

Activity Sending an Email with Attachment

Task 1

Prepare an email to your manager (supervisor@budgetcars.eu) to tell her that you have found a suitable vehicle image for a leaflet to customers.

Attach one suitable image to the email

Paste a screenprint of your finished email into your evidence document.
(You just have to prepare the email. Do not send it).

Evidence needed:

Screenprint of your finished email pasted into your evidence document.

Task 2

Prepare an email the Purchasing Manager (purchasing.manager@megamags.eu) to tell her the website address where you found magazine information.

<http://www.magazinecost.com/popular-magazines/>

Compress (zip) the Magazine survey spreadsheet and the magazine image you have been given.

Attach the zip folder to the email.

Paste a screenprint of your completed email into your evidence document.
(You just have to prepare the email. Do not send it).

Add the Purchasing Manager to your email address book.

Save a screen print of the entry in your evidence document.

Evidence needed:

- a) Screen print of your completed email pasted into your evidence document.*
- b) Screen print of your address book showing the entry for the Purchasing Manager pasted into your evidence document.*