



Name:

Date Due

BIE Homework Sheet

When sending an email you should always include...

- A. When sending an email you should always include...
 - 1. A cheery hello
 - 2. An attachment
 - 3. Some text in the subject line
 - 4. A website address

- B. If you send an email and you dont want everybody to see the email addresses of all of the recipients you should add their addresses in the...
 - 1. To Box
 - 2. CC Box
 - 3. Subject Line
 - 4. BCC Box

- C. If you receive an attachment in an email from somebody you dont know what should you do?
 - 1. Delete the email immediately
 - 2. Open the email attachment to see what it is
 - 3. Email the sender back to check who has sent you the email
 - 4. Save the attachment to your hard drive and open it from there

- D. Which 3 things should an email signature include?
 - 1. Your name
 - 2. Your signature
 - 3. Your company address or website address
 - 4. Your contact telephone number
 - 5. Your photograph

- E. What does it mean if you receive a high priority email?
