## Stage 5 Information and Software Technology

## **Practical worksheet: Email**

This task is to send an email with an attachment to the teacher. The task can be completed in class or at home.

**Open** *Word* and create a new document. In this document type a sentence that gives your name, class, and some information about you.

Save this document to your folder.

Send the Word document as an attachment.

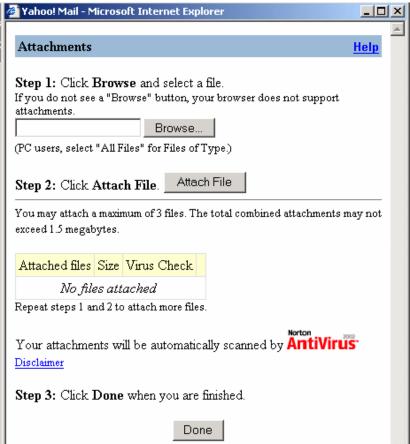
## Attachments



Click on the paper clip in *Outlook*.

Attachments: (None) Add/Delete Attachments

Click on Add/delete attachments in Yahoo.



Use the **Help** function of your email program to assist you to complete the task. Use your email account to send an email to someone.