



Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Beginning Email

Learn the basics of email. Create a Hotmail account and practice reading, writing and sending emails.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for more information.

- [Know what email is](#)
- [Create a Hotmail account](#)
- [Open and read an email](#)
- [Reply to a message](#)
- [Compose and send an email](#)
- [Manage your inbox](#)
- [Manage your contacts](#)
- [Log out when finished](#)

Books

[Send : The Essential Guide To Email For Office And Home](#) by Shipley, David

Call number: 658.054 Sh