

Directions: Send an email to your instructor. Include all parts necessary for the scenario below.

Instructors email: janearrington@yahoo.com



Scenario: You need to send an e-mail to your teacher letting him/her know that you will not be at school next Friday. Explain that you are submitting your paper on *Maintaining a Computer* that is due on Friday as an attachment to the message. Be sure to include an appropriate subject in the subject line. Attach the *Maintaining a Computer* file (This is a Word Document you must first copy from the public share folder to your Documents Folder before attaching it to the email) to the email. Be sure to that you include a signature with your contact information (name, phone number, address)