

## **Sending and Receiving Email (R8)**

Use of electronic mail is communicating and sharing information:

### **BASIC FUNCTIONS:**

- ❑ Log in;
- ❑ Find and open or download new messages;
- ❑ Identify old and new messages;
- ❑ Open and read new messages;
- ❑ Delete unwanted emails;
- ❑ Reply to an email using reply function;
- ❑ Create and send a new message;
- ❑ Delete trash or empty deleted messages folder;
- ❑ Log out.

### **ADVANCED FUNCTIONS:**

- ❑ Create and send message with an active hyperlink;
- ❑ Forward a message to one or more recipients;
- ❑ Attach a file;
- ❑ Open an attachment;
- ❑ Create an address book entry;
- ❑ Use the address book;
- ❑ Use the address book to send one message to 2 or more recipients.
- ❑ Create a signature for use on email messages.