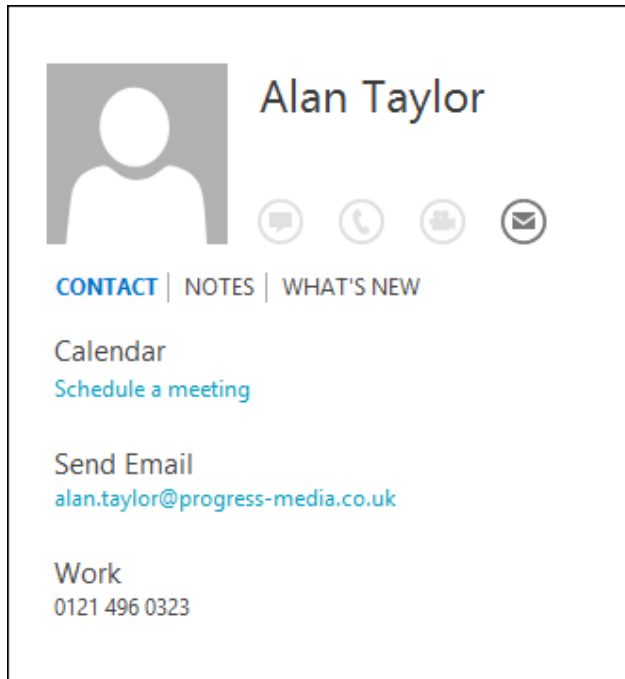


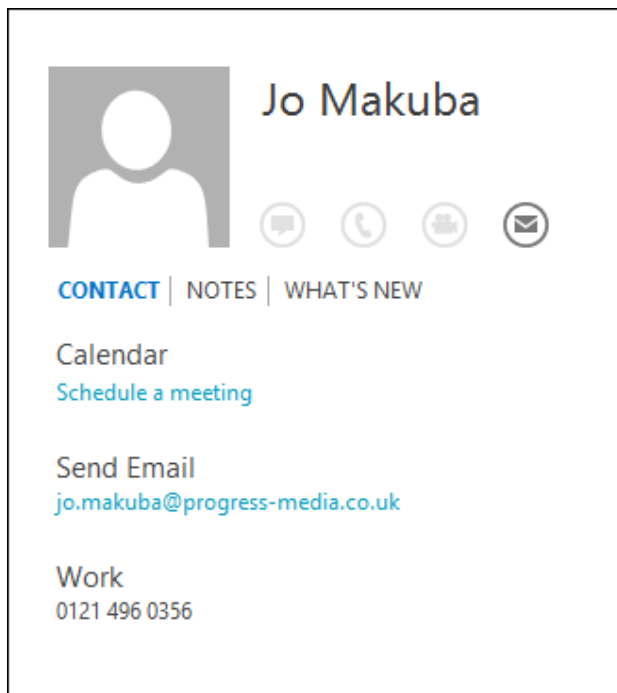
**Level 1 Use digital technologies to manage emails**  
**Evidence Document**

Candidate name:	A Candidate
-----------------	-------------

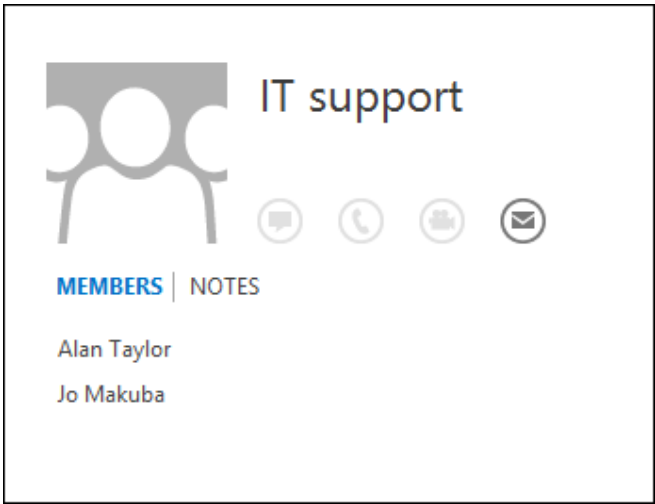
Task 1 (f) (i) evidence:



