

HOW TO USE EMAIL

Email is a wonderful way to communicate across the country or around the world in minutes using the computer and Internet to compose and deliver your message. Email is a very low cost way to communicate with people. You can add an attachment to send a picture, document or even a movie file with your email message.

The parts of an email are:

SENDER (person who **sends** the message)
TO RECIPIENT (who **receives** the message)

SUBJECT (the headline of your message-usually what your message is about)
MESSAGE BODY (the complete message you want to send)



Click the send button when you are ready to have the computer deliver your mail

WHAT IS AN EMAIL ADDRESS? An email address is like a regular home address but is based on your username and the domain or home where your mail is delivered. For example, John Smith **at** Red Oak House in Michigan would look like this: John.smith@redhouse.net the name followed by the AT symbol (@) followed by the domain (or physical location).

TASK: Compose an email message to a family member or friend who lives in another town or another state or another country. Remember to include your email address, the address of your recipient, the subject and a one paragraph message.

QUESTIONS TO ANSWER: How long will it take for your message to be delivered? What does the other person need to be able to receive and read your message? What if your message is returned?