

## Check Your Understanding of Basic E-mail

**Directions:** *The statements below are true or false. If false, correct the sentence to make it true as you type all ten statements. Save the document as **Activity D402-08**. Set an appropriate header with your name, date, and class.*

- \_\_\_ 1. A mailbox is where E-mail messages can be written, sent, forwarded, replied to, and deleted.
- \_\_\_ 2. A MS Word document cannot be sent as an E-mail message.
- \_\_\_ 3. Address books are susceptible to viruses.
- \_\_\_ 4. An employer cannot fire an employee over a personal E-mail message that was composed at work.
- \_\_\_ 5. CC in an E-mail message stands for confidential copy.
- \_\_\_ 6. E-mail is defined as a means of communicating electronically via the Internet.
- \_\_\_ 7. Important E-mail messages can be saved.
- \_\_\_ 8. In order to have E-mail access, one must first have Internet capabilities.
- \_\_\_ 9. Only documents can be attached to an E-mail message.
- \_\_\_ 10. When an E-mail is deleted, it no longer appears on the ISP's server.

### Word Processing

Use word processing software with alternative input devices.