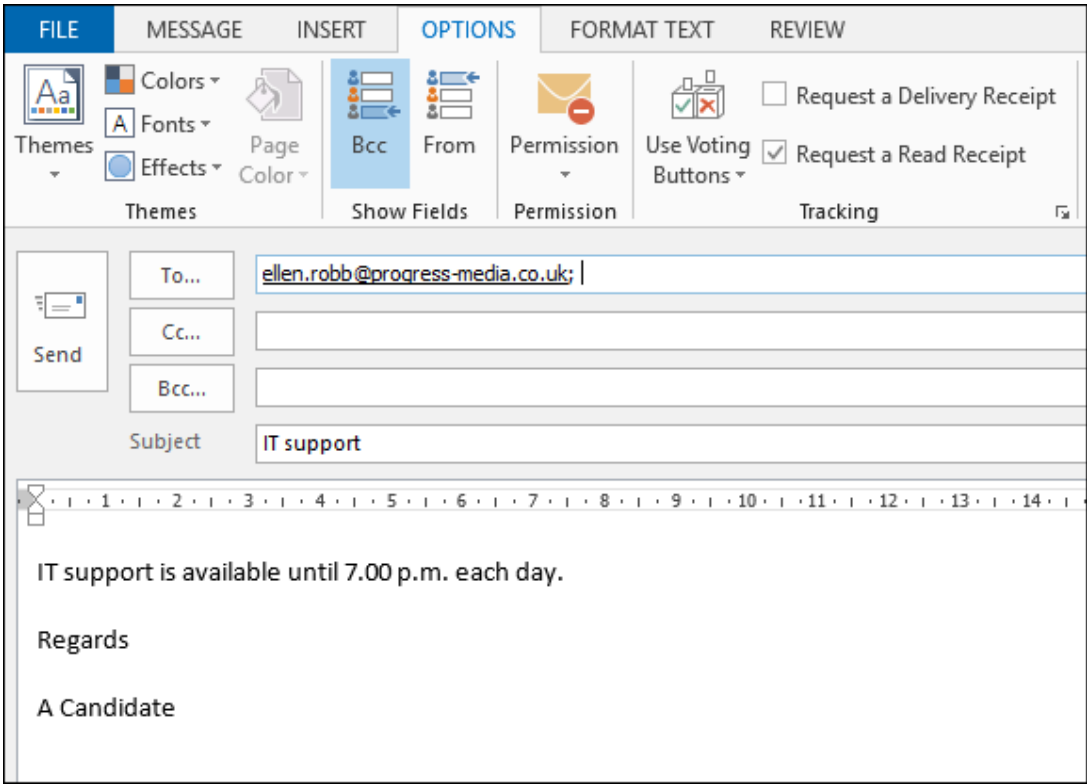
Task 1 (f) (ii) evidence:



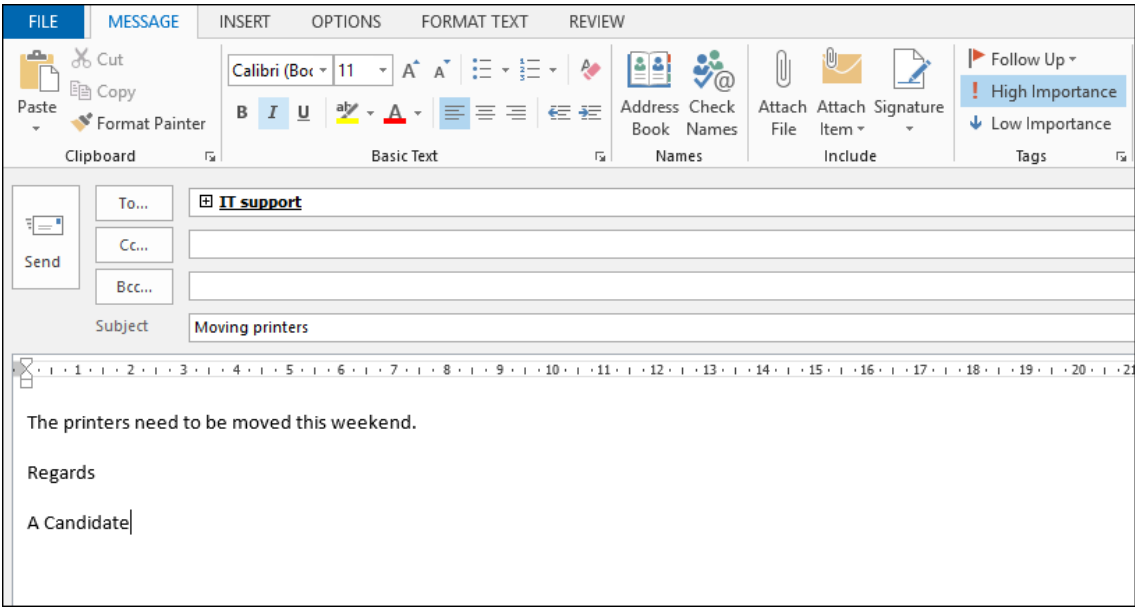
Task 1 (f) (iii) evidence:



