Emails Services

Basic Email Skills

What we teach

- You will be introduced to the basics about internet access.
- We will help you set up to an email service of your choice.
- We will teach you basic computer skills to compose emails.
- We will teach you about email services and privacy.
- We will teach you how to send documents, PDF files, etc.
- We will teach you how to make folders and sub-folders.
- Bonus: We will help you to find different functions about your email provider.

Email Management

What we teach

- We will teach you intermediate skills i.e., (calendar, unsubscribing emails, etc.)
- You will learn how to setup emails to go directly to folders, trash, or spam.
- You will be taught how to make use of folders and sub-folders.
- You will be taught how to send documents, PDF files, images, etc.
- You will be taught how to download and file information for future access.
- We will also help you to understand how to open different file types.
- We will teach how to make PDF files (Portable Document Format).
- Bonus: We will teach you how to make Word documents into PDF files.

Email Services (Advance)

What we teach

- We will teach you how to populate your address book and emails searches.
- We will teach you how to set up advance filters.
- We will teach you how to find open hot spots, free access points & tethering.
- We will teach you how to design a personal stationary.
- Depending on provider we will help you set up instant message replies.
- You will be taught how to send and receive signature documents.
- You will be taught how to download and file information for future access.
- We will also help you to understand how to open different file types.
- Bonus: We will teach you how to share files from your iCloud.