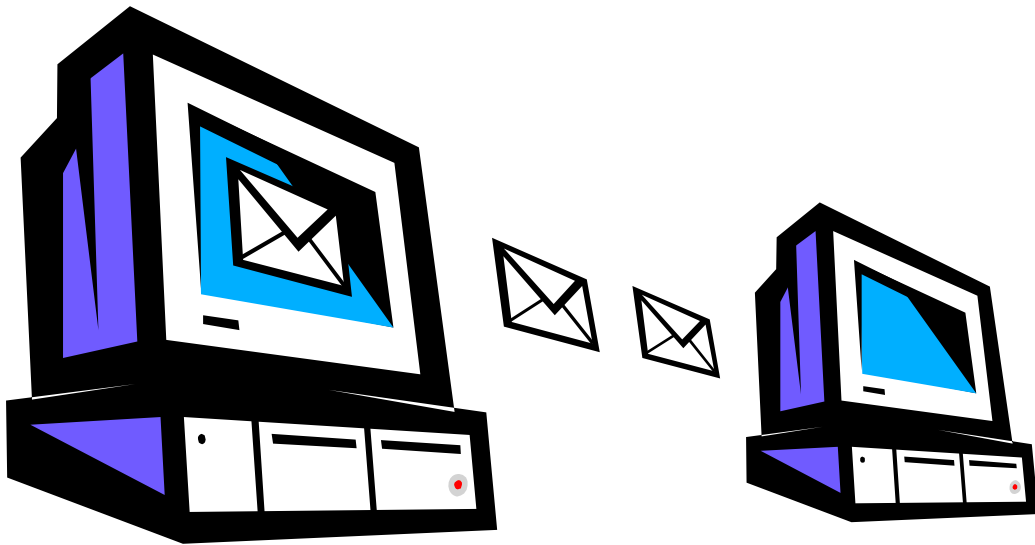


Key Skills Level 1

E-mail



Task 1

Netiquette

E-mail Exercise Netiquette

Netiquette

When you get an Internet connection one of the first things you'll want to do is send emails, but there are some basic rules you need to remember when writing your messages. These rules are email etiquette – or netiquette as it is sometimes called.

Task 1

Open the web pages on netiquette, which you can access through your internet browser by loading

<http://www.microsoft.com/protect/computer/basics/netiquette.msp>

This will enable you to find the rules for polite emailing.

Task 2

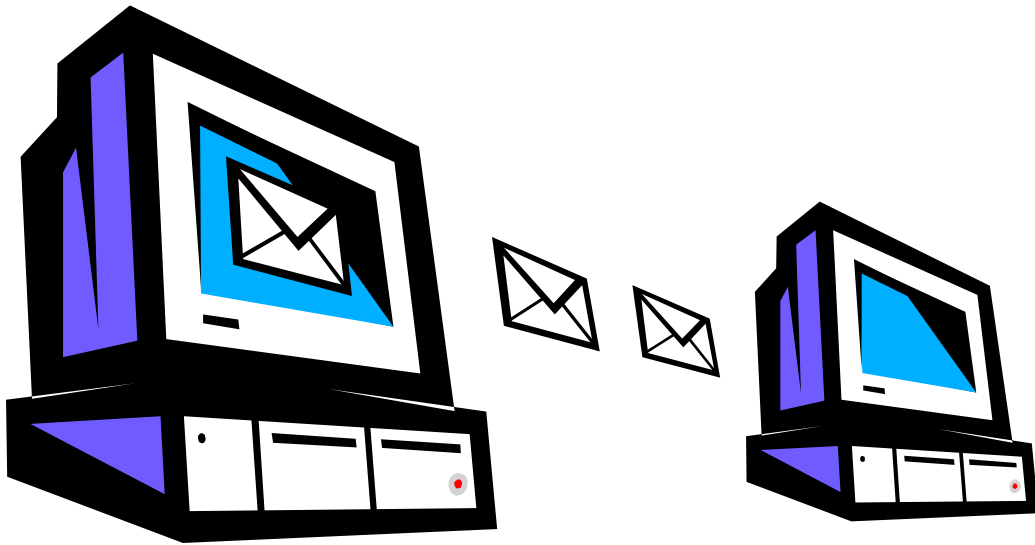
Copy the information into a word processing document, and print-out a copy. Save the document as Net1.

Task 3

Design and produce a poster with the main netiquette rules to keep as a reminder or to display in your ICT room.

Key Skills Level 1

E-mail



Task 2

Holidays

E-mail Exercise Holidays

Situation

You are going to send an e-mail to the person sitting next to you and invite them to join you on a holiday to Spain with your friends. Now that you have opened your email account you need to ask the person sitting on your left for his or her email address.

Task 1

Create the following message

In the **To:** section enter the address of the person sat next to you on your left.

In the **Subject** field type: **Holidays**

In the **Message** section enter the following text:

Hi ,

A crowd of us are going to Spain for our holiday next July and would like to know if you can come with us. Can you let me know if you can come then we can make arrangements?

*See you soon
[Your name]*

Click on the **Send e-mail** button to send your e-mail

Printing a message

To print a message you must send it first, then go to your sent items list and select the e-mail you require to print. To print a copy of the e-mail click on the **print** button on your toolbar:



Go to your sent items list and find the e-mail **Holidays** that you have just sent

Print a copy of the e-mail.

Task 2

Replying to a message

To reply to a message you select the **reply** button.

Open the message you received with the subject Holidays and then select the **reply** button. At the top of the message type the following

Hi,

It was good to hear from you. I would love to go to Spain. I have a friend who may also be interested in joining us. I will let you know if they want to be included.

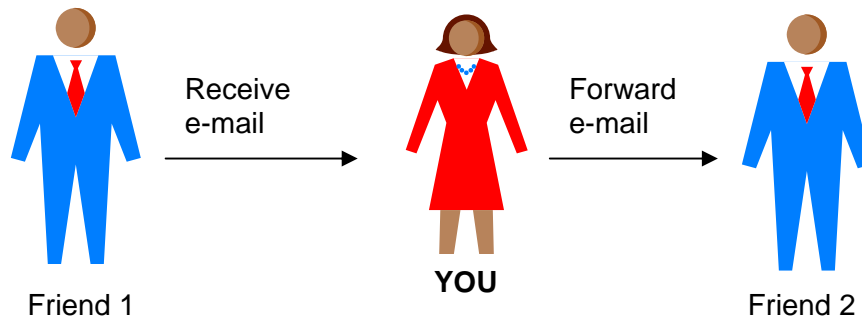
*Will be in touch
[Your name]*

Send the e-mail and print a copy

Task 3

Forwarding a message

If you receive an e-mail you can send it to another user, as indicated below:



Go to the Inbox, open the message **Holidays** and click on the **Forward** button.

You are then required to enter the e-mail address of the person that you are forwarding the e-mail onto in the **To:** section.

To **Forward** this message to the person on your left you need to type in the **To:** section the e-mail address of the person next to you on your left.

Add the following message to the top of the e-mail:

Hi,

I have received this e-mail – would you be interested in joining us in going to Spain or not?

Let me know as soon as possible

*Thanks
[Your name]*

Send the e-mail and print a copy