

Email Assignment #1 - Compose a proper email message.

Send a short (two paragraph) message to Mr. Goldstone.

Writing Mail

Click **Write Mail** to create a new message.

Type the address of the person you are writing to.

Type the subject of your email.

Click **Browse** to locate any files you want to attach.

Type your message here. Always put in salutations and sign your name.

Click **Send**.

The screenshot shows the 'Writing Mail' interface in Gaggle.Net. At the top, there is a navigation bar with icons for 'Write Mail', 'Address Book', 'History', 'Useful Tools', 'Help', and 'Logout'. Below this, a welcome message reads 'Welcome, Barbara Howard from Sample School 1.' The main form includes a 'From' field with the email 'barbara_howard@gaggle.net', a 'Lookup' dropdown, and 'Add To' and 'Add CC' buttons. There are input fields for 'To', 'CC', and 'Subject'. An 'Attachments' section shows a table with columns 'FileName' and 'Size', currently containing '- None -', and a 'Browse...' button. The 'Message' text area contains the following text: 'Hi, Mr. Goldstone', 'Type a short paragraph about what you have learned in this class. Remember to use correct spelling, grammar, and punctuation', 'Type a few more lines about what you plan to do over the Thanksgiving holidays.', and 'Type your name'. At the bottom, there are 'Send', 'Save Draft', and 'Spell Check' buttons. Arrows from the text on the left point to the 'Write Mail' button, the 'To' field, the 'Subject' field, the 'Browse...' button, the message text area, and the 'Send' button.