

# DIGITAL CHAMPIONS



## Digital Learning Survey – using email

### Pre-assessment checklist

Name:

Date:

<b>Task/Activity</b>	<b>I am confident</b>	<b>I need more practice</b>	<b>I don't know how</b>
Access a work email account			
Set up your own personal email account e.g. Gmail			
Write an email			
Send and receive emails			
Forward emails			
Send copy (cc) and blind copy (bcc) emails			
Print emails			
Save contact details in personal address book			
Create folders and manage emails			
Attach files, photos and open attachments			
Use distribution groups/lists			
Add a signature to an email			
Search for sent and received emails			
Accept/decline calendar invitations via email			