Task 1 (h) (j)(i) evidence:



Task 1 (i) j(ii) evidence:



*Note: If the sent message is shown this may expand the distribution list to show the distribution list members. This is acceptable evidence.*

Task 2 (a) e(i) evidence:

FILE

MESSAGE

INSERT

OPTIONS

FORMAT TEXT

REVIEW

Cut

Copy

Paste

Format Painter

Clipboard

Calibri (Bo

11

A

A

B

I

U

abc

A

Address Book

Check Names

Attach File

Attach Item

Signature

Names

Include

Send

To...

Cc...

Bcc...

Subject

Attached

Alan Taylor (alan.taylor@progress-media.co.uk)

kyle.helafi@progress-media.co.uk

FW: Printing file

printing.xlsx (9 KB)

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

Here is the file you needed.

Regards

A Candidate

---

**From:** [REDACTED]@gmail.com]  
**Sent:** 21 September 2015 10:38  
**To:** [REDACTED]@gmail.com>  
**Subject:** Printing file

The printing data for Monday is attached.

Regards

A Tutor

## Task 2 (b) e(ii)

FILE

MESSAGE

INSERT

OPTIONS

FORMAT TEXT

REVIEW

Cut

Copy

Format Painter

Clipboard

Calibri

11

A<sup>+</sup>

A<sup>-</sup>

B

I

U

ab

A

Basic Text

Address Book

Check Names

Names

Attach File

Attach Item

Signature

Include

Follow Up

High Importance

Low Importance

Tags

Send

To...

Cc...

Bcc...

Subject

FW: Wireless access

Attached

accessing WiFi.doc (39 KB)

Here are the details you needed.

Regards

A Candidate

From: [REDACTED]@gmail.com]

Sent: 21 September 2015 11:56

To: [REDACTED]

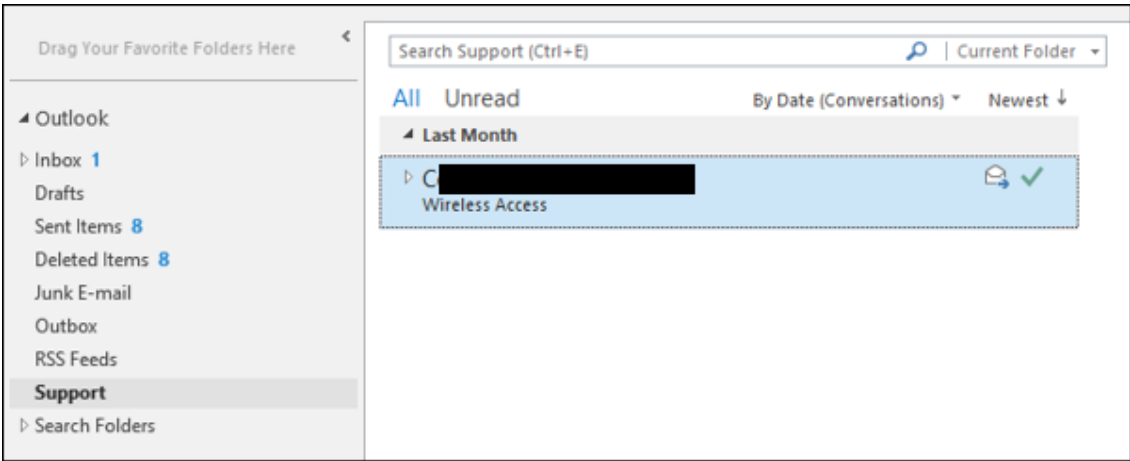
Subject: Wireless access

It has been decided that personal mobile phones will be able to access Wi-Fi from next month. Further details will follow soon.

Regards

A Tutor

Task 2 (c) (d) + e(iii) evidence:



Task 2 (g) + (h) evidence:

**Green Category**

Full Name... Alan Taylor

Company

Job title

File as Taylor, Alan

Internet

E-mail... alan.taylor@progress-media.co.uk

Display as Alan Taylor (alan.taylor@progress-media.co.uk)

Web page address

IM address

Phone numbers

Business... 0121 496 0323