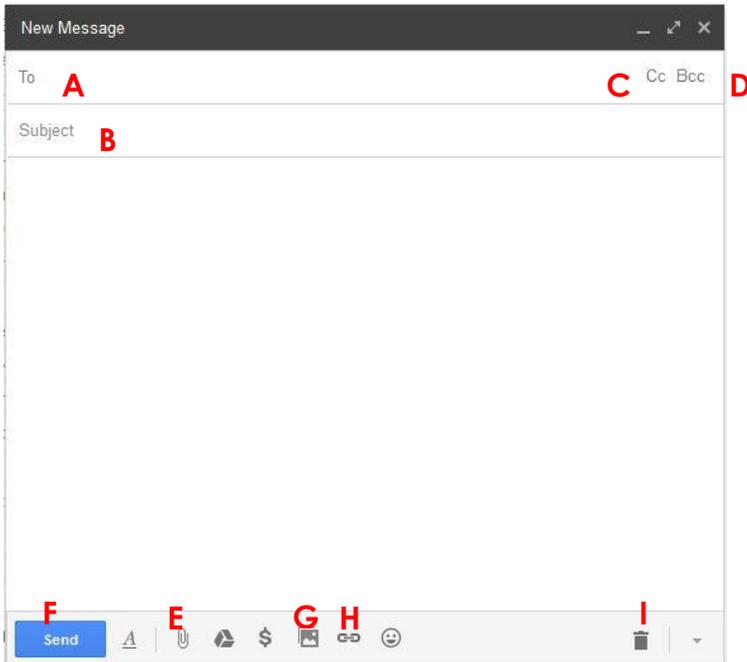


Email Basics

Benefits of an Email Account

- Required if you're applying for a job online or registering on sites such as Facebook, shopping websites, and government agency websites.
- Contact friends and family.
- Receive subscription updates from favorite websites.

Important Email Terms



A	To	The address of the person you're sending the message to.
B	Subject	What the message is about.
C	CC	Carbon Copy - Addresses you enter after clicking here will receive a copy of the message. All receivers will see who gets a copy.
D	BCC	Blind Carbon Copy - Addresses you enter after clicking here will receive a copy, but will be hidden from other receivers.
E	Attachment	A file that is included with a message.
F	Send	Clicking this button will send your completed message.
G	Image	Attach a photo to your message.
H	Hyperlink	Include a clickable webpage address in your message.
I	Trash	Delete your unsent message.

The screenshot shows a Gmail inbox with the following elements labeled:

- A**: Search bar at the top.
- B**: Compose button on the left sidebar.
- C**: Refresh button at the top.
- D**: Folders list on the left sidebar.
- E**: Sent Mail folder.
- F**: Drafts folder.
- G**: Spam folder.
- H**: Trash folder.
- I**: Search bar at the top.
- J**: Unread mail filter at the top.
- K**: Sender name in an email header.
- L**: Subject line in an email header.
- M**: Date/Time in an email header.
- N**: More actions button at the top.
- O**: Select all button at the top.
- P**: Check box for an email.
- Q**: Star icon for an email.
- R**: Tag icon for an email.
- S**: Settings gear icon at the top right.

A	Inbox	The first page you see after log-in. Your home base for your email account.
B	Compose (or New)	Click this button to write a new message.
C	Refresh	Check for new mail
D	Folders	This list, usually on the left side of the page, allows you to organize your mail in folders.
E	Sent	Copies of all the emails you send are stored here.
F	Drafts	Unsent messages are stored here while you are typing them, or if you want to save them to send at a later date.
G	Spam (or Junk)	When you send a message to the junk folder, future messages from the same sender will be automatically sent to the junk folder instead of your inbox.
H	Trash	When you delete a message it is moved to this folder. Trash is emptied automatically after a set amount of time, or you can empty the folder yourself to delete the messages right away.
I	Search bar	Allows you to search your inbox for a specific message.
J	Unread mail	New, unread messages are listed here.
K	Sender	Who the message is from.
L	Subject line	What the message is about.
M	Date/Time	Shows when the message was received.
N	More	More actions include delete, move, and report spam.
O	Select all	Select all messages
P	Check box	Select individual messages
Q	Star (or flag)	Mark important messages
R	Tag	Mark messages as important using this tag and your email will learn to recognize new ones.
S	Settings	Adjust your email settings