

Activity - Replying to an Email

Task 1

Reply to the email you have received thanking the sender for the pricelist attached.

Save the pricelist into your desktop folder. Rename the file Tool Hire Pricelist.

Task 2

You have received an email regarding images for tea making.

Un-zip the attached file and save the images to your desktop folder.

Reply to the sender thanking them for the files and also

Cc. to community72@trafford.tcg.ac.uk so that this person is in copy.