



# Functional Skills

Levels 1 and 2

## Worksheet

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### Security features in email applications

Watch the videos for this topic then complete the following tasks:

1. Find the junk mail settings for whichever email application you are using. Set them up so that most junk mail is moved automatically into the junk mail folder. Make sure that junk mail is not automatically immediately deleted. Usually, email applications delete anything in the junk mail folder after e.g. 10 days. This gives you a chance to check through the folder, to see if an email was put into the folder accidentally.
2. Find the settings for blocking users. Block one of your friends. Ask them to send you an email after you have blocked their email address and see what happens. Explore the different settings for blocking users. For example, you might be able to move blocked email automatically into the junk mail folder, or into a specific folder that you have set up for that person.
3. Don't forget to unblock your friend's email address when you have explored the features for blocking users!
4. Many email applications have facilities for blocking SPAM. Explore what facilities are available in your email application to block spam by trial and error – look in the Options menu, for example.
5. Now find the Help facility for your email application. Look up SPAM and junk mail and see what advice it gives you about dealing with these two things in your email application.

### **Extension tasks:**

6. See if you can block all emails that have **Rolex** in the subject line. Many email applications have a way of setting up rules for blocking certain words.
7. Ask a friend to send you an email with the word **Rolex** in the subject line. See if it is blocked successfully.
8. Apart from blocking words, some email applications ask you what you want to happen to emails that have e.g. **Rolex** in them. Explore your email application. Set up a folder called **Rolex** emails and see if you can automatically redirect any emails you get with **Rolex** in the subject line to this folder. Test it.
9. Find out why junk mail is often referred to as '**SPAM**'.
10. Find out what is meant by '**phishing**'. We are all often sent phishing emails. What are they usually trying to get us to do in these emails?