Level 2 Using Email (7574-208)

ITQ (QCF)
Assignment guide for Candidates
Assignment C

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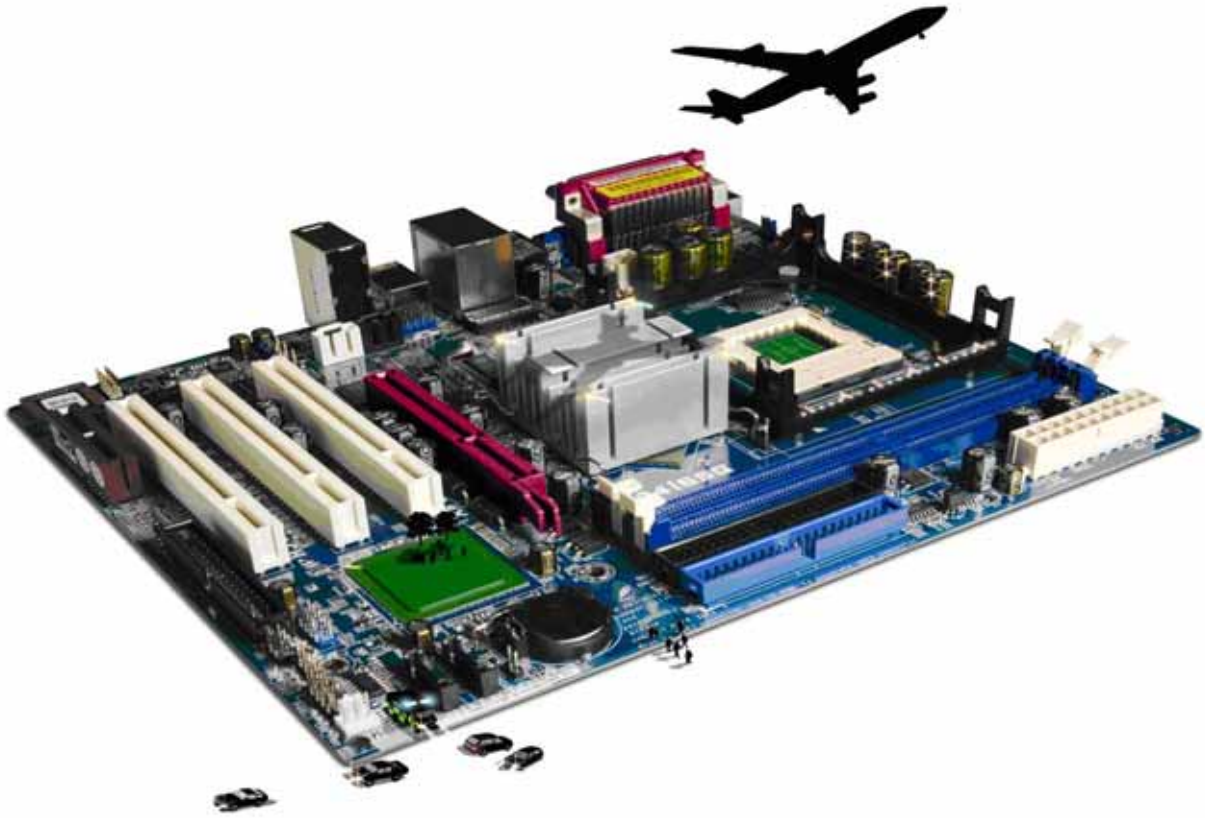

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Level 2 Using Email (7574-208) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Using Email (7574-208).

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 Email (7574-208)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - File Set Up
- Task B - Adding and Modifying Contacts
- Task C - Signature Creation
- Task D - Receiving and Sending Email
- Task E - Rules

Scenario

You work as a trainee technician for Emagine, a digital graphic company. The company has just introduced a new emailing system.

As the email system is new, you have been asked to set up the email facilities for the Personal Assistant to the director.

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

All information **MUST** be entered correctly ensuring all spelling and case as are accurate.

Task A – File Set Up

1 In your work area create a folder, named **PA Archive**, to archive the PA's emails and a folder named **Emagine** to save your evidence.

2 Below is a list of contacts, within the company. Start the email application and add the contacts into the PA's address book.

