



Roosevelt School
Technology Department



Eudora Class Syllabus

Week One:

Thursday April 29, 1999

General overview of technical vocabulary, downloading Eudora onto workstations, and configuring the settings.

Week Two:

Thursday May 6, 1999

Review previous class lessons, explanation of toolbar functions, and creating mailboxes.

Week Three:

Thursday May 13, 1999

Review previous class lessons, checking and sending mail and their settings.

Week Four:

Thursday May 20, 1999

Review previous class lessons, opening and sending attachments.

Week Five:

Thursday May 27, 1999

Review previous class lessons and creating an address book.

Week Six:

Thursday June 3, 1999

Review previous class lessons and creating signatures and question and answer session.