




SKILL BUILDER 7.3 Forward a Message



In this exercise, you will forward a message to another email address.

Before You Begin: The Forward a Message WebSim should be displayed.

1. Double-click to display the Welcome to Yahoo! Mail message at the bottom of the Inbox.
2. Click the **Forward** button on the toolbar above the message.
The message window you were viewing has transformed from reading an incoming message into an outgoing message. Now the text you were reading appears a few lines into the body of the new (forwarding) message.
3. In the To box, address the forwarded message to yourself:
donna.oeste@yahoo.com
It's OK to send a message to yourself. For example some email users do this to send themselves reminders of appointments.
4. Tap the **Tab** key three times to jump to the body box and then click the keyboard icon to simulate typing the message.
5. Click the **Send** button.
Yahoo! Mail confirms that the message was sent.
6. Click OK to acknowledge the sent message confirmation.
7. Use the **Check Mail** button to check for a reply.
Notice the small arrow () beside the Welcome to Yahoo! Mail message, indicating that the message has been forwarded. This arrow points in the opposite direction to that of the replied message arrow () .
8. Close  the browser window and return to the textbook web page.

Additional learning resources are available at k12pub.com/learn_siba/ivtw4c3/