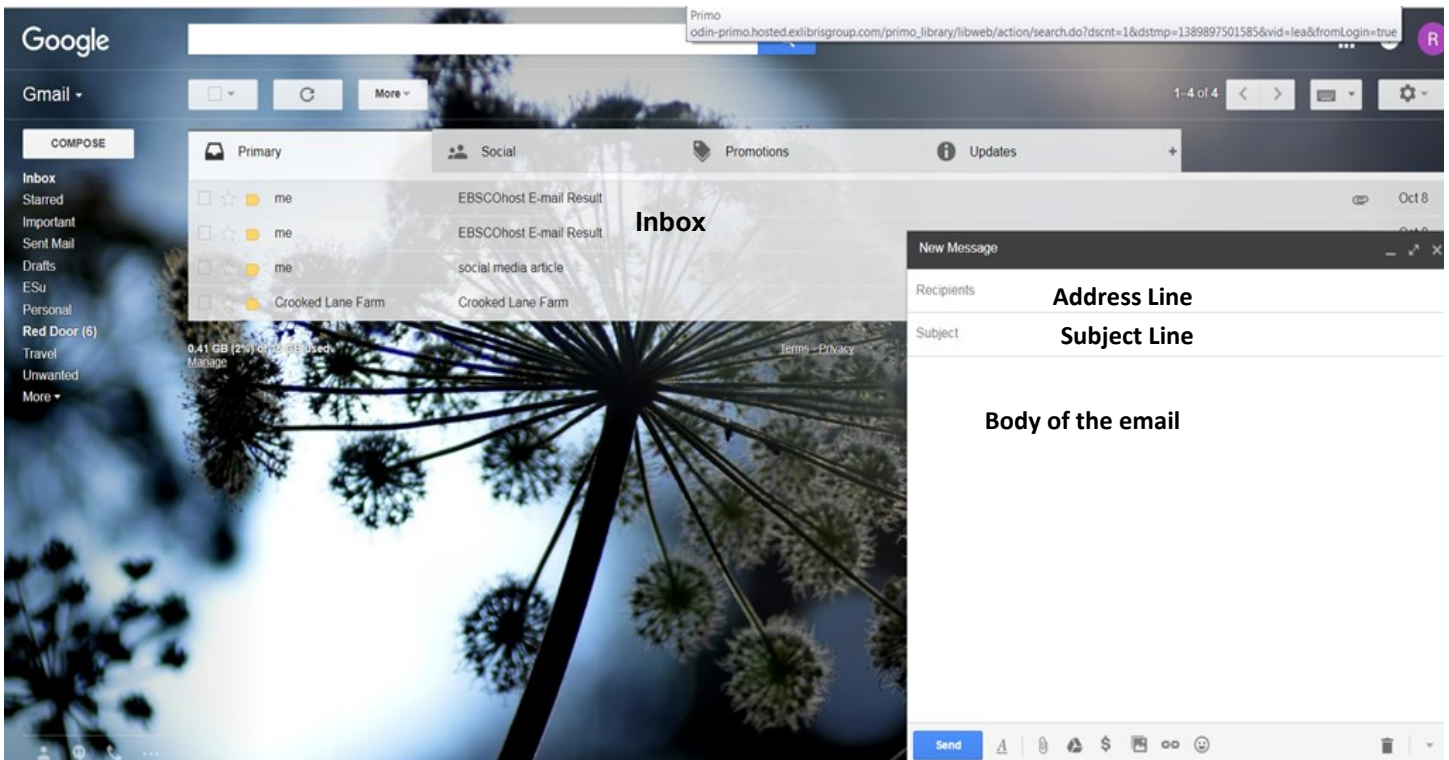


Email 101

What is Email?

Email stands for electronic mail. It almost always includes text, but it can also include pictures, audio files and documents. There are many different email providers and some of the most popular are Gmail, Yahoo and Outlook/Hotmail.

Parts of an Email



Inbox—Where new email messages are delivered. An electronic mailbox.

Address Line—Where the message is going or who it is from.

Subject Line—A brief note about the email's content.

Reply—Respond to the sender of an email

Forward—Send a received email to someone else

Tips for Using Email

Be patient, polite and prompt. Don't SHOUT at people.

Check your email for spelling errors before sending it.

Don't forward spam or open suspect messages and attachments!

Watch out for scams! Be careful of who you give personal information to!

Creating an Email Address and Password

Email addresses are unique to the individual user. Your address should be easy to say and remember. It is okay to use your name and important dates (or a variation) in an email address. Some email providers don't consider dots or dashes when looking at the originality of an address. If the provider thinks it's too close to an existing address, it will tell you that address is taken.

Create a secure password for your email. A secure password will include letters, numbers and symbols. Never include personal information in your password. Email passwords can be hard to reset if you forget your password. Adding a cell phone number can help with the process.

My email address is _____

My password is _____