To: AM Intermediate Class
From: Deborah Jones
Subject: Sending Emails
Date: June 10, 2020

Dear Class,

I was given the assignment to tell you all what I have learned about sending emails. When sending an email, you follow the steps below:

1. Click on compose and select who you would like to send the email to from your contact list.

2. Select the names from your contact list or add the person to your contact list.

3. Click send after you have informed the person (s) in the body of the email of your intent.

4. If you are sending a blind copy, it means that no one will see that you blind copied that person. The person receiving the email will not know that you have blind copied.

5. A draft email is a message that you have saved and not sent yet. You write the email and send it to your draft folder. When you are ready to send you will go to your draft folder and then hit send. Also, if you have clicked out of your unfinished message, it will automatically go to draft.

6. Deleting an email is when you want to put it in the trash folder. You check the box on the email and then send it to the trash folder. You will see a trash can.

7. There is other email folder you can go to when you want to put them in the trash folder. These folders include, Important, Priority, Archive and Junk. You click on these folders and select the box.

8. Delete an email by putting a check mark on the email box and hit delete. When you delete an email, you sent it to the trash folder.

9.You can delete folders by selecting the folders such as: Archive, Important, Priority and highlight all and click delete. These folders will go to the trash. You can also delete your trash folder too.

10. To write a Word document, you must go to bland document and then type up your document. You can also go to file and click on new as well.

11.You attach a document to your email by clicking the paper clip and it will take you to your documents you want to attach and click on the one you want to send. You can click on the paper clip multiple times to attach multiple documents. All documents will be forwarded to your email. Once you are finished you will compose your body in your email and send it.

I would like to say that I have learned a lot in this class and look forward to participating in the next computer class that will be available. I took a computer class several years ago, however, I learned more with Deacon Oscar Walker because of his knowledge and ability to be patient with his seniors. I would like to thank him for helping me learn more about the computer.

Sincerely,

Deborah T. Jones
AM Intermediate Class