



## 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.

**Attachments** [Help](#)

**Step 1:** Click **Browse** and select a file.  
If you do not see a "Browse" button, your browser does not support attachments.

(PC users, select "All Files" for Files of Type.)

**Step 2:** Click **Attach File**.

You may attach a maximum of 3 files. The total combined attachments may not exceed 1.5 megabytes.

Attached files	Size	Virus Check
No files attached		

Repeat steps 1 and 2 to attach more files.

Your attachments will be automatically scanned by **Norton 2002 AntiVirus**  
[Disclaimer](#)

**Step 3:** Click **Done** when you are finished.

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.