Email

Creating a Personal Calendar

**Standards/Competencies:**

**Competency 14.4:** Use the Internet to access available resources.

*Descriptors:*

14.4.4 Describe types of resources that can be accessed through the Internet (e.g., listservs, Google Drive, Files and programs, e-mail.)

**Competency 14.3:** Utilize computer Operating Systems

*Descriptors:*

14.3.2 Use Basic Operating Systems

14.3.3 Manage files and folders

**Competency 14.1:** Access the impact of technology on business activities.

*Descriptors:*

14.1.2 Explain the scope of data communications tools. (i.e. Wireless, satellite etc. computer concepts/File Management)

14.1.3 Explain the role of information systems in organizations.

**Competency 14.6:** Demonstrate basic E-mail functions

Descriptors:

14.6.3 Explain the features (capabilities) of email.

**INSTRUCTIONS:**

Using the school calendar provided on the school’s home page, enter on your personal calendar the days off for the year, any testing dates that affect you, end of nine weeks/semester dates, and parent teacher conferences. Use your imagination and color code your different events. Choose a “Remember” to save your events after you add them to your calendar.