

Email Skills: (2.2 f-g)

Annotated screen shots of the following:

| SKILL | TICK WHEN COMPLETED |
|--|----------------------------|
| <p>Create an email to a class member and your tutor integrating the information regarding the cost of the trip Copy & paste relevant part of your spreadsheet into the email ALSO: Attach your final spreadsheet to this email</p> <p>SUBJECT: Trip Information Message : Hi Elaine I am sending you the information I have researched for the trip to ????????. please can you look at this and let me know if you think this is suitable. Thank you YOUR NAME</p> <p>Show a screen image of your email in the sent folder Explain the steps you went through to send this email</p> | |
| <p>Reply to an email</p> <p>Open your inbox and reply to the email, subject HOLIDAYS sent to you by the tutor.</p> <p>Show a screen shot of your reply in the sent folder Explain the steps you went through to reply to this email</p> | |
| <p>Create a folder called KWC – Move an email into this folder.</p> <p>Show a screen shot of your folder with the moved email Explain the steps you went through to create the folder and move the email into it</p> | |
| <p>Flag the email with the subject HOLIDAYS and pin it to the top of your inbox</p> <p>Show a screen shot of the email Explain the steps you went through to FLAG & PIN this email</p> | |
| <p>Inbox before deleting emails</p> <p>Show a screen shot of your Inbox with emails</p> | |
| <p>Inbox after deleting emails</p> <p>Show a screen shot of your Inbox after deleting Explain the steps you went through to delete an email</p> | |
| <p>Create a NEW Contact</p> <p>Show a screen shot of your contacts Explain the steps you went through to create a New Contact</p> | |
| <p>Create a CONTACT LIST</p> | |

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| <p>Show a screen shot of your contacts</p> <p>Explain the steps you went through to create the Contact List</p> | |
| <p>Send a PRIORITY EMAIL</p> <p>Show a screen shot of the priority email</p> <p>Explain the steps you went through to create this email</p> | |
| <p>Send an email relevant to the assignment INSERT an image In-Line (your Logo)</p> <p>Show a screen shot of the email including the image</p> <p>Explain the steps you went through to create this email</p> | |

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Email this document to your tutor

Tutor email: elaine.munnKWC@outlook.com