

Practice Task 2 – Sending an Email with an Attachment

Task: Send an Email with an Attachment

What you need

An email account (for example: Gmail or Outlook)

Your Task 1 screenshot saved in the  Digital folder

Steps to complete the task

Open your email account

Click New email or Compose

In the To box, type the email address given by your tutor
(*or your own email address for practice*)

In the Subject box, type:
Practice Task 2 – Your Name

Write your message

Type the message below into the email:




Hello,

Please find my Task 1 screenshot attached.

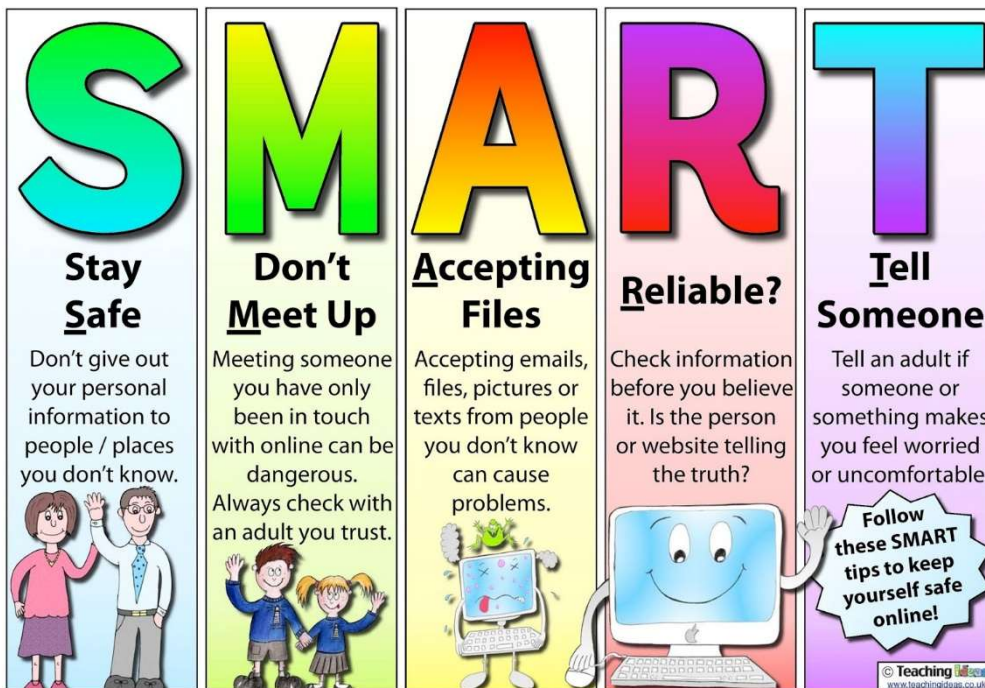
Thank you.

Your name



-
- Attach your file
 - Click the  Attach (paperclip) icon
 - Open  Documents →  Digital
 - Select your file:
Task 1 – Your Name
 - Click Open
-

- Send the email
 - Check the subject line
 - Check the file is attached
 - Click Send
-



The poster features five vertical panels, each representing a letter of the SMART acronym. Each panel has a large, colorful letter at the top, followed by a bolded title and a short paragraph of advice. The panels are: 1. 'S' (Stay Safe) with a man and woman illustration; 2. 'M' (Don't Meet Up) with two children illustration; 3. 'A' (Accepting Files) with a computer monitor illustration; 4. 'R' (Reliable?) with a computer monitor illustration; 5. 'T' (Tell Someone) with a computer monitor illustration. A starburst graphic in the bottom right of the 'T' panel says 'Follow these SMART tips to keep yourself safe online!'. The bottom right corner of the poster includes the Teaching Smart logo and website address.

S	M	A	R	T
Stay Safe	Don't Meet Up	Accepting Files	Reliable?	Tell Someone
Don't give out your personal information to people / places you don't know.	Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.	Accepting emails, files, pictures or texts from people you don't know can cause problems.	Check information before you believe it. Is the person or website telling the truth?	Tell an adult if someone or something makes you feel worried or uncomfortable.

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