E-mail Assignment BBT 9

1. Open Microsoft Word and answer all of the following questions in point format:
   * + Name
     + Grade
     + Homeroom Teacher
     + Interests (Inside and Outside School)
     + Do you work? If so where?
     + Discuss your computer experience? What applications/programs have you used?
     + What is your typing speed
     + Do you play any computer games? If so, name your favorite games or types of games.
     + Include one piece of interesting/unique information about you (for example, I have six sisters).

Save this document as your name as “Email Assignment” in your “Others” folder.

1. Open Microsoft Web Outlook - student.nbed.nb.ca or click on the icon on the first page when your browser opens. Type your domain nbss\login into the first box called username. Beside the password box, type your same password that you logged into the computer with.
2. Click on the Calendar -Find your birthday on the calendar, click on the date and put Happy Birthday to Me!!! @ 8:00 am time slot. Save it and close.
   * Reopen it and then use the snipping tool to print off the daily calendar. Make sure I can see the month, day and the 8:00 am time slot.
   * Copy it into the word document started above.
3. Contact- Add New Contact with the following information:
   * Profile:
     + First Name: A
     + Last Name: Pleadwell
     + Job Title: Teacher
     + Office: MVHS
   * Contact:
     + Business Phone: 627-4083
     + E-mail: andrea.pleadwell@nbed.nb.ca
     + Display as: Mrs. A. Pleadwell
   * Address Business:
     + Street: 345 McKenna Ave.
     + City: Miramichi
     + State/Province: NB
     + Postal Code: E1V 3S9
     + Country: Canada
   * Details:
     + Notes: BBT 9 Teacher 2012
   * Use the snipping tool to show this contact information. Copy to your word document.

1. Tasks – Add a task

* Subject: English Report
* Start Date: February 8
* Due Date: February 22
* Reminder: Febraury 20 at 8:30 am
* Copy this screen with this information and add to the word document.
* Don’t forget to save and close!!

1. Final Step
   * Resave the word document.
   * Email the word document (as an attachment) to me. Remember, you added me as a contact.
   * The word document should include the 9 questions answered and the 3 pictures in the attached word file.

You will be marked out of 15 for this assignment.