

See if you can:

- ✓ create an email
- ✓ send an email
- ✓ reply to an email
- ✓ add an attachment to an email

Activity 1

Create and send an email

1. open your email account
2. click on the **Compose** mail button
3. in the **To** box type the address gettingstarted@ageaction.ie
4. in the **subject** box type: last lesson
5. in the **Message** box type a message to getting started
6. click on the **Send** button

Activity 2

Reply to an Email and Add an Attachment

1. go to your email **Inbox**
2. click on a **message** you would like to reply to.
3. click in the **Message** box and type: Hi, I'm sending you a photo, hope you like it.
4. click on [Attach a File](#) (paperclip)
5. go to the **Pictures** folder & choose a picture to attach (double-click to attach it)
6. click on the **Send** button