Practical Exercise.

1. Open the e-mail application, i.e., Microsoft Outlook. Verify your username and type in the password “Password”.
2. Modify the toolbar display in Microsoft Outlook so that the Status Bar is visible.
3. Use the Help Index to find Help on the topic **personal distribution lists** and display it. Follow the instructions to create and add a name to a personal distribution list.
4. Open any of the e-mail messages in your Inbox.
5. Send a reply to the e-mail message adding any suitable reply above the original message.
6. Create a new e-mail message.
7. Add a class address, e.g., Student 2, student 6 as the mail to address in the new mail message.
8. Add another class address, e.g., Student5, student7 as the copy address in the new mail message.
9. Add **Blessings** as the subject line, and add the following text in the body of the e-mail message:
   ‘Hi, I found this to be very inspiring.  Hope you enjoy it as much as I did.’
10. Attach the image file **Blessings.pps** from the directory path C:\My Documents to the e-mail message.
11. Send the e-mail message with the setting for High Priority enabled.
12. Open the Address Book from the Tools menu and create a contact for one of the other people on the course.
13. Send a high priority message to the person using the Address Book.
14. When you receive the message, create a subfolder in the Inbox called **Internet Training** and move the new message into it.
15. Delete one of the e-mail messages in your Inbox.
16. Retrieve an e-mail message from the **Deleted items** mail bin and place in the Inbox.