

## **ECDL Module 7 – Handout 07**

1. Open the file **Answerfile.docx** from your folder.
  2. Start Outlook and create a new e-mail. Take a screenshot showing here you have to click to add or remove the **BCC** and **FROM** fields.
  3. List down the steps required to change the setting where the original message is included or not in the reply.
  4. Use Help to find information about **Flags**. Copy a sentence to the answerfile.
  5. Delete any distribution lists, then create a new distribution list, add two e-mail addresses to it and save it as **MyList**.
  6. Find an e-mail with the word **residence** in the body of e-mail and save it your folder.
  7. Sort the e-mails your inbox by the **Subject**.
  8. Save a copy of the first e-mail to your folder.
  9. Create a new e-mail folder with your name.
  10. Select all the e-mails in the inbox and move them in your folder.
  11. Take a screenshot of the contents of your folder and paste it in the answerfile.
  12. Delete the folder and all your e-mails.
  13. Save the **answerfile** and close all applications.
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