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

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А	То	The address of the person you're sending the message to.	
В	Subject	What the message is about.	
С	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.	
Е	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.	
Н	Hyperlink	Include a clickable webpage address in your message.	
	Trash	Delete your unsent message.	



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А	Inbox	The first page you see after log-in. Your home base for your email account.
В	Compose (or New)	Click this button to write a new message.
С	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.
Е	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.
Н	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.
Ι	Search bar	Allows you to search your inbox for a specific message.
J	Unread mail	New, unread messages are listed here.
Κ	Sender	Who the message is from.
L	Subject line	What the message is about.
М	Date/Time	Shows when the message was received.
Ν	More	More actions include delete, move, and report spam.
0	Select all	Select all messages
Ρ	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