



EMAIL

WHAT IS IT, HOW IT'S USED, AND PARTS OF AN EMAIL

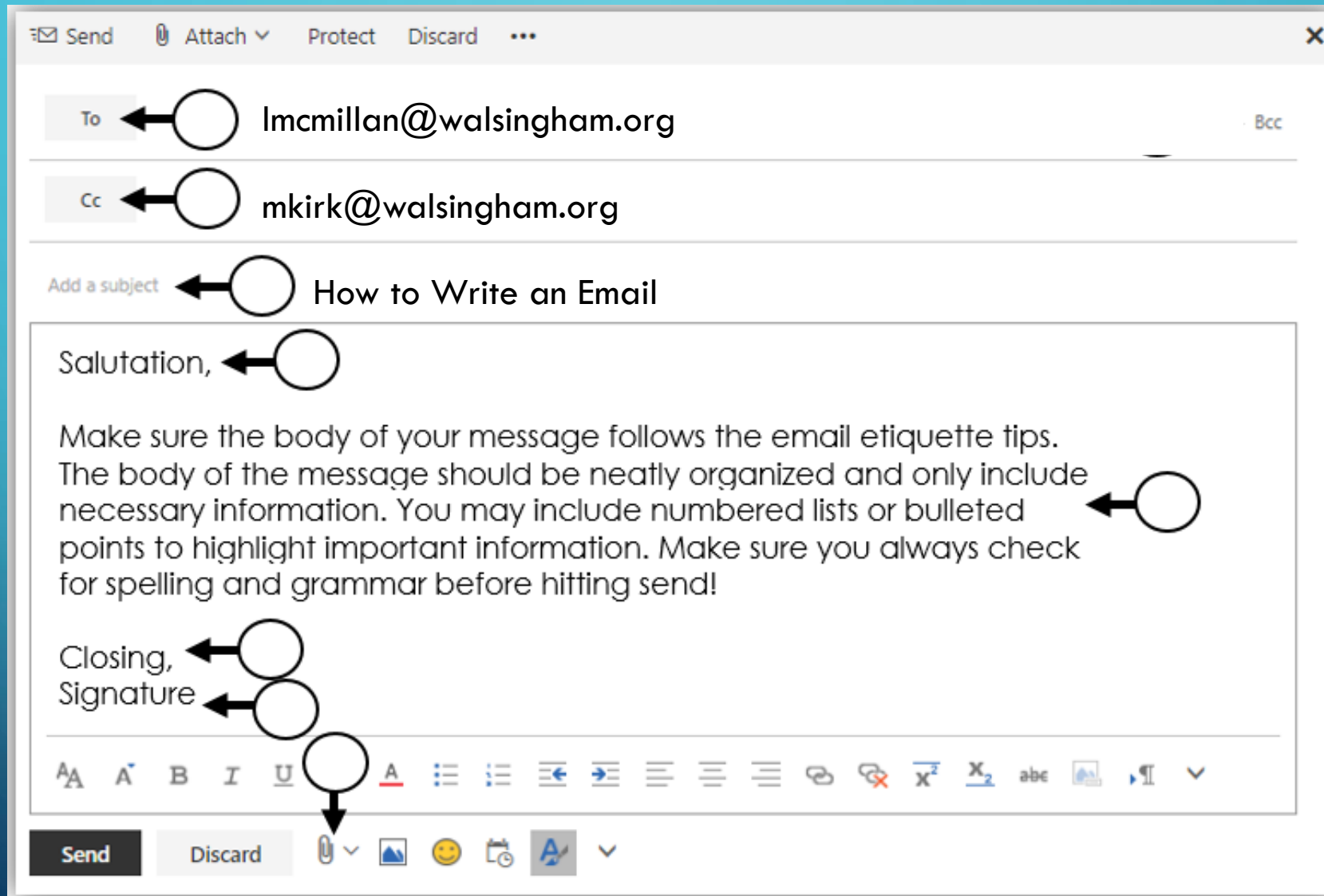
WHAT IS EMAIL?

