

Topic/Group 1

- Create and send a message
- <http://www.youtube.com/watch?v=GrukGMCa34M>

Topic/Group 2

- Create and send a message with an Attachment
- <http://www.youtube.com/watch?v=05Mlo5DqySw>

Topic/Group 3

- Define a contact and a group
- Contacts - <http://www.youtube.com/watch?v=lk0u21jElh8>
- Groups - <http://www.youtube.com/watch?v=eKqZ7PWQg6Q>
- When would you use this?
- Show how to send a message to a contact
- Show how to send a message to a group

Topic/Group 4

- Add a signature
- <http://www.youtube.com/watch?v=MkyQhM3os4o>

Topic/Group 5

- Define a meeting and an appointment
- When would you use these?
- Show how to create a meeting
- http://www.youtube.com/watch?v=A_mYFMYTqM0
- Show how to create an appointment

Topic/Group 6

- What does it mean to BCC someone, and why would you use this?
- Show how to BCC a group
- <http://www.youtube.com/watch?v=5CtEUwa6jxs>

Topic/Group 7

- Show how to create an Out of Office Reply
- <http://www.youtube.com/watch?v=ZkvCoP4GOno>