

Sending and Receiving Email

Group Name _____ Date _____

Highly Skilled	Somewhat Skilled	Minimally Skilled
<p>Sends and receives messages.</p> <ul style="list-style-type: none"> • Composes, addresses, and sends email messages. • Cuts and pastes information into email messages. • Replies to email messages. • Forwards Emailer messages to one or more addresses. • Broadcasts Emailer to a group of addresses. • Subscribes to, participates in, and unsubscribes from discussion groups. • Demonstrates netiquette when communicating with groups. <p>Creates and uses signature files.</p> <p>Organizes/manages address book.</p> <p>Attaches files to email messages.</p> <p>Manages and files sent and received messages.</p>	<p>Sends and receives messages.</p> <ul style="list-style-type: none"> • Composes, addresses, and sends email messages. • Cuts and pastes information into email messages. • Replies to email messages. • Forwards Emailer messages to one or more addresses. <p>Organizes/manages address book.</p> <p>Attaches files to email messages.</p>	<p>Sends and receives messages.</p> <ul style="list-style-type: none"> • Composes, addresses, and sends email messages. • Cuts and pastes information into email messages. • Replies to email messages. <p>Organizes/manages address book.</p>