Setting Up Outlook 2010 Review

Name: _____   Date: _____

1. What will we type for the outgoing mail server for the Inoproducts.com when setting up an account on Outlook 2010?

2. An Exchange Server is Microsoft's machine for distributing _____.

3. We typically _____ the manually configure server settings or additional server types checkbox when setting up a new account.

4. What will we type for the outgoing mail server for the Inoproducts.com when setting up an account on Outlook 2010?

5. A(n) _____ server is Microsoft's machine for distributing e-mail.

6. After setting up a new account, we use the _____ to evaluate the functionality of the connection.

7. Many web servers need to have the _____ and _____ ports identified to link with the Outlook account.

8. A person's email in this textbox will receive a copy of the email and the other individuals getting a copy will not know.

9. A person's email in this textbox will receive a copy of the email.

10. What will a new client do when they log into a computer for the first time at our organization

11. When a new clients logs into a computer for the first time at our organization, what is the second task they should perform?

12. What symbol is used for attaching a file to an email"

13. LAN Managers should email their supervisor and their subordinate technicians their schedules once a _____.

14. When training a new employee to use Outlook 2010, we should practice _____ and _____ e-mails before we certify them as ready to independently use their account.

15. Like a formal letter with an <u>opening</u>, <u>body</u> and <u>closing</u>, professional emails have ____ sections.

16. When setting up a new employee email account, it should have a _____ and _____ loaded, so they can instantly access their email when they are logged into their Outlook account.

17. What will we annotate when setting up the Connections tab in Outlook 2010?

18. To access the port numbers for the Outlook 2010 setup, we press what button on the Internet Email Settings window?

19. What tests are run when setting up a new account in Outlook 2010?

20. How many email addresses can we store when creating a contact in Outlook 2010?