

2010 Exam – Email Task

1. Prepare an e-mail message to be sent to **louie1066@gmail.com** which contains the subject line **November 2010 article**

The body text of the message should include:

- your name
- your Centre number (use 1234 for now)
- your candidate number (use 4321 for now)
- the text **Please send the draft materials I need to work on.**

Send this message.

You should receive the instructions that you need within an e-mail reply.

2. Read the reply to your message and follow the instructions.
3. Add to your e-mail address book a new contact with the name **Mr Nicholls**.

Use **louie1066@gmail.com** as the contact email address.

4. Save and print the entry in your address book. (This may be a screenshot to show that you have added the contact to your address book.)

Don't forget to add your **name**, **candidate number** and **centre number** at the bottom of the printout.