

Firstname Lastname
IS2010, Outlook lab
Technology in Action chapter 3
Date

MS Outlook 2013 Lab

In this lab, you will use a desktop email client (Outlook) to organize mail, tasks, calendar items, and feeds. By using applications like MS Outlooks, you can manage or improve your professional workflow. Your work on this assignment will be documented with screenshots added to this template. Save this submission template, and add to it as you go. Remember to keep saving as you add to it, so you don't risk losing your work.

As you work, you will be asked to take and paste screenshots of the completed tasks into this document. If you do not have a preferred screenshot application, the Snipping tool on a Windows machine will work well. If needed, [here's a guide to using the Snipping Tool](#). For our purposes, you should be able to simply Copy + Paste the screenshots into this document, thereby saving you the effort of saving the screenshot then inserting it.

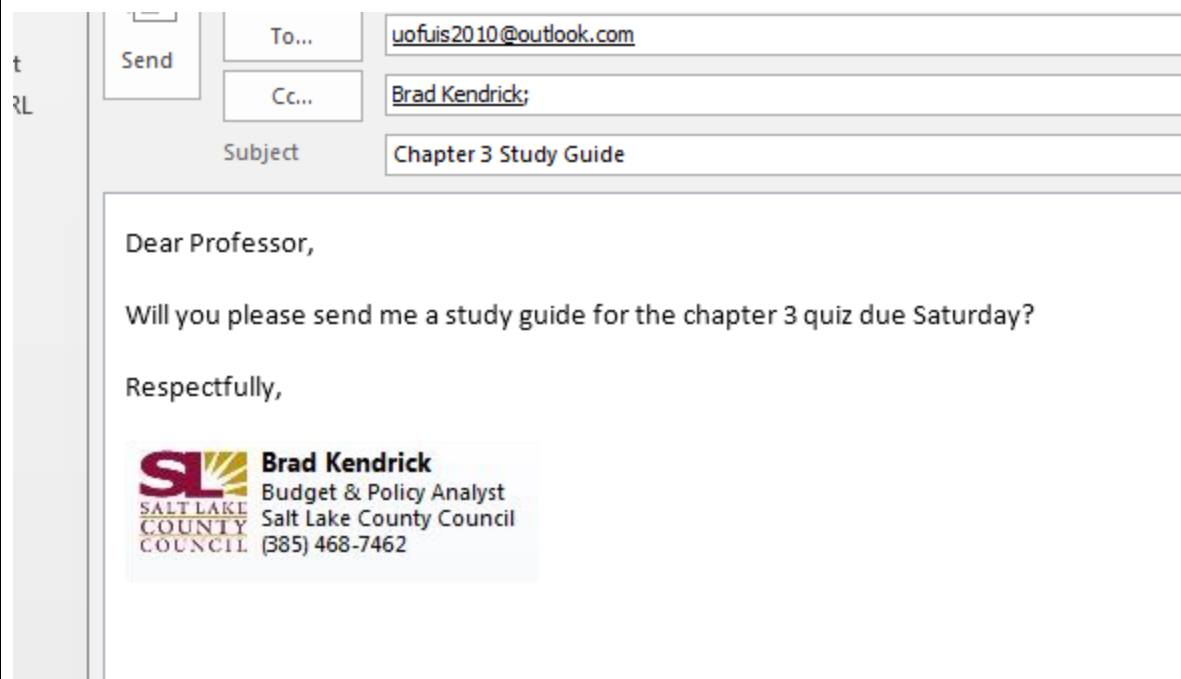
Save this document to your computer with the file name tia3_outlooklab_firstnamelastname. Please update firstname.lastname with your actual first name and last name. Also, please update the information in the header.

When finished, you will save your work and upload this file to Canvas to turn it in.

1. Compose a message & include your signature block

- Appropriate email etiquette in message: subject line
- Message with appropriate email etiquette: grammar/spelling
- Message with appropriate email etiquette: concise request
- Signature block included in email
- Signature block includes name, organization, contact info

(30 points) Paste a screen shot of your Outlook message to the instructor below



Send To... uofuis2010@outlook.com


Cc... Brad Kendrick;

Subject Chapter 3 Study Guide

Dear Professor,

Will you please send me a study guide for the chapter 3 quiz due Saturday?

