

HOW TO SEND EMAIL

1. **Subject** of your email:

(a) Individual Assignment:

EMJ423_[Name]_Class [13mja/13mjb/13mjc/13mji]_[Date]

(b) Group Assignment:

EMJ423_[Group1, 2, ..n]_Class [13mja/13mjb/13mjc/13mji]_[Date]

2. **Do not** write anything in the body of your email .. use file attachment

3. **Name of File:**

(a) Individual Assignment:

[Name]_[NPM]_[assignment1/2/ ...n]_[Tugas1, 2, .. n]_[Date]

(b) Group Assignment:

[Group1, 2, 3, ..n]_Class[13mja/13mjb/13mjc/13mji]_[Tugas1, 2, .. n]_[Date]

4. Send it to my email: mulyaningrum.unpas@gmail.com

5. After sending your email, please make sure that you will receive an answer from me, because I will send an auto reply [with subject Thank you ...]. If you don't receive my auto reply, it means that your email maybe has any problem. In case of this matter, please message me through my phone number [without calling, just send SMS]

NOTE:

- a. Use your official name [student name] for your email.
- b. Your email should be completed by your latest photograph as your identity