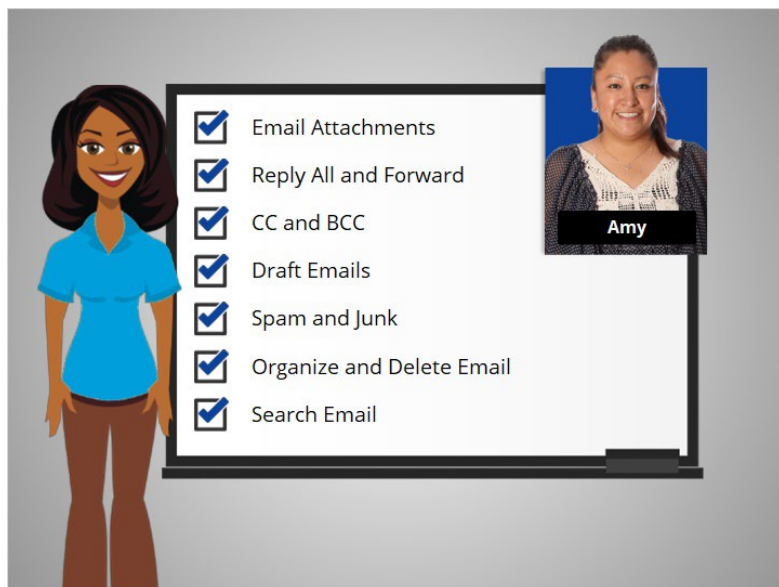
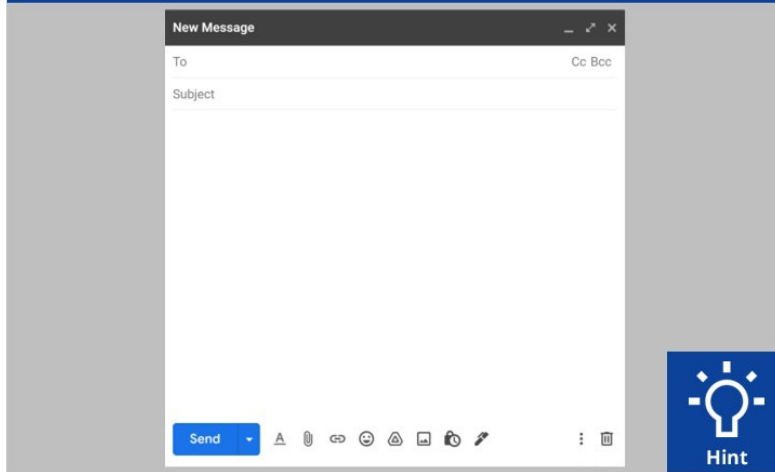


Intro to Email 2: Beyond the Basics Practice



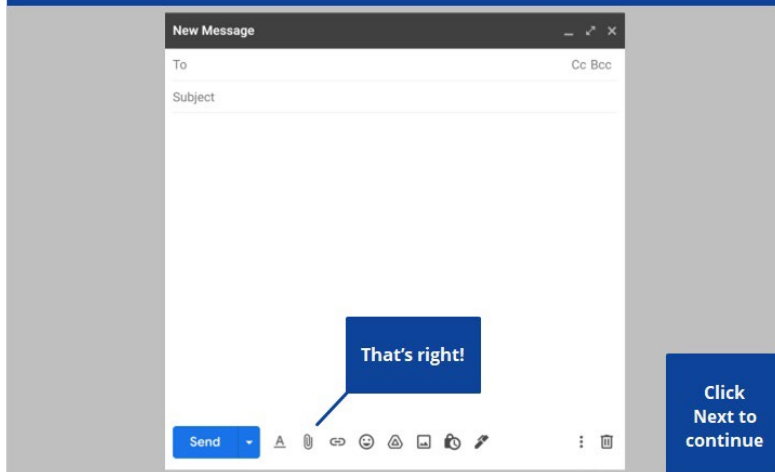
In this course, we've learned a lot about email. Let's see what you remember. In some exercises, we will continue to use Gmail for review purposes.

What does Amy click on to **add an attachment**?
Click on it now. If you need help click on the Hint button?



