

# Entry 3

## Send a message to the members

The pen drive contains a **members list** and **email text file**.

The members list contains private information about club members and is password protected.

You have received an email message.

The message contains a password to open the members list.

- 1 Open the email message. (1)
- 2 Use the password from the email message to open the file **Members ListEL3**. (1)
- 3 Open the file **EmailTextEL3** stored on the pen drive.
  - (a) Copy and paste the text into a new email. (1)
  - (b) Address this email to all the people on the members list. (1)
  - (c) Send the email. (1)
- 4 You will receive an automated reply.  
Print this reply including your sent message. (1)
- 5 (a) Close all documents, and remove the pen drive safely. (1)  
  
(b) Shut down the computer system using the correct procedures. (1)

**(Total for Task = 8 marks)**