



# Email Safety

## When focusing on emails, you will be...

- Thinking about different methods of communication.
- Opening and responding to emails.
- Learning how to use email safely.
- Learning how to send an attachment via email.

Who is the email to be sent to?

Who else will the email be sent to?

What is the email about?

Click this button to send the email.

Allows you to attach work and pictures to the email

Formatting bar where you can change how the message looks.

## 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.



2Email



2Connect



2Do It Yourself