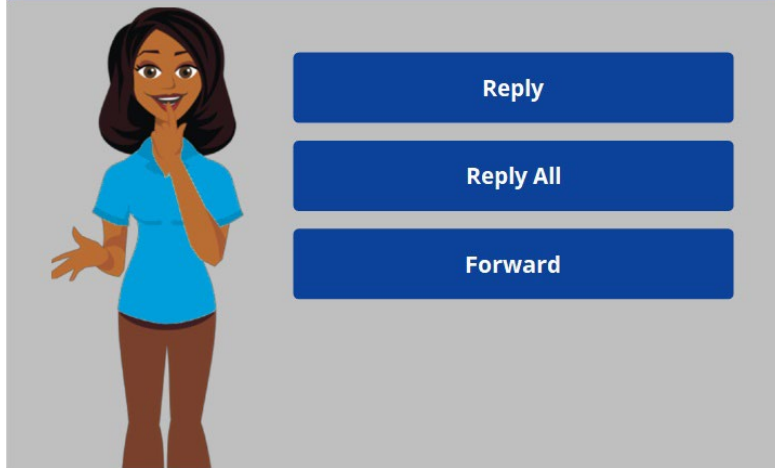
If Amy wants to add an attachment to an email she is sending, what does she click on to add the attachment? Click on it now. If you need help click on the Hint button.

What does Amy click on to **add an attachment**?
Click on it now. If you need help click on the Hint button?



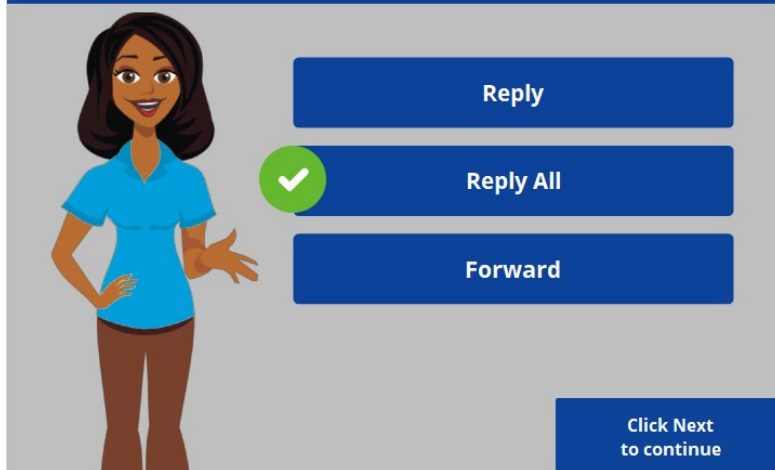
That's right! Click next to continue.

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

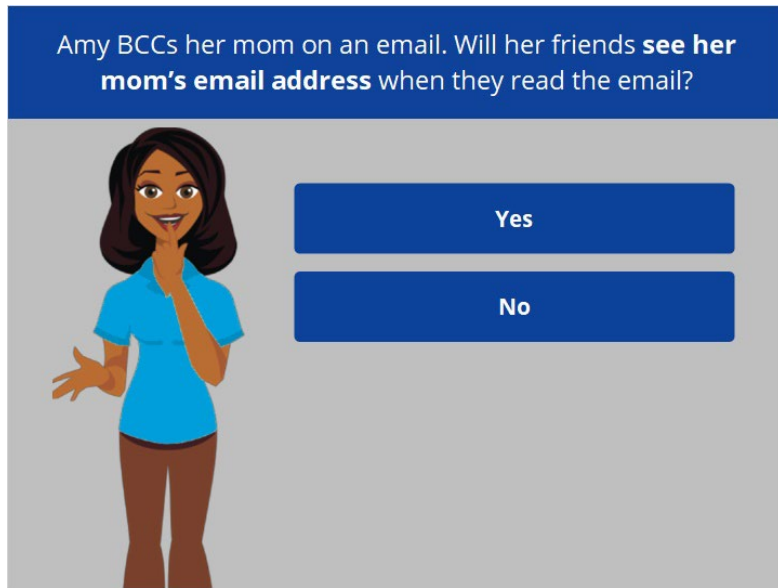


Amy has received an email that was sent to three people. If she wants to reply to everyone who received the message, which option does she choose? Click the correct answer.

