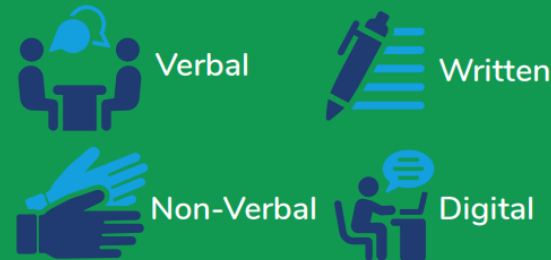




Email

Address book	A place where all contacts' email addresses can be found and saved.
Attachment	A file, which could be a piece of work or a picture, that is sent with an email.
Communication	The process of giving, receiving and sharing information.
Compose	Another word for 'write'.
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 when they are received.
Password	A secret combination of letters, numbers and symbols that must be used to enter a private part of a site or app such as email.
Personal information	Identifying information about you, such as your name, address and telephone number.
Recipient	The person a message is being sent to. In an email, their email address will be in the 'To' field.
Trusted contact	A person who you know and trust, making an email from them safe to open

Communication

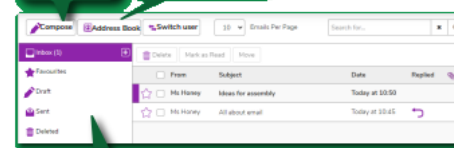


Key Learning

- Understand how we communicate
- To read, write and respond to emails
- To add attachments to emails
- To understand safety aspects of email

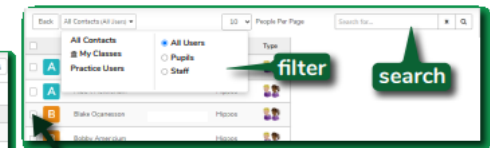
Inbox

compose address book



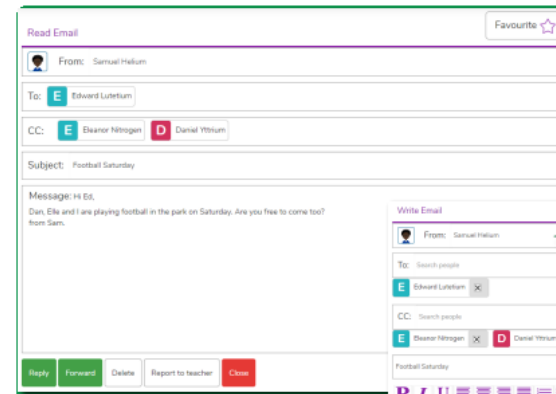
mail folders

Address book



choose contact

Read email



Compose email

