Họ và tên: Ngô Văn Khải

Mã sinh viên: 191200552

**Act.12(4C). Write email**

From: Khai

To: Peter

Hi Peter,

It should be quite easy to transfer your folders of data to a new laptop. First, plug memory stick into your old computer. Then, drag the folders into the memory stick by using Windowns Explorer. After that, unplug memory stick from the old computer. Next, plug the it into the new laptop. Finally, drag folders in memory stick into new laptop.

Don’t forget to unflug the memory stick from the laptop when you’ve finished.

Best wishes,

Khai