

The Internet

C20168

E-Mail Etiquette Assignment

(This assignment (and the submission methods) are worth **30%** of the total module marks)

Your treeBeard in-box contains several emails from your tutor, received during the last few months. Select any one with an attachment.

Create a suitably named new mailbox and transfer the email in to it. Take a screen shot to show that you have done this. Print the screen shot. Print the email. Print the attachment to the email.

Write a short essay on email etiquette (maximum 1 standard-formatted A4 page, <500 words). In the essay outline good practices to follow when using email. Also list 4 things *not* to do, and 4 things you should always do. Print this.

Compose a new email to your cousin Aindriú. The subject line should be **EMAILTEST** His email address is **amaguire@treebeard.ie**

In the email write a short polite advisory note as the content of the email, summarising 3 important things to check before sending an email.

Attach your essay *and* your screen-shot to the email. When ready send it.

- ***If*** your email is sent to the right address you will receive a confirmation email.
- ***If*** your email has the correct subject line you will receive a confirmation email.
- ***If*** the email is correctly received (you will have 2 confirmation emails) your tutor will print the email which was sent and return it to you.

Gather all your printed documents and attach the standard cover sheet. Punch and staple in the normal manner.

Submit via the submission box in R15.

- The deadline for this assignment is: **20140318 – 15:15.**