Level 1 Sending and receiving e-mails (7266/7267-007)

e-Quals
Assignment guide for Candidates
Assignment C

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Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Sending and receiving e-mails (7266/7267-007).

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 **one and a half hours**.

Level 1 Sending and receiving e-mails (7266/7267-007) Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A – Signing up to and using web based e-mail
- Task B – Receiving and responding to e-mail messages
- Task C – Managing your web mail account
- Task D – Creating and sending e-mails

Scenario

You have recently been employed as a personal assistant to the managing director of TLC Consultancy.

You have been asked to manage the e-mail system for your manager. You will be responsible for sending and receiving e-mails, organising all incoming mail and storing contact addresses.

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

Task A – Signing up to and using web based e-mail

1 Power up the computer, log on and connect to the Internet.

2 Use a search engine to find a free web mail service and sign up for a free account.

3 Add your tutor's e-mail address to the address book or contact list.

4 Create a new e-mail with the subject heading **Test** and describe which on-line service provider your account is with and some of the features of the new account.

5 Send the e-mail to your tutor, spell-checking it beforehand, and make any changes if required. (Text speak not allowed).

6 Create **three** folders within your e-mail system called:

- **Assignment**
- **Tutormail**
- **Personal**

Continued over…

7 Move the e-mail you have just sent to your tutor from the **Sent folder** into the **Tutormail** folder.

Task B – Receiving and responding to e-mail messages

1 Connect to your e-mail account and ask your assessor to send you the following e-mails:

- **Screenshots** with attachment **Answerfile**
- **Celebrations**
- **Contacts**
- **Questions**

2 Go to your inbox.

Open and read the e-mail **Screenshots**, add your name and today's date to the top of the attached document.

3 File this e-mail in your **Assignment** folder.

4 Save the attachment as **Screenshots** to your work area or removable media.

Note: This document should be used for all screenshots in this assignment and should be saved as you go along.

5 Open and read the e-mail called **Celebration** and move it to the **Tutormail** folder.

6 Send a reply to the **Celebration** e-mail to your tutor saying that you have received both the **Screenshots** and **Celebration** e-mails.

7 Take a screen shot of your folder structure showing the **Assignment**, **Tutormail** and **Personal** folders.

Copy the screen shot into your **Screenshots** document. Add the title **Screenshot 1** below the image.

8 Open the **Tutormail** folder and take a screen shot showing the contents (e-mails).

Copy the screenshot into your **Screenshots** document and add the title **Screenshot 2** below the image.

Continued over…

Task C – Managing your web mail account

1 Create your own personal signature within your account – this should include your name

2 Take a screen shot showing your personal signature and past it into your **Screenshots** document with the title **Screenshot 3** below the image.

3 Retrieve the e-mail called **Contacts** from the **Tutormail** folder.

4 Add the contact details from the e-mail to your address book or contacts list.

5 Create a new group in your address book or contacts list named **Team Five** using only the following contact names given to you by your tutor in the e-mail **Contacts:**

- Rebecca Hall
- Janaki Chandar
- Nuri Attar
- Philip Johanson

6 Take a screen shot showing the details of the newly created group and add this to your **Screenshots** document.

Add the title **Screenshot 4** under the image.

7 Take a screen shot of your address/contacts list to show all contacts and paste it in your **Screenshots** document.

Delete the contact **General Admin at GoVol** from your address/contact list.

8 Take a screen shot of your address/contacts list, showing the revised contact list.

Paste this into to your **Screenshots** document under the previous screenshot for **Task C7** with the title **Screenshot 5** under the image.

Save the document.

Continued over…

Task D – Creating and sending e-mails

1 Retrieve the e-mail **Questions** sent to you by your tutor.

Type the answers in different colour to the questions and/or font and use bullet points or numbering in your answers.

2 Add the personal signature you created in **Task C** at the end of the answers.

3 Spell-check e-mail – make changes if required.

Attach the document named **Screenshots** to this e-mail and send it to your tutor.

4 Shut down your e-mail application.

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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