



Unit 3.5: Email

- **Address Book:** A place where all contact's email addresses can be found and saved.
- **Attachment:** A file, which could be a piece of work or a picture, that is sent with the email.
- **BCC – Blind Carbon Copy:** A way of privately sending a copy of your email to other people so they can see the information in it, without the recipient knowing.
- **CC – Carbon Copy:** A way of sending a copy of your email to other people so they can see the information in it.
- **Communication:** The process of giving, receiving and sharing information. Examples of types of communication methods include: Email, text message, speaking and listening, sending letters.
- **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 into when they are received.
- **Link:** A line between two nodes which shows that the two pieces of information are connected.
- **Mind mapping:** A graphical way to present ideas and concepts which helps structure information and identify relationships between different pieces of an idea.
- **Node:** Each bit of information on a mind map.
- **Password:** A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.
- **Personal Information:** Identifying information about yourself such as your name, address and telephone number.
- **Save to draft:** Feature which allows you to compose an email and save it to draft folder to review later before sending.
- **Trusted Contact:** A person who you know and trust, making an email from them safe to open.