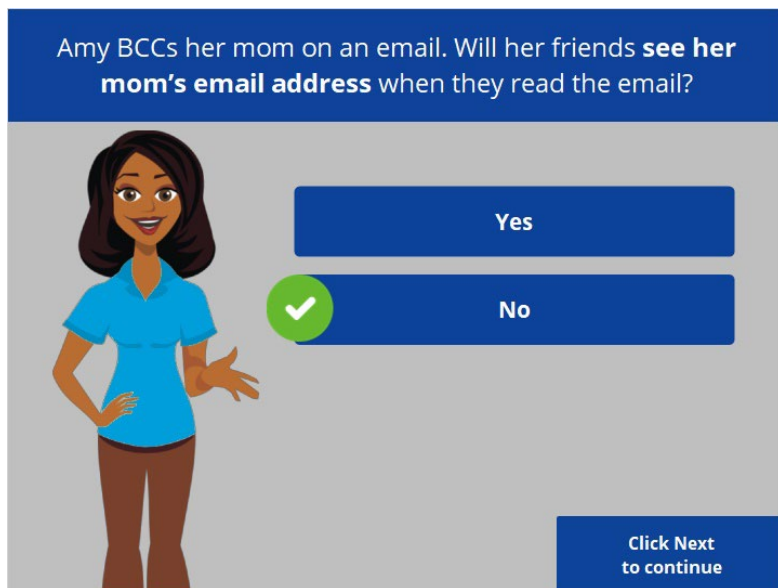
If Amy wants to reply to **everyone** who received a message, which option does she choose?



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.



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.



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

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

The screenshot shows a Gmail interface. On the left sidebar, the 'Drafts' folder is highlighted with a '1' next to it. The main inbox area shows several emails from 'Nikki Smith' and 'Ms. Thompson'. A blue 'Hint' button with a lightbulb icon is located in the bottom right corner of the screenshot.

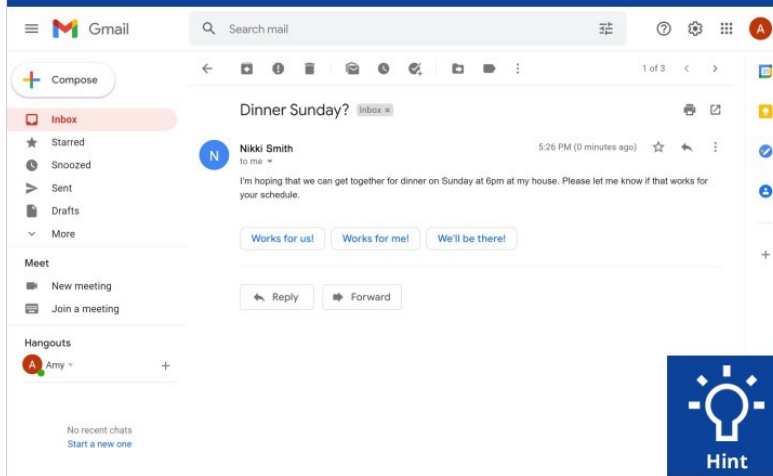
Amy wants to finish an email that she started yesterday but did not send. Where does Amy need to click to find the draft message? Click on the Hint button if you need help.

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

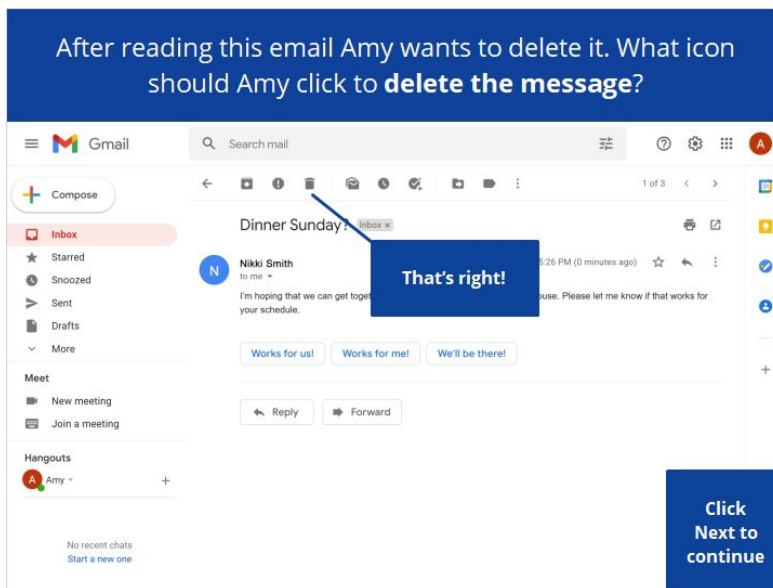
This screenshot is identical to the previous one but includes a blue callout box with the text 'That's right!' and an arrow pointing to the 'Drafts' folder in the left sidebar. A blue button in the bottom right corner says 'Click Next to continue'.

