

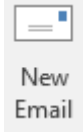



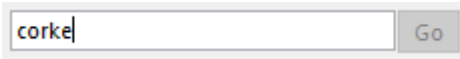
Sending Email with attachment:

1) Go to window 


2) Then click on the Outlook symbol 


3) Look on the top left of the screen to see new email 

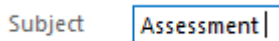
4) Then press on to... 


5) Search Mr Corke's name in search bar 

6) Look at the name that is highlighted in blue and click on it




7) When done go to subject  and type down what you are sending to them





8) Then go to Attach File 

9) When clicked on, select Browser This PC

a) Then select the file 2020 

b) Click on Digitech 

c) Then click on term 1 

d) After that click on Assessment  email assessment.docx

10) When you see attached with assessment in it you have sent the attachment

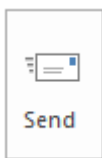


Good Morning Mr Corke. Here is my assessment |


11) Then have a salutation


12) Then have a closing salutation

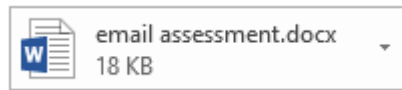
*Kind Regards,*




13) Then press Send  and you are done

How to save a replied message:

(1) Open Window 

- (2) Then go to Outlook 
- (3) And open email
- (4) Go to attachment and double click on the attachment



- (5) Then go to file and scroll down and look and see the word save as
- (6) Then go to  2020 then  Digitech  Term 1
- (7) And click save