Outlook Email Worksheet



1. Login - Go to **office.clevnet.org**. Login in using your email address and password.

My email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Open up the menu at the top left of the screen. What are two programs in the menu?

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1. Mail – Create a new email. Send an email to the coaches:

[linda.ehrnschwender@ritter.lib.oh.us](mailto:linda.ehrnschwender@ritter.lib.oh.us)

[joy.walk@ritter.lib.oh.us](mailto:joy.walk@ritter.lib.oh.us)

Subject line should be: Tech Challenge

Message: Please let us know what you hope to learn in the Tech Challenge.

Bonus: Add an attachment. Create a document in Word with your name and job title. Save it on the R: drive in your personal folder. Attach it to your email.

1. Calendar – Create an event on your calendar. We will be closed on Veterans Day – November 11. Mark this day on your calendar as Library Closed. Let a coach know when this is complete!
2. Check your email every day during the Tech Challenge for information and bonus challenges.