

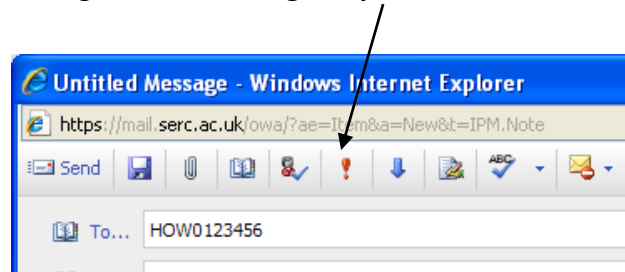
ESSENTIAL SKILLS ICT

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**



7. Send the email.

8. Tutors EMAIL

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