

Key Question

What is email?

Email is a method of sending electronic communication from one device to another.



What should I do if I receive an email that makes me upset or scared?

If you're at school, you should tell the teacher immediately. If you are at home, then you should tell a parent or guardian.




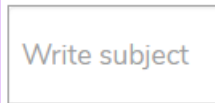
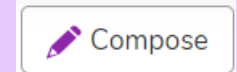
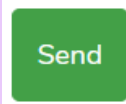
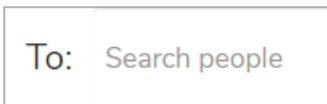

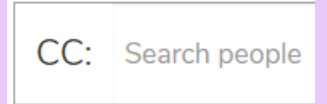
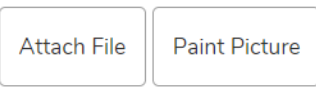
What information can I send in an email?

As well as sending messages, files such as photographs or videos can be attached to the email and sent to the receiver.

Key Vocabulary

Address Book	A list of people who you regularly send an email to.
Attachment	A file, which could be a piece of work or a picture, that is sent with the email.
BCC	Blind Carbon Copy: A way of privately sending a copy of your email to other people so they can see the information in it, without the recipient knowing.
CC	A way of sending a copy of your email to other people so they can see the information in it.
Communication	The sharing or exchanging of information by speaking, writing, or using some other medium such as email.
Compose	To write or create something.
Email	(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.
Inbox	The folder where new emails go into when they are received.
Password	A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.
Personal information	Identifying information about yourself such as your name, address, and telephone number.
Save to draft	Allows you to compose an email and save it to draft folder to review later before sending.
Trusted Contact	A person who you know and trust, making an email from them safe to open

Important Icons

	A list of people you have sent emails to before.		What is this email about?
	Click here to write your email.		Click this button to send the email.
	Who is the email to be sent to?		Formatting bar where you can change how the message looks.
	Who else will the email be sent to?		Allows you to attach work and pictures to the email.

Fun Facts

The first email was sent in 1971 by Ray Tomlinson.

Ray invented email as a side project and began as an experiment.

Almost 2.7 million emails are sent per second.

