COL100 – Strategies for Academic Success
Fall 2011

Name:_____ Instructor:_____

Lab #1 – Email and File management

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1. Shut down and restart the computer if it is running.

2. Create a folder in My Documents
   a. Right-click on the Start button, open Windows Explorer.
   b. Create a new folder in the "Documents" library.
   c. Name the folder, "**COL100**"
      - Note: When working from a MCCC lab computer, the "COL100" folder will be deleted when the computer is shut down. When working from home the file will remain on the computer.

3. Create a document in MS-Word
   a. Open MS-Word
   b. Type a response to the following:

      - Write a 200-word description of what you hope to accomplish while in school, what you hope your education will do for you, how much education are you planning to complete, and what is your philosophy toward education.

   c. Save the document to the "COL100" folder you created above.
      - Name the file "**Reflection 1 – Educational Goals**"
   d. Print the document
   e. Close the document
   f. Exit Word

4. Connect to Mercer Mail
   a. Visit www.mccc.edu, Click on "My Mercer", Click on "Mercer Mail".
   b. Follow the instructions on the page to get connected to your email account.
   c. Write your complete email address here:

      _____

5. Read, reply to, and delete your email messages.
   a. Connect to Mercer Mail
   b. Read your email messages.
   c. Reply to your email messages as necessary.
   d. Delete junk email messages.

6. Send a new email message with an attachment.
   a. Connect to Mercer Mail.
   b. Send the file you created above, as an attachment to your instructor.
      - The subject line of the message should be "**COL100 - Lab 1**". To get credit the file must be sent from your Mercer Mail account with the attached file and correct subject line and correct file name.

7. Logout, exit all programs, and shut down the computer.

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Grading Rubric - Lab #1:

	Possible Points	Points Earned
Attendance, preparation, participation 10 – present, prepared, and participating in class 9 – completed assignment but not present 8 - 1 – present but not participating or prepared for class 0 – Absent from class	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
Mercer Mail 10 – Sent email to instructor with subject and attachment from Mercer Mail account, subject line reads as indicated, file is named as indicated. 9-1 – Email sent but missing attachment, incorrect subject line, or incorrect file name. 0 – Message not sent to instructor from Mercer Mail account	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
Final grade	20	