

Email & the Internet course

FREE ½ day course on Mon 24th May (am)

- § This morning session is 9.30am - 12.30pm
- § The course will be held in the IT suite at VANEL's offices - Melbourne House, Town Hall Street, Grimsby.
- § This is an unaccredited course.



This course is aimed at staff or volunteers at any voluntary or community organisation who have basic computer skills but would like to understand much more about using the internet, emailing and communicating through technology.

The course will cover:

- Internet fundamentals – how does it all work?
- Types of internet browser
- Safe internet browsing
- Understanding the terminology – what is social media?
- Email as an effective communication tool
- Getting yourself online – internet and email
- Using email to promote yourself & your organisation
- Email do's & don'ts
- and more...

This course follows on from our separate "Beginners IT" courses and is for those wishing to expand their specific knowledge of Microsoft Word. See www.thirdsectorhub.org.uk/ittraining for more details.

The course is financially supported through **Common Treasury** and is offered **FREE**, but places are very limited and must be booked in writing and confirmed through VANEL. Places are *only* available to staff or volunteers connected to third sector organisations based in North East Lincolnshire and must be endorsed by that organisation. Unfortunately the course is not available to the public or private sector or to individuals not associated with an organisation.

To book or for info: contact Vicky Hardy, Third Sector Hub Administrator at **Voluntary Action North East Lincolnshire** on **01472 231123** or email training@vanel.org.uk

Common Treasury provides equipment for local Third Sector Organisations. See www.vanel.org.uk/treasury for full information about what is available.

This course is delivered by **Paul Brown** of **PBA Training** on behalf of the **Third Sector Hub** (www.thirdsectorhub.org.uk) which is managed at **VANEL** (www.vanel.org.uk).

