

Move the pieces to finish the email:

Message Options

Calibri 14

Send B I U ABC A [color] [font] Attach Picture Hyperlink [priority] Low Priority Check Names

To: [Orange Box]

Cc: [Blue Box]

Bcc: [Purple Box]

Subject: [Yellow Box]

[Blue Box]

[Purple Box]

[Green Box]

Put the parts of the email in the right spots:

Dear Ms. Fulton,

vertice.fulton@fortbendis.com

From,
Your Student

I want to know when we will be going
to our jobs. Can you tell me?

Jobs