

Intro to Email 2: Beyond the Basics Practice



In this course, we've learned a lot about email. Let's see what you remember. In some exercises, we will continue to use Gmail for review purposes.

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If Amy wants to add an attachment to an email she is sending, what does she click on to add the attachment? Click on it now. If you need help click on the Hint button.



That's right! Click next to continue.

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If Amy wants to reply to **everyone** who received a message, which option does she choose?

 Reply

 Reply All

 Forward

Amy has received an email that was sent to three people. If she wants to reply to everyone who received the message, which option does she choose? Click the correct answer.

o everyone who received a message, ption does she choose?
Reply
Reply All
Forward
Click Next
Click Next to continue

If Amy wants to reply to everyone who received a message she needs to click "Reply All." If she selects "Reply" the message will be sent to the person who sent the message. If Amy selects "Forward" she can send the message to other people. Click next to continue.

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Amy BCCs her mom on an email. Will her friends **see her mom's email address** when they read the email?



If Amy blind copies or BCCs her mom on an email sent to three friends, will her friends see her mom's email address when they read the email? Click the correct answer.

Amy BCCs her mom on an er mom's email address w	
	Yes
	No
	Click Next

The correct answer is no. People who receive the email can't see who is inside the BCC field. Click next to continue.

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Amy wants to finish an email she started but did not send. Where does Amy need to click to **find the draft message**?

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Drafts	1	🔲 🚖 Nikki Smith	Dinner Sunday? - I'm hoping that we can get	t together for di	nne	Aug	5
✓ More		📄 🚖 Ms. Thompson, me 2	Welcome New Students - Thank you for rea	ching out. My d	aug	Aug	5
Meet		🔲 🏫 Google Community Te.	Amy, finish setting up your new Google Acc	ount - Hi Amy, V	Velc	Aug	5
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Amy wants to finish an email that she started yesterday but did not send. Where does Amy need to click to find the draft message? Click on the Hint button if you need help.

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Drafts	1	📋 🚖 Nikki Smith	Dinner Sunday? - I'm hoping the	at we can get together for dinne	Aug 5
✓ More		🔲 🚖 Ms. Thompson, me 2	Welcome New Students - Than	k you for reaching out. My daug	Aug 5
Meet		pmmunity Te.	Amy, finish setting up your new	v Google Account - Hi Amy, Welc	Aug 5
 New meeting Join a meeting 	Th	at's right!			
Hangouts	+				
Amy -	+	0 GB of 15 GB used	Terms · Privacy · Program Poli	cies Last account activity: Open in 1 other lo	

That's right! Amy can find the message she started yesterday in her Drafts folder. Click next to continue.

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After reading this email Amy wants to delete it. What icon should Amy click to **delete the message**?

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Dinner Sunday? Inbox x			•	Ľ	
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I'm hoping that we can get together for dinner on Sunday at 6pm at my your schedule.	y house. Please let me know	if that w	vorks fo	0	
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After reading this email Amy wants to delete it. What icon should Amy click to delete the message?

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That's right! To delete a message, Amy needs to click on the Trash Can icon. Click next to continue.

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Amy sees an	email that looks too good to be true! What should Amy do with the message ?
□ ☆ ⊅ ☆open-	IMMEDIATELY 合合合 WINNING NOTIFICATION合合合 Ref: # Jul 12
	Open it to get more information
	Don't open it and mark it as spam
	Open the message and attachments to receive her reward

Amy sees an email from a sender she doesn't recognize. It seems too good to be true! What should Amy do with the message?



A message from someone you don't recognize may be spam. It's safest to not open the message and mark it as spam.

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		 Email Attachments Reply All and Forward CC and BCC Draft Emails Spam and Junk Organize and Delete Email Search Email 	Amy
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In this course you've seen how Amy works with email attachments, replies all and forwards emails, uses CC and BCC, saves draft emails, identifies spam and junk emails, and organizes and deletes her email, and searches for specific emails.

Why don't you try exploring some of these features on your own!

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