


**NORTHSTAR DIGITAL LITERACY ASSESSMENT RESULTS****Module 4: Using Email****Score: 92.2%** *Passing Score***Correct:** (43 out of 45)**MASTERED EMAIL SKILLS**

- ✓ Define email.
- ✓ Tell the difference between a URL and an email address.
- ✓ Register for a new email account.
- ✓ Log into email.
- ✓ Address an email and create an email message. Then, Send an email.
- ✓ Forward an email.
- ✓ Add an attachment to an email.
- ✓ Open an attachment in an email.
- ✓ Delete an email and retrieve an email from the trash.
- ✓ Understand basics of email etiquette.
- ✓ Use caution when opening an email from an unfamiliar source.
- ✓ Avoid giving out personal information to unfamiliar people.
- ✓ Identify and delete junk mail, including spam.
- ✓ Be selective and cautious about forwarding email to large groups of people.
- ✓ Sign out of email.

**Incorrect:** (2 out of 45)**EMAIL SKILLS TO IMPROVE**

- ✗ Open an email and reply to all.
- ✗ Define computer virus.