to the safe list.
        ii. How to quickly block people or domains.
        iii. The nuclear option- treat all email as junk unless…
            (Remember nothing is really deleted- see last option on page)
    b. Open Spam folder > *note: these items must be moved or dropped in.
        i. Blacklist- Be double sure certain things are blocked by the filter
        ii. Whitelist- will let things you want through the spam filter
        iii. Quarantined- (missing something?)
7. Setting up new folders and Creating Rules for incoming email.* (step seven is optional)

Practice Activity: 45 minutes.
Set up a distribution list of all staff in your school, department, or a committee you serve on. Send an email (It can be a generic note) to everyone in the list and include your trainer's email on the bcc line.

Assessment: Trainers must receive the email (sent to a distribution list) within 7 days of the workshop.