

ESSENTIAL SKILLS ICT

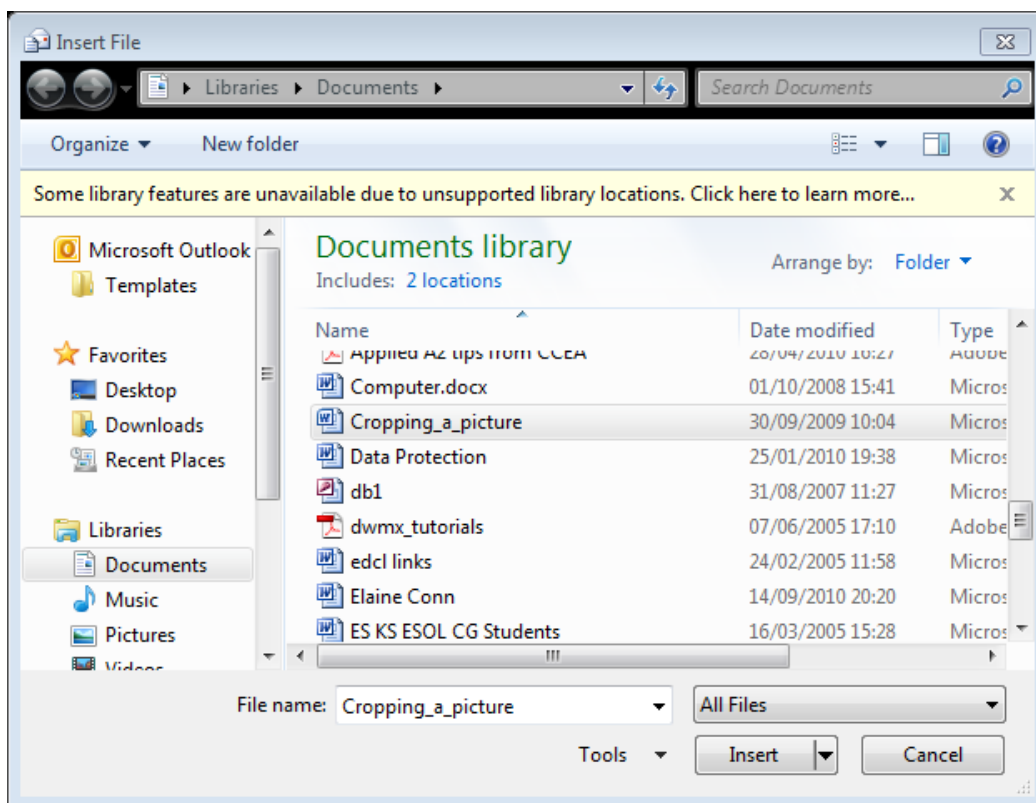
EMAIL EXERCISE 4

In this exercise you will send an attachment with your e-mail

1. Create a new message
2. Enter the address of the recipient
3. Add a subject
4. Add an attachment by clicking on the Paper Clip icon.

Attach File

5. Click on Browse and select an exercise in **My Documents** that you have completed.



6. Once the file is selected, click on the **Insert** button on the bottom right.
7. Write a note to explain why you have sent an attachment and **Send**.

8. Tutors EMAIL

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