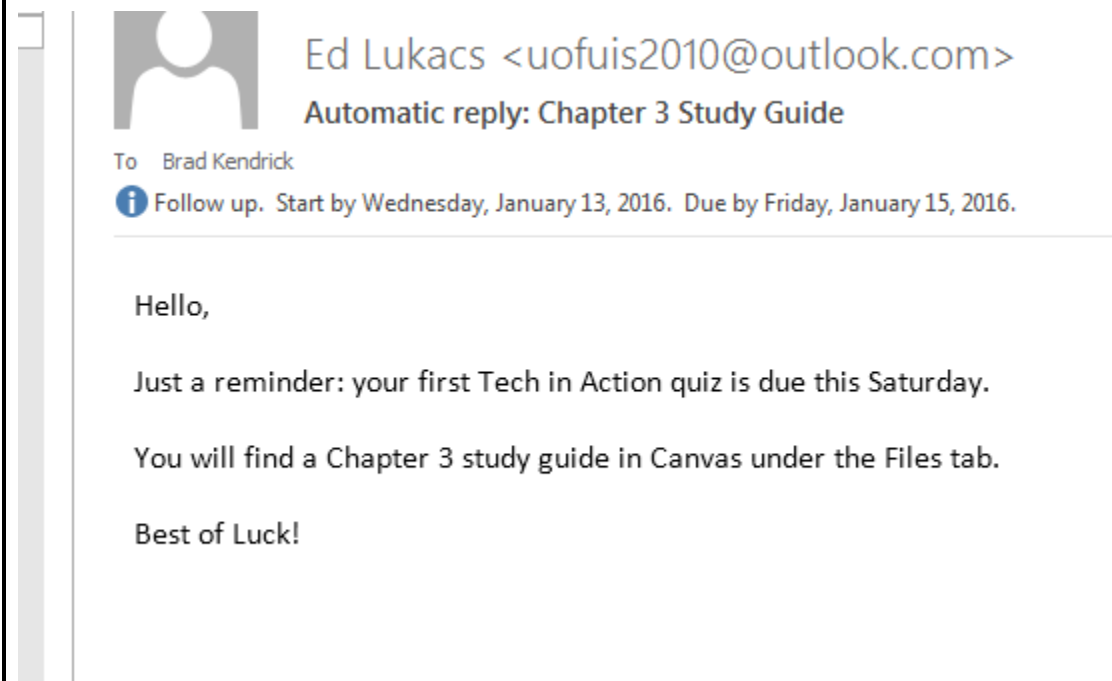
Respectfully,

 **Brad Kendrick**
Budget & Policy Analyst
Salt Lake County Council
(385) 468-7462

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2. Flag a message for follow-up

