

E-Mail Questions

Multiple Choice Questions

1. What is a good way to protect sensitive information via e-mail?
 - a. **Encrypt it**
 - b. Don't include your return address
 - c. Write it in another language
 - d. All of the above

2. What is the best way to find someone's e-mail address?
 - a. Take a guess
 - b. Look it up in the e-mail directory
 - c. **Call the person**
 - d. Do a google search

3. Why would your e-mail message return to you?
 - a. The recipient's address is misspelled
 - b. The recipient has changed his address
 - c. The recipient's mailbox is full
 - d. **All of the above**

4. What kind of files that you cannot attach through e-mail?
 - a. Formatted document
 - b. Music
 - c. **Physical photo**
 - d. Software

5. Which one is the valid e-mail address?
 - a. Yjoe.brunet.bn
 - b. **Yjoe@brunet.bn**
 - c. http://yjoe.brunet.bn
 - d. www.yjoe.com

6. Why are e-mail attachments potentially dangerous?
 - a. **They may contain viruses.**
 - b. They can cause you money
 - c. They can overload your computer's hard disk
 - d. All of the above

7. How can you prevent spam?
 - a. **Don't reply to spam messages you receive**
 - b. Don't use your e-mail address at work
 - c. Don't save messages more than a week
 - d. Don't open any spam messages

E-Mail Questions

8. All the incoming messages will be stored at which folder?
 - a. Sent folder
 - b. Draft folder
 - c. Inbox folder**
 - d. Outbox folder

9. All the deleted messages will be stored at which folder?
 - a. Sent folder
 - b. Draft folder
 - c. Inbox folder
 - d. Trash folder**

10. All the written messages that have not been sending out will be stored at which folder?
 - a. Sent folder
 - b. Draft folder**
 - c. Inbox folder
 - d. Trash folder

E-Mail Questions

Short Questions

1. What does **E-Mail** stands for?

2. Give **two** advantages and of email over normal postal mail.

a. _____

b. _____

3. Name **two** components on the E-Mail's header.

a. _____

b. _____

4. Besides sending text messages, E-Mail also able to send other type of files. Name **two** of them.

a. _____

b. _____

5. All the **incoming messages** will be stored in which folder?

6. What are the differences between **Cc** and **Bcc**?

7. Name **two** examples of the e-mail application.

a. _____

b. _____

8. What are the **dangers** or **risks** of E-Mail

a. _____

b. _____

9. Explain what is meant by **spam mail**.

10. Name **three** folders in an E-Mail account

a. _____

b. _____

c. _____

E-Mail Questions

Structured Question

1. Draft an E-mail to show how a person can write an e-mail message to invite his friend to attend his/her birthday celebration.

To:	<input type="text"/>
Cc:	<input type="text"/>
Bcc:	<input type="text"/>
Subject:	<input type="text"/>

Priority Normal Receipt: On Read On Delivery