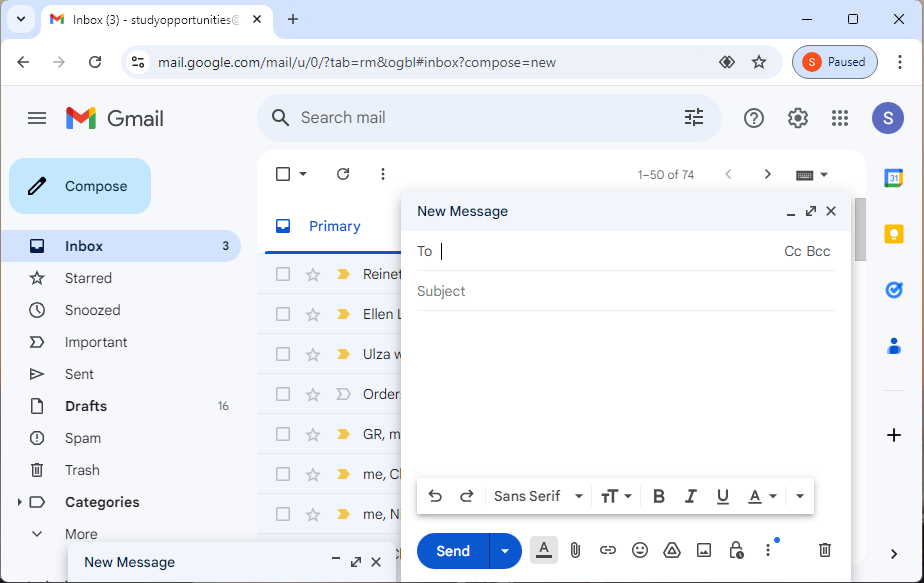
**Activity – Sending, reading, replying to and forwarding messages**

1. Move each of the following shapes (callouts) to the correct positions on the screenshot below. Then group all the shapes and the screenshot so they can be treated as one object.



Click on *Compose* to create an email message.

Click here to send the message.

Type the email address of the person to whom you are sending the message.

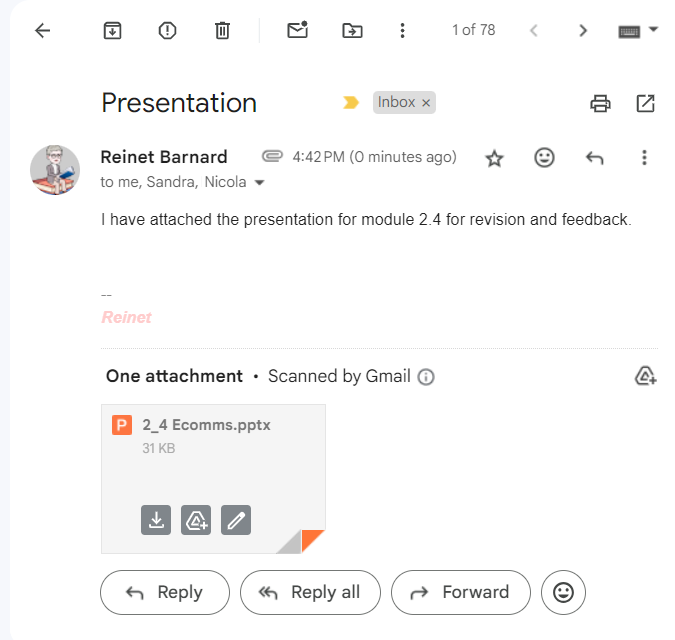
Type a short description of the subject of the message.

Click here to *attach* a file.

Type the body of the message (what you want to say) in the message area.

1. Fill in the missing words below.

* The email address of the person to whom you are sending the message goes in the \_\_\_ field. If you wish to send the message to more than one person, separate the addresses with a \_\_\_\_\_\_\_\_\_ or a \_\_\_\_\_\_\_\_\_.
* Other addresses to which a copy of the message must be sent, can be typed in the \_\_\_ field. Addresses entered in this field are are visible to other recipients.
* You can also type addresses in the \_\_\_ field. A copy of the message will be sent to these people as well, but their addresses will NOT be visible to other recipients.

1. I received an email from Reinet. A *PowerPoint* file is attached to the message. Answer the questions below by typing the answers next to the >>.
2. Which other people also received the email?

>>

1. If I reply to the message and use *Reply*, who will the message be sent to?

>>

1. Who will receive the reply if I use *Reply all*?

>>

1. If I now wish to send this email to a different person (not one of the original recipients), what should I do?

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