- Messages sent by an electronic device
- Short for electronic mail
- Fun Fact: The first message sent computer to computer was done on Oct. 29th 1969
- Email didn't become popular until the mid 1990's with the launch of Hotmail—free service that allowed anyone to create their own email addresses and access them through their web browsers

WHY DO WE USE EMAIL?

- For communication purposes
- Examples:
 - Sending someone a class essay to look over
 - Sending a group notification to the members of a club
 - Sorting and tracking communication, which is important for professional uses

PARTS OF AN EMAIL



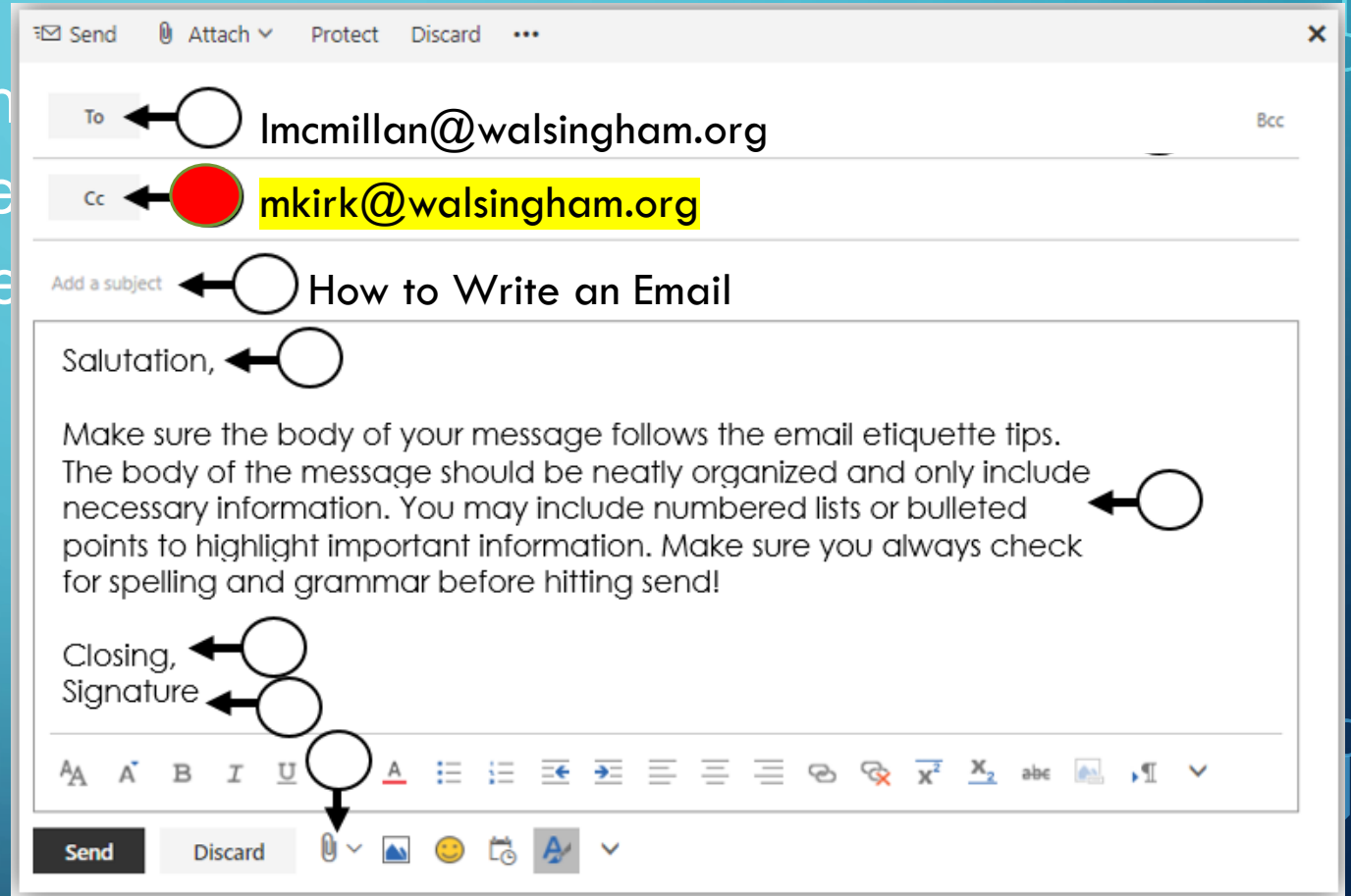
TO: (RECIPIENT)



