

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Sending and Receiving Emails
Unit Reference Number:	Y/615/6266
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1- Know how to set up an email account	1.1 Set up an email account
	1.2 Demonstrate accessing email account on an: a) Browser b) App
	1.3 State why it is important to keep passwords safe
	1.4 Identify the following and state what email would be in each folder a) Inbox b) Outbox c) Junk folder d) Send items
2. Write and send an email	2.1 Create a short email
	2.2 Add an attachment to email created
	2.3 Write a suitable subject line
	2.4 Send email to given email address
3. Know how to open received emails, delete emails	3.1 Open an unread email
	3.2 Delete email