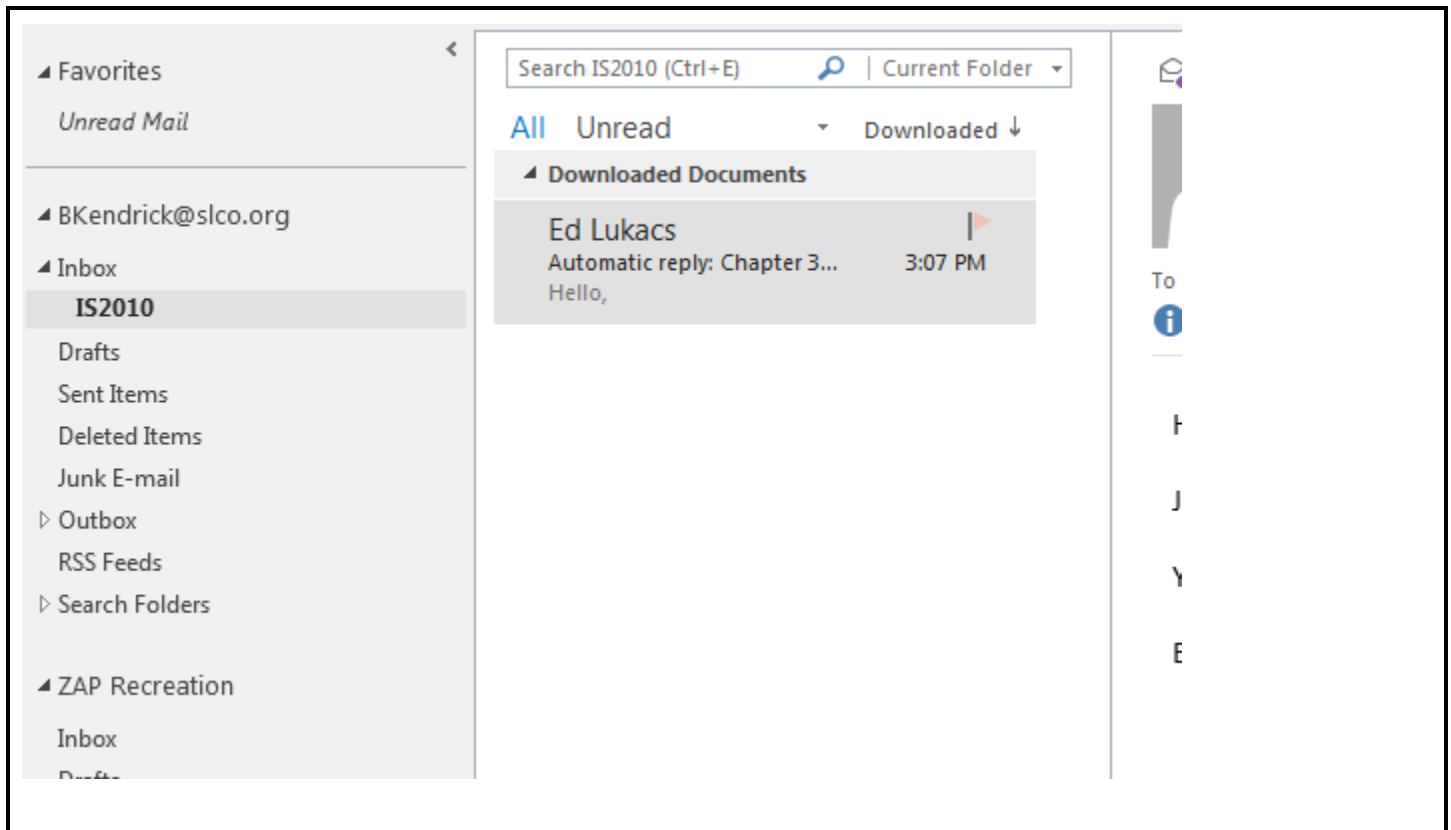
(10 points) Paste a screen shot of your flagged Outlook message from e.lukacse@utah.edu below



3. Create a folder

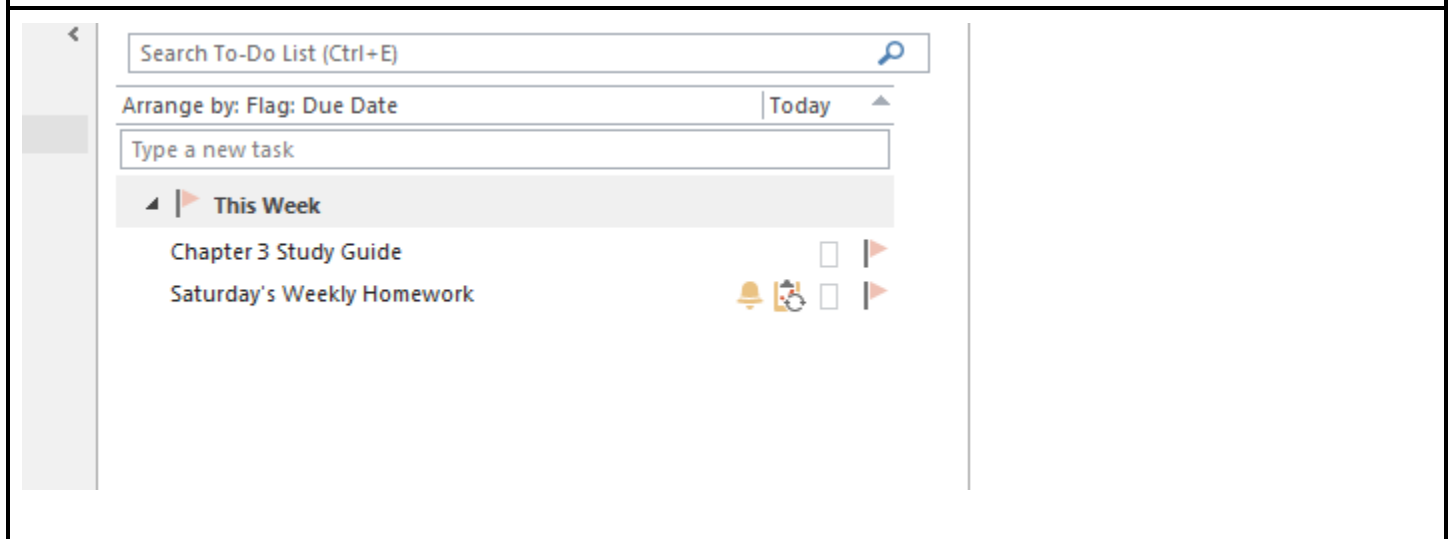
(10 points) Paste below the screenshot clearly showing the IS2010 folder in the left-hand navigation pane with the right-hand pane showing the message.

