

Name:

Emailing

Drafting an Email

List any attachment here:

Task

Use the template below to draft an email. If you will use any features such as 'High Importance' or the 'Spell Checker' circled the icons.

The image shows a screenshot of an email drafting application. At the top, there is a toolbar with various icons for actions like Send, Save, Attach, Reply, Forward, and Print. Below the toolbar are three input fields for 'To...', 'Cc...', and 'Subject:'. Underneath these fields is a rich text editor toolbar with options for font face (Tahoma), size (10), bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, link, unlink, text color, and background color. The main body of the email is a large, empty white area.

Remember to include the following:

- Recipients - Who it is to, including CC
- A Title - This goes in the subject box
- Attachments - These are documents added to the email
- Main Message - Draft out the message for the recipient(s)