

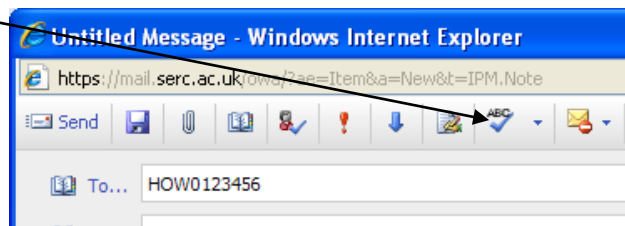
ESSENTIAL SKILLS ICT

EMAIL EXERCISE 1a

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 the person sitting next to you (their student ID is sufficient)
3. Add the **Subject:** Hello
4. In the content area write a message.
5. Use spell checker to correct any spelling mistakes.



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

Tutors EMAIL

elaine.munnkwc@outlook.com