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

e-Quals

Assignment guide for Candidates

Assignment A

(This assignment can be used as evidence of achievement of 7574-108 Using e-mail)

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(This assignment can be used as evidence of achievement of 7574-108 Using e-mail)

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

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). This assignment can be used as evidence of achievement of 7574-108 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 **one and a half hours**.

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

Time allowance: One and half hours

Assignment set up:

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

- Task A - Make directories and folders within e-mail application software
- Task B - Read, move and copy e-mails
- Task C - Using further tools ie electronic signatures, address book etc
- Task D - Web based e-mail applications

Scenario

You have been asked to set up a file structure within your e-mail application for the purpose of sorting and storing e-mails, to test if this would be of benefit to the company for which you are working.

You have also been asked to investigate the use of web based e-mail applications instead of system based e-mail applications.

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

Task A - Make directories and folders within e-mail application software

1 Power up the computer, log on and open an e-mail application.

2 Create a folder in your work area or on removable media and name it **e-mail1**.

Open a new word processing document and save it as **Screen Prints 1** inside the folder that you have just made.

3 In your e-mail application make new folders under your Local folder root directory and name them:

- **For Action**
- **Saved Items**
- **Work**
- **Personal**
- **Outstanding**

Make sure the file names appear exactly as shown.

Continued over...

4 Create a new folder within the **Persona**l folder and name it **Insurance**.

5 Create a new folder within the **For Action** folder and name this **completed**.

6 Ensure that all of the folders that you have made within the e-mail application are visible.

Using the print screen facility copy and paste the image onto your document **Screen Prints 1.**

Add the title **Screen Print 1** below the image.

Task B - Read, move and copy e-mails

1 Create an electronic signature that includes:

- Your Name
- Today's date
- Centre Number

2 Go to your Inbox. Open and read the e-mail called **Task 1**.

Using the auto reply feature, copy the questions from the body of the e-mail and paste them at the top of your reply.

Insert your answers next to the questions.

Use the spell check tool and proof read and correct any errors in your reply.

Send the e-mail.

3 Open the **contact list** attachment in the e-mail called **Task 2**.

Save the attachment to your work area or removable media in the **e-mail1** folder you made.

Using the copy and paste functions add the addresses listed on the attachment to your address book. Using the first name as the display name.

Print out the attachment for future reference. Label it as **Printout 1.**

Add your name and the date at the bottom of the printout.

4 Using the print screen facility copy and paste an image of the address book into your **Screen Prints 1** document.

Add the title **Screen Print 2** below the image.

Save the document as **Screen Prints 1v2**.

Continued over...

5 Move the message **Task 2** into your **Personal** folder.

Show the contents of your personal folder and using a screen print copy and paste the image of your **Personal** folder to your **Screen Prints 1v2** document.

Add the title **Screen Print 3** below the image.

6 Copy the messages for **Task 3** and **Task 4** into your **For Action** folder.

Show the contents of your **For Action** folder, and using a screen print, copy and paste the image of your **For Action** folder on your **Screen Prints 1v2** document.

Add the title **Screen Print 4** below the image.

Save the document as **Screen Prints 1v3.**

7 Leave the e-mails **Task 1** and **Task 3** in your Inbox and delete all of the others.

Show the contents of your **Inbox** folder and using a screen print copy and paste the image of your **Inbox** folder on your **Screen Prints 1v3** document.

Below the image add the title **Screen Print 5**.

Task C - Using further tools ie electronic signatures, address book etc

1 Start a new e-mail message using a stationery template of your choice (if available). If this facility is not available you should write a brief statement on your **Screen Print 1v3** document explaining what e-mail stationery is.

Insert the subject **Availability**. Using suitable netiquette, input your message, advising your assessor that you will be unavailable for any course work during the next four weeks.

Insert your signature block.

Use the spell check facility to check your e-mail message before sending it.

Send the e-mail to the following addresses from your Address Book:

To: amy
CC: john, ed and steve

Note: These e-mail addresses are made up and as a result you will receive a bounce back. Please ignore the bounce back messages.

Continued over…

2 Access the **Task 4** e-mail from your **For Action** folder.

Add the sender to your blocked senders list.

Open the blocked senders list and using a screen print copy and paste the image of your blocked senders onto your **Screen Prints 1v3** document.

Add the title **Screen Print 6** below the image.

3 Delete the address **john@marketing.coz** from your address book.

Create a group with all of the other addresses within your address book and name this **Assessment Group**.

Take a screen print of the **Assessment Group**.

Paste the image of your address book into your **Screen Prints 1v3** document and label it **Screen Print 7**.

Save the document as **Screen Prints 1v4**.

4 Send a message to your assessor and **cc** your **Assessment Group**.

Add the subject **e-mail assessment** and insert the message below:

I have now completed the first part of my assignment. I have attached a word processed document with all of the Screen Prints that I have taken.

Attach your **Screen Prints 1v4** document. Send the e-mail to your assessor.

Save the e-mail to your work area with the file name **e-mail assessment**.

Open the saved e-mail message and send it.

Continued over…

Task D - Web based e-mail applications

1 Using a **Search Engine** identify a free Web Mail service provider.

Take a screen print of the first page of your search results and paste it and paste into your **Screen Prints 1v4** document.

Add the title **Screen Print 8** below the image.

Save as the document as **Screen Prints 1v5**.

2 Register for a free account using one of the free web mail service providers you found in your search.

3 Select a suitable personal e-mail address.

4 Log on to the Web Mail facility.

5 Compose and send an e-mail to your assessor telling them of your new e-mail address. Use the title **New E-mail Address** as the subject.

6 Open the document **Passwords** supplied to you by your assessor and add an example of a high security grade password.

Save this document as **Passwords 2**.

Create a new e-mail message to your assessor with the title **Security**.

Attach the file **Passwords 2** to the e-mail.

Add a message to let your assessor know that you have included an attachment.

Send the message.

7 Exit all applications. Exit the system and shut down the computer.

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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