The Internet
C21068

Practical Skills Test
11.1 e-mail assignment – 30%

?? **Part 1 – Sending e-mail**

Send an e-mail in accordance with these details:

Property	Value
Property	**Value**
Destination address	emailtest@cti-clonmel.ie
Subject line	INTERNETTEST
Message text	Dear Sir, I noticed on your web site that you currently have vacancies for various grades of office-workers. I have a wide range of experience in general office duties, but feel that I am probably most suited to the post of IT supervisor which you have advertised. I have attached a copy of my current CV to illustrate the level of experience that I have. I hope this meets with your approval, and look forward to hearing from you. I know you won't be disappointed. :-) Yours, \<type your name\>
Attachment:	Attach your CV.
You will be automatically notified if you send to the correct e-mail address	

?? **Part 2 – Receiving e-mail**

Carry out these steps:

There should be an e-mail in your in-box from fachtna@cti-clonmel.ie – the message should have a subject line of MAILTESTMESSAGE. Create a new mailbox called MAILTEST. Transfer the received message into this box by clicking and dragging. Ensure this mailbox is on-screen and open. Print the email received. Verbally notify Fachtna Roe that you are ready to submit the printed message by hand, and for on-screen marking of the creation of your mailbox.

NOTE: If you call Fachtna Roe without *both* the printed message *in your hand* and the created mailbox *already visible on-screen* you will lose 15% of the available marks.

Due Date: Thursday 8th February, 2001