

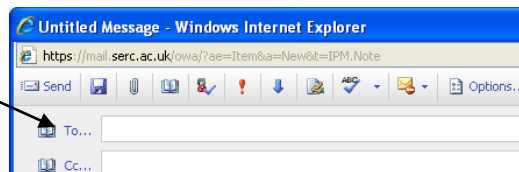
ESSENTIAL SKILLS ICT

EMAIL EXERCISE 2

In this exercise you will :

- *Look up an email address*
- *Enter 2 email addresses*
- *Send a copy – Cc..*

1. Create a **New** message
2. Look up the email address of 2 people in the class. *Click on the **To..** button and use the search option.*



3. Enter both these addresses in the **To..** section - you might need to separate them with a semi colon ;
4. You also need to send a copy to the tutor so key in the tutor's email address in the **Cc..** section.
5. Add the subject: My Second email
6. In the content area write the following:

Hi All

This is my second email.

I'm amazing!

< enter your name here >

7. Send the email.

8. Tutors EMAIL

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