

# Computing Knowledge Organiser- Year 3/4- Electronic Communication

New Message The person you are sending to

To | Cc Bcc

Subject

You can use cc to send a copy to someone.  
BCC sends a copy to them, but does not let anyone else know

What your email is about

Press this to send- be sure to check for mistakes before...

You can add files to send them electronically

Delete your email

Send

Email, or e-mail is short for 'Electronic mail'. Email is a message that may contain text, files, images, or other attachments sent through a network to a specified person or group.

All email addresses contain the @ sign. This is called 'at' and is used to separate the user from the domain.

Each person needs to have an email client. This could be installed on the computer, or in the web, for example gmail or office 365.

email forward @ download junk

compose reply at spam contacts

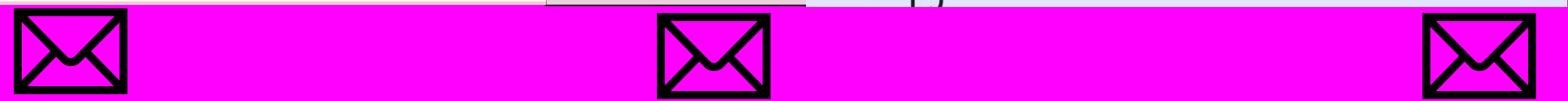
send receive attachment draft search

address signature link website

Subject Hello

username password

copy subject



- Reply
- Forward
- Filter messages like this
- Print
- Delete this message
- Block "
- Report spam
- Report phishing
- Show original
- Translate message
- Download message
- Mark unread from here

When dealing with email, there are many options. Forward, block, report, translate and move to another folder are just some of them.

Webcams and video conferencing can help with meetings. Sometimes it is just not possible to be in the right place at the same time as others, but with a normal device that has a camera, a video conference can happen. People can share their screen, their camera and even files, without needing to use the telephone or be there in person.

Links

[How email works](#)