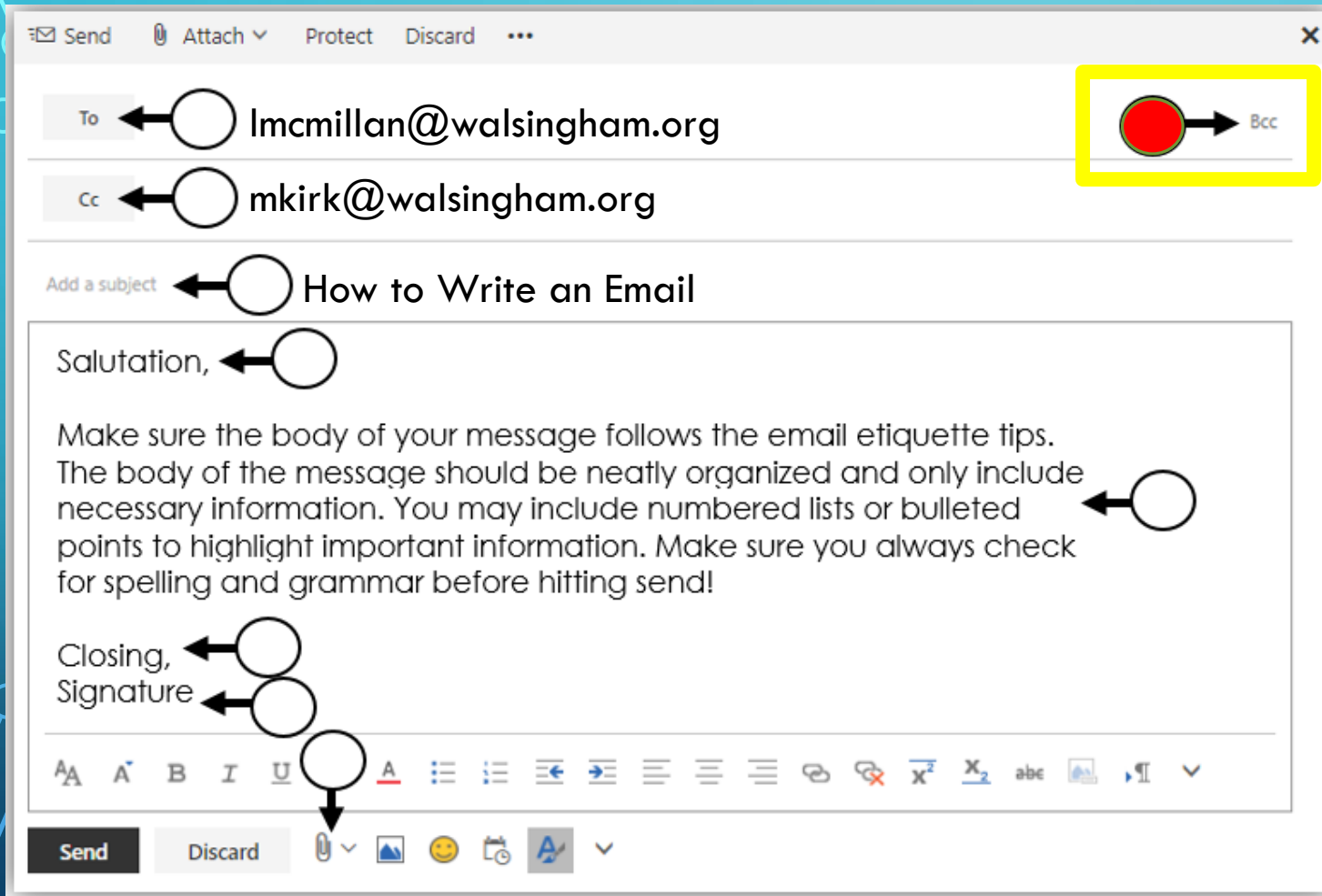
- Who you want to send the email to (this can be seen by all people who get the email)

CC: (CARBON COPY)

