

# ESSENTIAL SKILLS ICT

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## EMAIL EXERCISE 3

*In this exercise you will :*

- *Open an e-mail received*
- *Reply to a message*
- *Add an e-mail address to **Contacts***

1. Take a look at your **Inbox** messages.
2. Find a message that has been send by one of your classmates.
3. Double click on the message to **open** it.
4. Reply to this message by clicking on the **Reply** button.
5. If you **Right Click** on the address of the sender you can add this address to your contact list.
6. Now key in your reply and click on **Send**.

## 7. Tutors EMAIL

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