

Teen-Senior Connect

Tutoring in computer technology – across the generations

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Session Fifteen

This Session's Emphasis: Organizing your life!!! Microsoft Outlook and other Calendar programs.

Agenda

I. Distribute TS Connect Brochures

- We will distribute our brochures to those who did not receive them on the previous visit. We will emphasize the help desk e-mail.

II. Review Microsoft Word, E-Mail, Google Searching

- For those who have yet to establish e-mail accounts, we will establish Gmail Accounts.
- We will review basic e-mail skills.
- We will review organizing files and attaching files.
- We will review Google Searching and general techniques to navigate the Internet.

III. Discuss Microsoft Outlook and similar programs (i.e. Google/Yahoo Calendar)

- We will what Outlook is.
- We will discuss how to make an appointment in Outlook.
- We will discuss making notes and checklists in Outlook.
- We will discuss establishing an Address Book in Outlook.

IV. Questions

- We will answer any questions from previous sessions or today's session.