- Used when you want to send an email to someone, and send the exact same copy to one or more other people
- People that are carbon copied can see each others email addresses, but the original message may not be for them



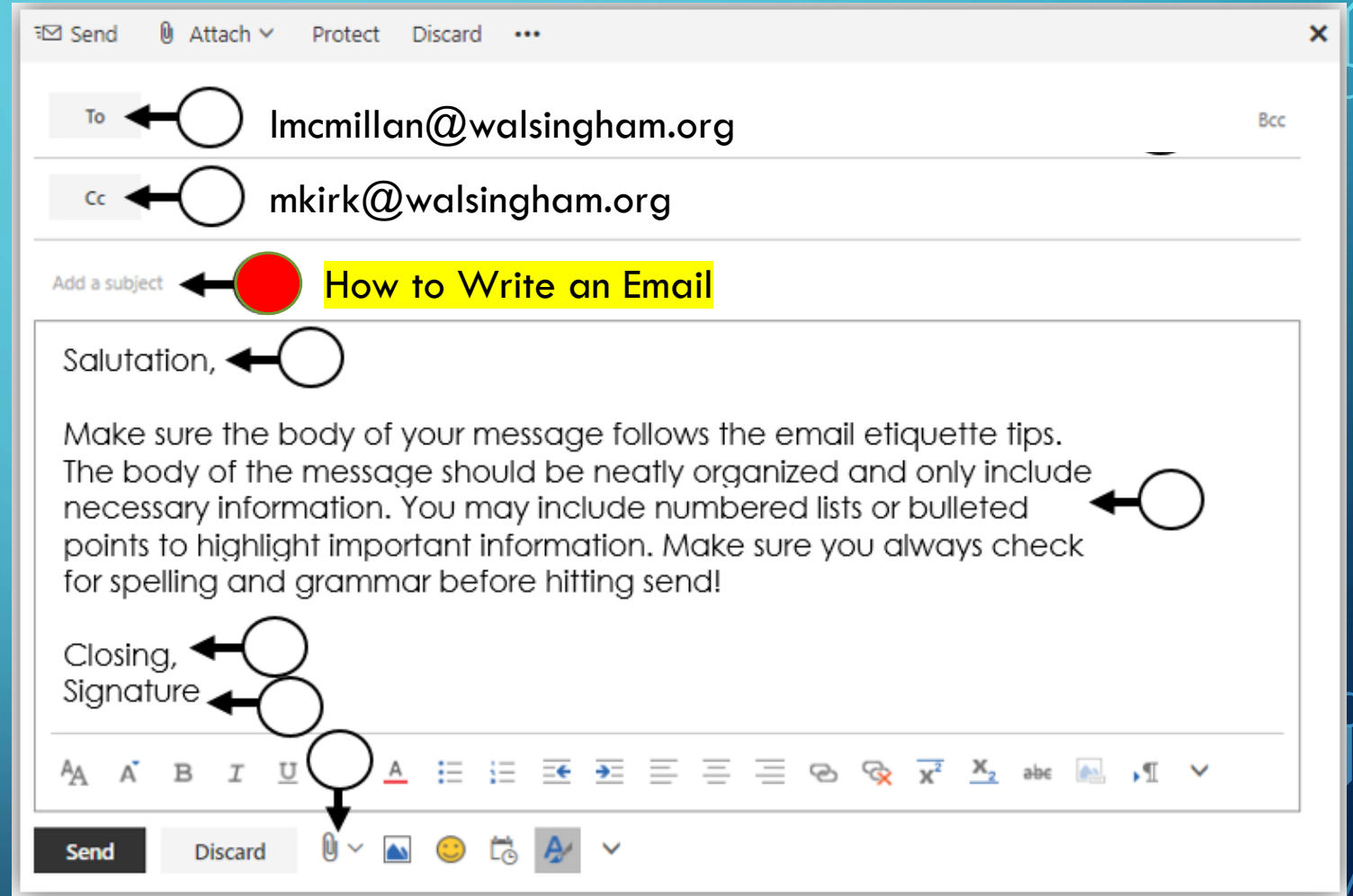
BCC: (BLIND CARBON COPY)



- People receive a copy of the email but are unable to see each others email addresses