Forename	Surname	Contact Number	Email Address
Sally	Jones	0141 536 543	sally.jones@Emagine.coz.uk
Susie	Smith	0141 536 542	susie.smith@Emagine.coz.uk
Jack	Weaver	0141 536 541	Jack.weaver@Emagine.coz.uk
Fred	Black	0141 535 126	fred.black@Emagine.coz.uk
Liz	Wood	0141 535 127	liz.wood@Emagine.coz.uk
Les	Freeman	0141 535 123	les.freeman@Emagine.coz.uk
Rita	Patel	0141 535 142	rita.patel@Emagine.coz.uk
Wendy	Green	0141 550 127	wendy.green@Emagine.coz.uk
Tony	Spirit	0141 550 126	tony.spirit@Emagine.coz.uk
Raz	Baker	0141 200 333	raz.baker@Emagine.coz.uk

Using your **Answers 208 C** document, provided by your assessor paste a screen print of the contacts list into it.

Save **Answers 208 C** in your **Emagine** folder.

3 Now that you have added the PA's contacts they need to be set up into groups.
Create three distribution groups as follows, putting the contacts into the relative groups:

- Designer
- Admin
- All Staff

Forename	Surname	Department
Sally	Jones	Designer
Susie	Smith	Admin
Jack	Weaver	Designer
Fred	Black	Admin
Liz	Wood	Designer
Les	Freeman	Designer
Rita	Patel	Designer
Wendy	Green	Admin
Tony	Spirit	Designer
Raz	Baker	Admin

Using your **Answers 208 C** document, provided by your assessor paste a screen print of each of the distribution lists into it and save it.

4 You have received several memos with the following information:

- **Wendy Green** left the company 3 months ago and needs to be deleted from your contact list.
- **Susie Smith** got married last week and her new surname is **Dolphin**, update her surname and email address accordingly.
- **Tony Spirit** phone number has changed to 0141 535 375.
- A new employee called **Bill Taylor** has joined the company as a designer.

Task B – Adding and Modifying Contacts

1 The PA's email account requires a signature to be created with the following details (note: use your name as the PA's name):

[Your Name}
Personal Assistant
Emagine
Peace Drive
Liverpool
L1 3JL
Tel: 0141 534 327
Email: your.name@Emagine.coz.uk

Using your **Answers 208 C** document, provided by your assessor paste a screen print of your signature into it and save.

2 Using the formatting tools within the email application format the signature as follows:

- Sans Serif font
- italics
- dark blue font colour
- left aligned.

Using your **Answers 208 C** document, provided by your assessor paste a screen print of your formatted signature into it and save.

Task C – Signature Creation

1 The PA has been sent an email from the Company Director with details of changes to the management structure of the company. The email contains an attachment called **details.zip** with two files, **Confidentiality** and **Email details**.

Open the email and extract the two files into the folder called **Emagine** in your work area.

2 The Company Director's email is not in your contact list. Save the Company Director's email address into your contact list using the following contact details:

Forename	Surname	Job Title	Contact Number	Email Address
John	Lowe	Company Director	0141 535 669	John.lowe@Emagine.coz.uk

Using your **Answers 208 C** document, provided by your assessor paste a screen print of the Company Director's email details into it and save.

3 Create a new email message using the following information to **All Staff** using your groups you created earlier.

Subject :	**Subject: New Contact**
Message:	Message: Due to an administration error, the Company Directors email address and details were not on the list which was sent out to all staff. Please can you add the address and the following details to your contact list as soon as possible:

4 Attach to the e-mail the two files, **emaildetails.txt**, **confidentiality.txt** which you extracted in **Task D**.

The files must be attached as **two** separate files. Do not attach the compressed folder.

Use the copy facility to ensure this mail will also be sent to **IT@Emagine.coz.uk**.

Use the confidential facility to send the e-mail to the Company Director retrieving her address from your address book.

Make the message high priority.

Using your **Answers 208 C** document, provided by your assessor paste a screen print of the email into it and save.

Task D – Receiving and Sending Email

1 As the PA is going on holiday for one week create an Out of Office rule to let people know that she is out of the office between 3/5/201X until the 10/5/201**X** (where **X** is the current year).

Using your **Answers 208 C** document, provided by your assessor paste a screen print of the out of office message into it and save.

2 As Susie Smith is looking after the PAs work during her holiday period, create a Rule to forward all her mail to Susie Smith.

Using your **Answers 208 C** document, provided by your assessor paste a screen print of the forwarding rule into it and save.

End of assignment

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