Level 2 Using e-mail (EML 7540-077)

ITQ
Assignment guide for Candidates
Assignment B

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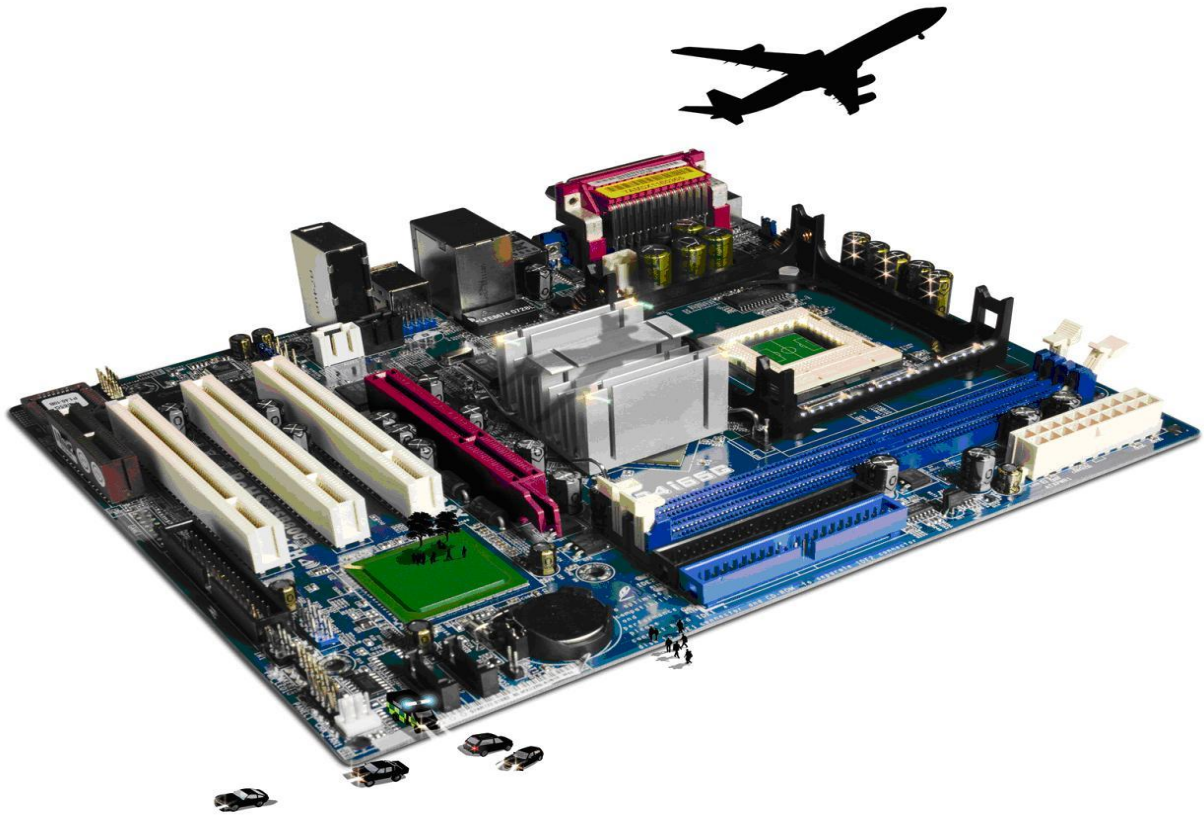
(This assignment can be used as evidence of achievement of 7574-208 Using e-mail)



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(This assignment can be used as evidence of achievement of 7574-208 Using e-mail)

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Level 2 Using e-mail (EML 7540-077)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Using e-mail (EML 7540-077). (This assignment can be used as evidence of achievement of 7574-208 Using e-mail).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **two hours**.

Level 2 Using e-mail (EML 7540-077)
Candidate instructions

Time allowance: Two hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Setting up a distribution list
- Task B - Composing and sending email with attachments
- Task C - Receiving and responding to e-mail

Scenario

You work as a volunteer in a local community setting.

Note: It is a requirement within this organisation that any message that contains more than one attachment should be sent in a zipped folder to help reduce any email problems in sending and receiving messages. SPAM mail should not be responded to and any received should be added to a Junk Senders List and then deleted.

You have received an email containing a zipped attachment and have been asked to send on the files to specific groups of people within the organisation.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Setting up a distribution list

1 Start up an e-mail software application package.

2 You have received an e-mail with a file attached called **Rota**.

Create a folder in your work area called **Attachments** and save the file to this folder.

3 Create a folder in your e-mail software called **CommWork** and make a screen print.

4 Move the e-mail from your inbox to your **CommWork** folder.

5 You have received an e-mail with a zipped attachment.

Extract the files from the zipped folder and save each one to your **Attachments** folder.

6 Print the e-mail so that you can refer to it for instructions later.

Continued over…

Task B – Composing and sending email with attachments

1 Read the e-mail and carry out the instructions.

2 Create distribution lists (refer to the printed email) using all the contacts – give the lists recognisable names (note some people will go into more than one list).

Produce a screen print.

3 Prepare an e-mail message with the subject heading **New Documents** explaining that you have attached one or more files.

(Compose and format the message so that it is clear, well laid out and accurate).

4 In your **New Documents** e-mail ask people to confirm that they have received and can read the files.

Remember to add the new web address as requested.

5 Save the message, as you will need to send the same message to each distribution list you prepared earlier.

6 Prepare zipped folders containing the appropriate files to be sent to each distribution list you created earlier. The files are:

Poster of services	to everyone
Rota	to everyone
Staffing List	to everyone
Meetings (a)	to all volunteer staff only
Volunteer Rules	to all volunteer staff only
Meetings (b)	to all paid staff only
Paid Staff Rules	to all paid staff only
New Price List	to catering and café staff only
New Menu List	to catering and café staff only

7 Send the e-mails and copy the messages to your tutor with a high priority/importance setting.

Continued over…

Task C – Receiving and responding to e-mail

1 You have received one e-mail called **UPS Viewpoint** and have recognised this as SPAM.

2 Send an e-mail to everyone working giving them the name of the e-mail you have received and explain to them what SPAM is and what they should do if they receive any.

3 In your e-mail software use a tool to Add the **UPS Viewpoint** e-mail to a list of Junk Senders (or similar) and delete the e-mail.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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