

## IN CLASS EXERCISE #2 – ZIP FOLDER AND EMAIL

For this assignment, we will be downloading and extracting zip folder contents, adding contents to the folder, zipping the folder and uploading the zipped folder to D2L. We will then construct an email using proper email etiquette.

1. Go to my webpage: <http://aporter.cs.edinboro.edu> and go to your CSCI 104 class section
2. Under the Assignments column there should be a link for Zip Folder Contents – click the link and save this folder
3. Go to the Downloads folder on your computer
4. Extract the contents of this folder
5. Go into the Contacts folder that is extracted from the compressed Example folder, right-click and create another contact but complete this with YOUR information (First Name, Last Name, & Email)
6. Compress/zip the Example folder and rename this compressed folder to *firstnamelastname* (where first name and last name is YOUR information) and upload zipped folder to D2L in the designated drop box
7. Go to <http://my.edinboro.edu> and login to your student email
8. 8. Compose a new email with the following:
  - a. To: [aporter@edinboro.edu](mailto:aporter@edinboro.edu)
  - b. Bcc: YOUR email address
  - c. Subject: CSCI 104 In Class Exercise #2
  - d. Attachment: Your Contact Card (just created in the previous steps)
  - e. Body: Construct a formal message in the body with a greeting, information about what you are sending and a closing signature