

5F - Short Practical 1

E-Mail Assignment

This exercise will test your skills in sending an e-mail with attachment, and printing a copy.

1.
Create a text document (Clarisworks / Word or any appropriate wordprocessor) with the following text in it:

This text is sent by ***** (replacing the ***** with your real name)
From the e-mail address ***** (replacing the ***** with your own e-mail address)

2.
Save your text as RTF (go to SAVE AS and choose RTF) and give it the document name:
attachment.rtf

3.
Send an E-mail to your own E-Mail account with following settings:

Set the Subject to: ICTTEST1
and attach the file you just created
add your name to the Body of the message

4.
Send the message to your OWN e-mail address and send also a copy to *yourteachers@emailaddress.nn* (verify this with your teacher !!)

5.
Print a copy of this E-Mail, showing clearly that the attachment is present.

6.
(Make sure you really send the e-mail !)