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4. Add a recurring task

(10 points) Paste below a screenshot of the two tasks that will show for you currently: the task from the message about the chapter 3 quiz and the task you just created.



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5. Create a recurring appointment

(10 points) Paste below a screenshot showing the recurring IS 2010 class time appointment

	11 6:00pm IS2010; Home	12	13 6:00pm IS2010; Home	14
	18 6:00pm IS2010; Home	19	20 7:30am Chapter 1 & 2 Managerial [ACCTG 2600-001 Spring 2016] 6:00pm IS2010; Home	21
	25 6:00pm IS2010; Home	26	27 7:30am Chapter 3 Managerial [ACCTG 2600-001 Spring 2016] 6:00pm IS2010; Home	28
	Feb 1 6:00pm IS2010; Home	2	3 7:30am Chapter 4 Managerial [ACCTG 2600-001 Spring 2016] 6:00pm IS2010; Home	4

6. Copy + Paste Calendar Feed URL

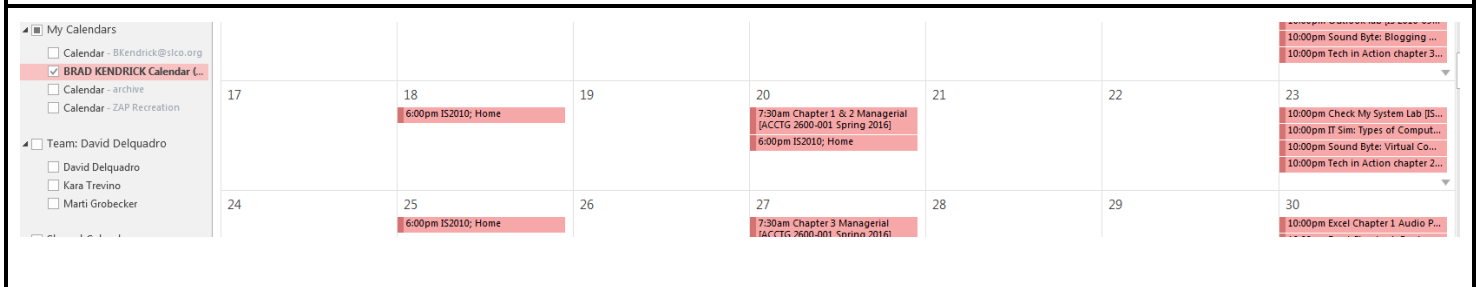
(10 points) Provide the RSS feed URL from Canvas

https://utah.instructure.com/feeds/calendars/user_a7eb7b64125c2df905349f99ad8244ae7700b52d.ics

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7. Add Calendar feed to Canvas

(10 points) Paste a screenshot showing that you successfully added the Canvas calendar to Outlook.



8. Add 2 RSS feeds to Outlook

(10 points) Provide a screenshot of two feeds successfully added to Outlook 2013.