SUBJECT

- The topic of your email



SALUTATION/GREETING



- First part in the body of your email – *this is like a greeting and is always followed by a comma.*

BODY

- The text (main content) of your email



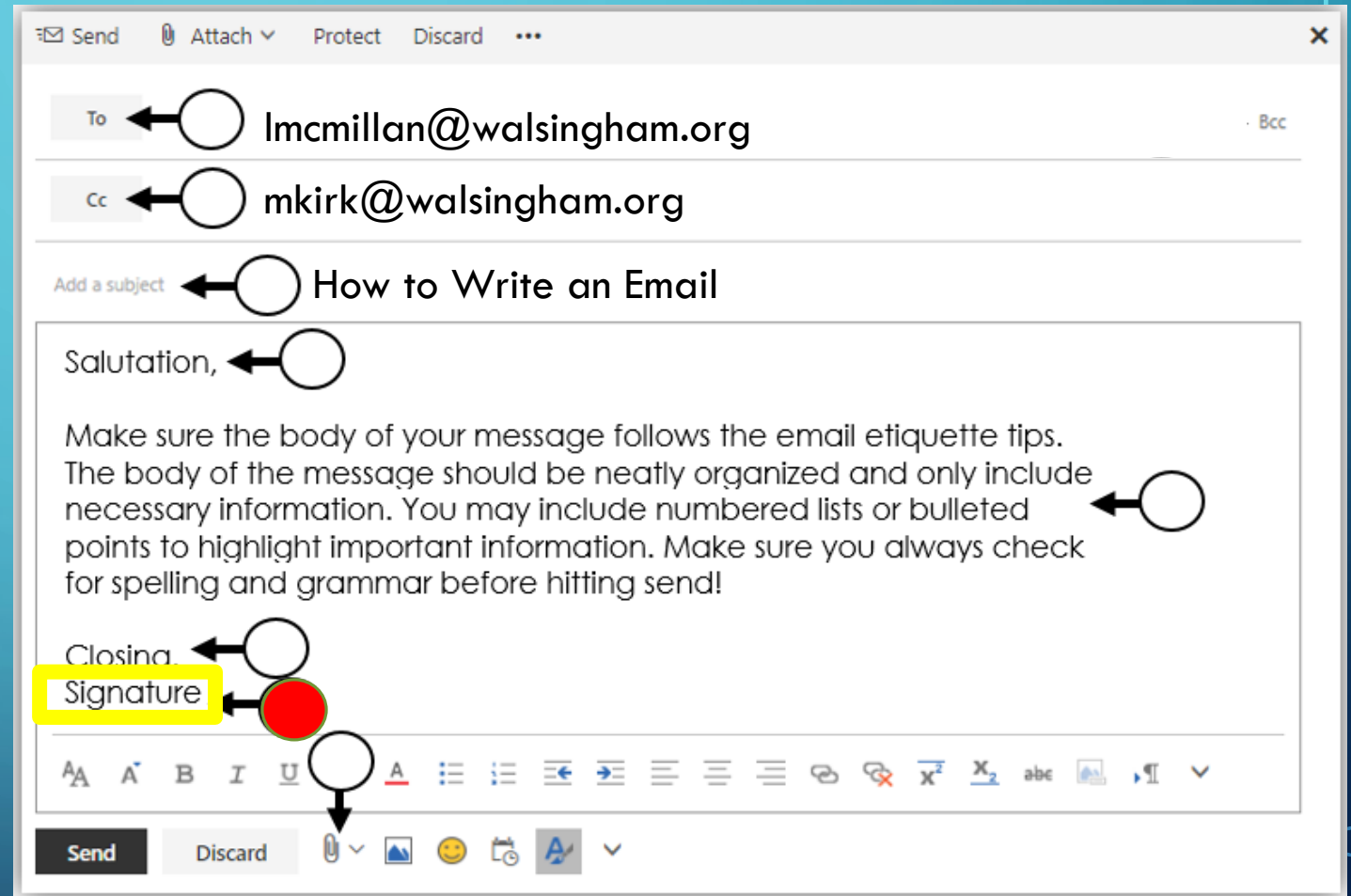
CLOSING



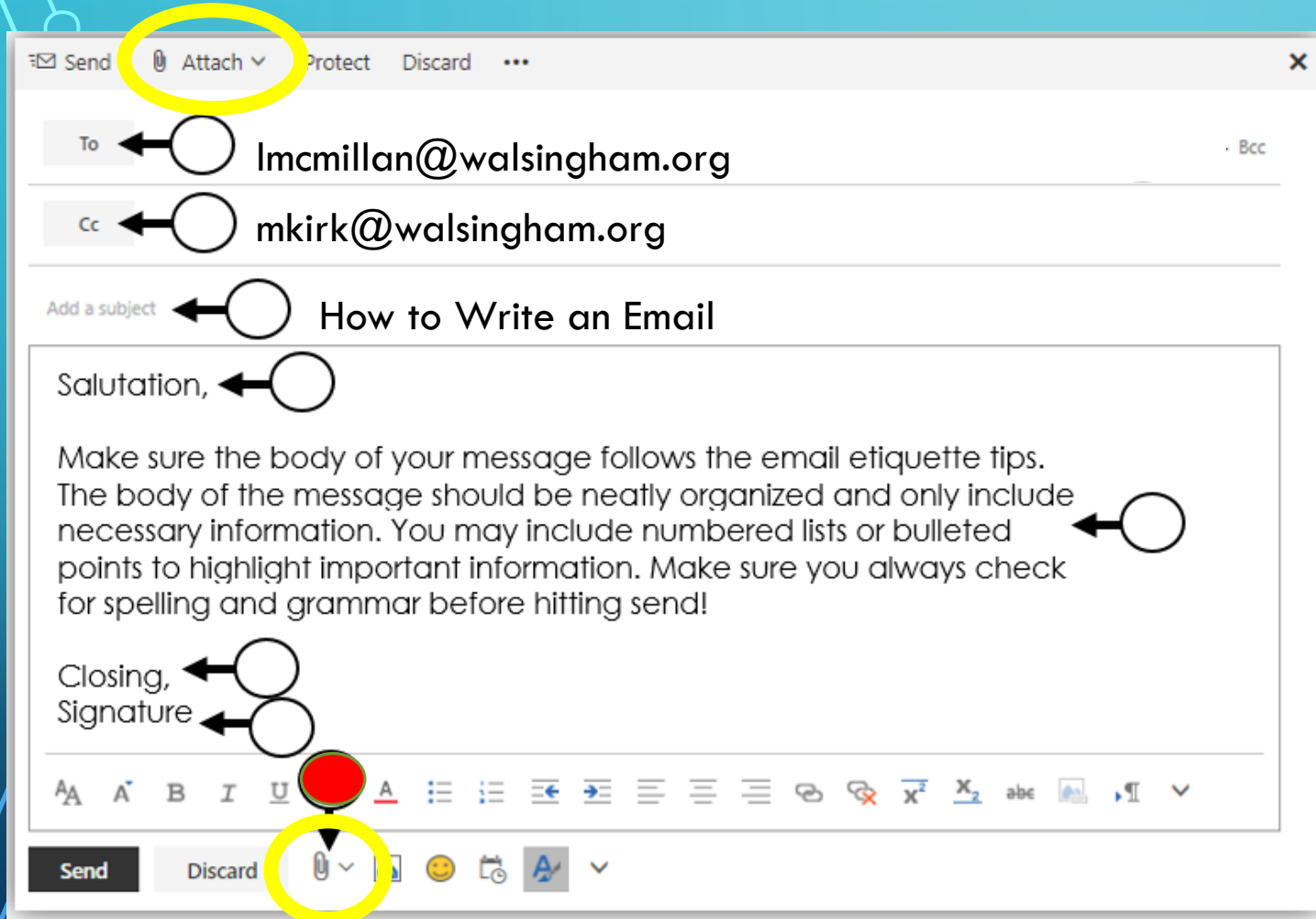
- This is a way to close your message. ***Make sure to capitalize the first letter of the word and follow it with a comma.***

SIGNATURE

- Directly below your closing. This should include your full name.



ATTACH FILE (PAPERCLIP ICON)



- Any file that you send over email

