

AQA Unit Award - Using Email (Unit 2) - Code: 97787

In order to pass this unit award you must:

- ◆ open an email that has been received;
- ◆ add an address to own address book;
- ◆ compose a new email telling someone who is in the address book about a favourite hobby;
- ◆ spell check the message;
- ◆ send the email to the address in the address book.

1. **Logon** to your email account with your username and password.
2. **Open** the message that you have received from your teacher.
3. **Add** the senders name to your **Address Book**.
4. **Create** a new message.
5. **Select** the email address of your teacher from your **Address Book** to enter in the "To:" field.
6. **Enter** the **Subject** heading for your message. This must indicate the message is about your favourite hobby.
7. **Compose** your message. *Remember the rules for email etiquette.*
8. **Spell-check** your message and correct any mistakes.
9. **Send** your message. Check with your friend if they have received it.
10. **Exit** the email application.