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

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

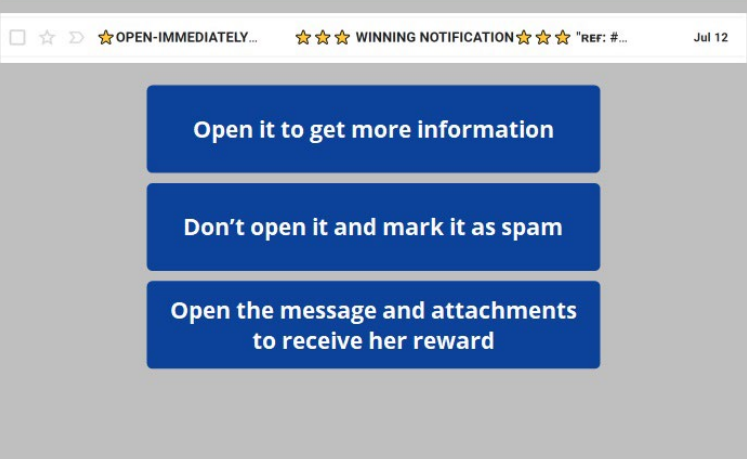


After reading this email Amy wants to delete it. What icon should Amy click to delete the message?



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

Amy sees an email that looks too good to be true! What should Amy **do with the message**?

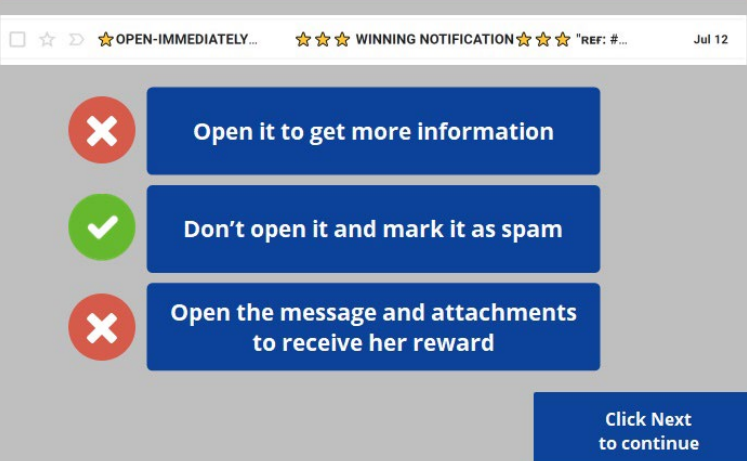


The screenshot shows an email header with the subject line: "☆☆☆ OPEN-IMMEDIATELY... ☆☆☆ WINNING NOTIFICATION ☆☆☆ 'REF: #... Jul 12". Below the header are three blue buttons with white text:

- 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?

Amy sees an email that looks too good to be true! What should Amy **do with the message**?

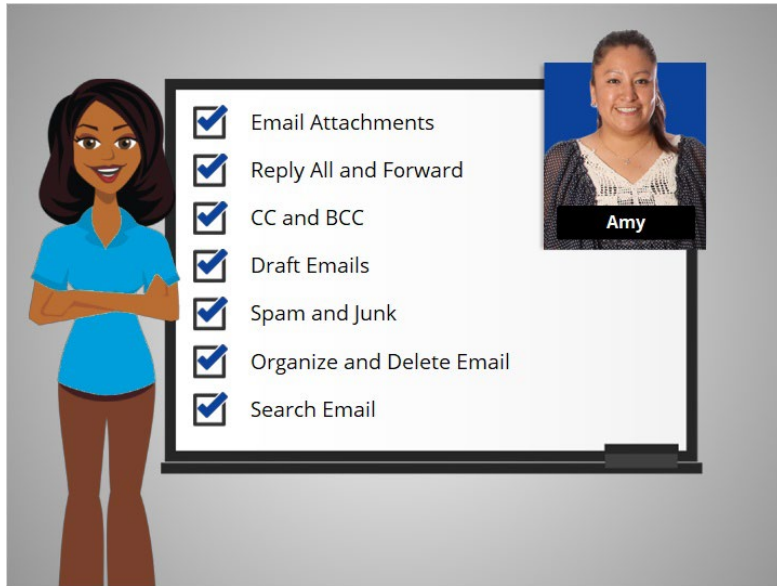


The screenshot shows the same email header as above. The three options are now marked with icons:

- Open it to get more information (marked with a red X)
- Don't open it and mark it as spam (marked with a green checkmark)
- Open the message and attachments to receive her reward (marked with a red X)

At the bottom right of the interface is a blue button with white text: "Click Next to continue".

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



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!