

## **Email Workshop**

**Where:** Gold Country Computer Learning Center

**When:** Monday~ March 5 and March 12 9:00-11:00AM

**Instructor:** Jeff Spirer

**Cost:** \$25

Join us for hands on session. We will be using webmail.

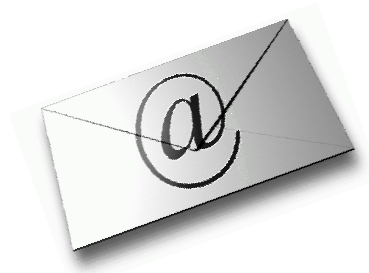
(Yahoo, AOL, gmail, hotmail, AT&T)

There are 8 computers available and you are welcome to bring your laptop!

You must know your email address and password!!!

The workshop will cover how to:

- Send and receive emails using web mail
- Reply and forward emails
- Send and receive attachments such as photos and docs
- Organize your email using folders
- Create and/or import contacts
- Create groups and lists for email management
- Proper email etiquette



Please call Carol 273-0497 to register or  
Register online at [www.gcclc.org](http://www.gcclc.org)