

Name:

Date:

#### Assignment for Introduction to Email

**Instructions:** Type your name and date in the spaces provided, then print this page to attach to your assignment. Next, perform the following operations.

**For all Internet Lessons, please save and print-out one document for each of the items listed below. Attach this assignment face sheet to the top of your collected items.**

An important pointer which applies to **all** of the homework assignments in this course: When you hand-in your work, please identify yourself, date your work, and **clearly label each response**. This way I can be sure what question you are attempting to answer. This may seem elementary, but a surprising number of students have neglected to do this in previous terms. When your responses grow longer and more complex, as they will in later assignments, clearly labeling your work will grow increasingly more important! Thank you for your cooperation!

**Make sure to CLEARLY LABEL each document/response, e.g., write "Response to Question 1" on the item/document you wish me to evaluate as your response to Question 1. Mis-labeled assignments will not be assessed.**

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1. Send an email message to the instructor (erickson@augsborg.edu). (Note: If you are using WebMail, you will probably have to **save** the email document first in order to print it. Save the document by clicking on the "Save as Draft" button. After selecting "Print," return to the list view of your mailbox. In order to send the "draft" email to me, select it from your mailbox list and choose "Edit." The "Send" button is available when the document is in the edit mode.
  2. Reply to some email that you've received. Print-out the document.
  3. Find the address of a friend or colleague using any of the phone books mentioned in the lesson and send them an email message, or...if you're completely stumped for someone to find, try looking-up someone at the Univ. of Minn.—Tim Brewster, Tubby Smith, or whomever. **You should NOT send them a message unless you really have something to say!**

Print-out the document (e.g., web page, LDap, or Finger window) showing that you performed a search.

## Response to Question 1

From: @augsborg.edu<  
Subject: **greetings from**  
Date: April 13, 2010 4:14:11 AM CDT  
To: Joseph Erickson <erickson@augsborg.edu>

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Joe,

This is my email response for Question 1 of Internet Lesson 3. I look forward to seeing you in class again on Friday. See you then!

## Response to Question 2

From: @augsborg.edu<  
Subject: Wow!  
Date: April 13, 2010 4:23:40 AM CDT  
To:  
P 1 Attachment, 1.8 MB

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What a view! I'm jealous!

Eric

On Apr 12, 2010, at 1:22 PM, wrote:





**Andrew Bossert**

Graduate Student  
Students  
bossert@augsborg.edu  
St. Paul

From: [redacted]@augsborg.edu  
Subject: **welcome**  
Date: April 13, 2010 4:28:17 AM CDT  
To: bossert@augsborg.edu

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Andy,

It was good to see you on Saturday. I hope the term is starting off well for you. I'll see you around campus, and soon on the soccer field as well!

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[Resources](#)

Name:

Date: 4/13/2010

### Netiquette Assignment

**Instructions:** Type your name and date in the spaces provided, then print this page to attach to your assignment. Then perform the following operation. Please save and print-out your work. Make sure to **clearly label** each document.

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- Using a web browser "surf" to any one of the following addresses by clicking on the hyperlink. You only need to print out one page from any one site for this assignment.

<http://www.cling.gu.se/~clifrande/smiley.html>

<http://en.wikipedia.org/wiki/Emoticon>

<http://www.bbc.co.uk/chatguide/glossary/emoticons.shtml>

<http://www.answers.com/topic/emoticon>

**Please hand-in only the first page of the document for this assignment.** Copy the "smiley" document(s) you find there. You may want to save and print-out the document for future reference and your portfolio.

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# Emoticon

From Wikipedia, the free encyclopedia

An **emoticon** is a textual expression representing the face of a writer's mood or facial expression. Emoticons are often used to alert a responder to the tenor or temper of a statement, and can change and improve interpretation of plain text. The word is a portmanteau of the English words *emotion* (or *emote*) and *icon*. In web forums, instant messengers and online games, text emoticons are often automatically replaced with small corresponding images, which came to be called *emoticons* as well.

The use of emoticons can be traced back to the nineteenth century and were commonly used in casual and/or humorous writing. Digital forms of emoticons on the Internet were included in a proposal by Scott Fahlman in a message on 19 September 1982.<sup>[1]</sup>

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