

ESSENTIAL SKILLS ICT

EMAIL EXERCISE 1

In this exercise you will :

- *Open an e-mail system*
- *Compose & send an e-mail*

1. Open **Outlook** and click on **New** message
2. Enter the address of your tutor in the **TO** section.
3. Add the **Subject:** My first email
4. In the content area write the following:

Hi

This is my first email.

Well done me!

< enter your name here >

5. **Send** the email.
6. **Close Outlook.**

Tutors EMAIL

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