Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group:\_\_\_\_\_\_\_

**Objectives: E, C & S student pathways must complete ALL tasks. F should attempt all and achieve most.**

**Tick off the tasks in the list that you have done:**

|  |  |
| --- | --- |
| **Task** | **Completed?** |
| **Send** an e-mail to the person next to you and then **reply** to the one you get |  |
| **Send** an e-mail to someone in the class, **cc** it to the person next to you and **bcc** it to **jwhight** |  |
| Address a new e-mail to 3 other people from your group using the address book to search for them by their first names (addresses should be separated by semi-colons “;”). Send it. |  |
| **Forward** a message that you have received today to someone else asking that person to reply. Task is complete when you receive the reply. |  |
| Delete any e-mails that you don’t want from your mail box. |  |

1. What would the school e-mail address of a student called James Finch in Yr 7 probably be?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Looking at the following e-mail address, which year group do you think the student is in? **16ptownsend**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A complete Kingshill School e-mail address looks like this: **17fjones@cirencesterkingshill.gloucs.sch.uk**

When would you need to use a complete address?

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1. If you received a silly e-mail message from someone what would be the sensible thing to do?

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1. If you received an unpleasant e-mail message from someone what would be the sensible thing to do?

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1. If you receive a copy of a message cc’d to you. Do you need to reply?

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1. If you receive a copy of a message bcc’d to you. Who else knows you got it?

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