

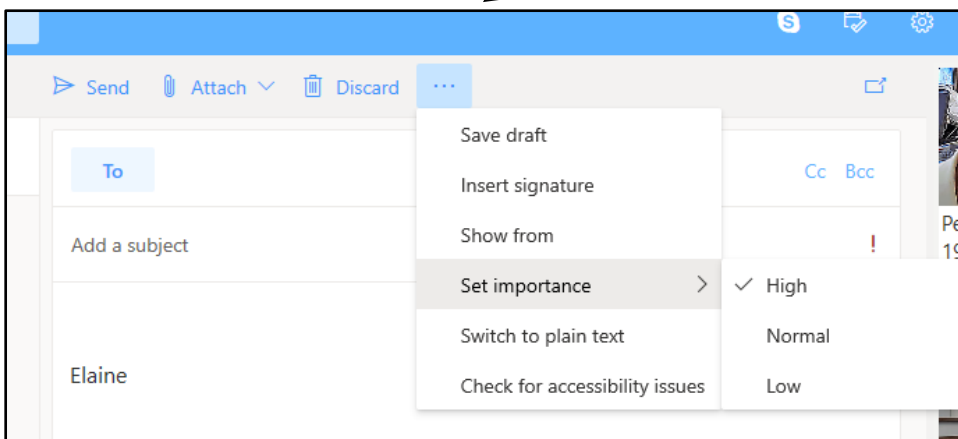
ESSENTIAL SKILLS ICT

EMAIL EXERCISE 2a

In this exercise you will :

- Enter 2 email addresses
- Send a copy – Cc
- Set the priority on your message

1. Create a **New** message
2. Enter 2 addresses into the To.. section – remember to separate them with a semi colon ;
3. Enter a **Subject**
4. Key in your message
5. Use the **spell checker** to find any spelling mistakes
6. Send your message marked as **High Importance** Click on . . . for a drop down menu



Notice there is now an exclamation mark in the subject bar !



7. Send the email.