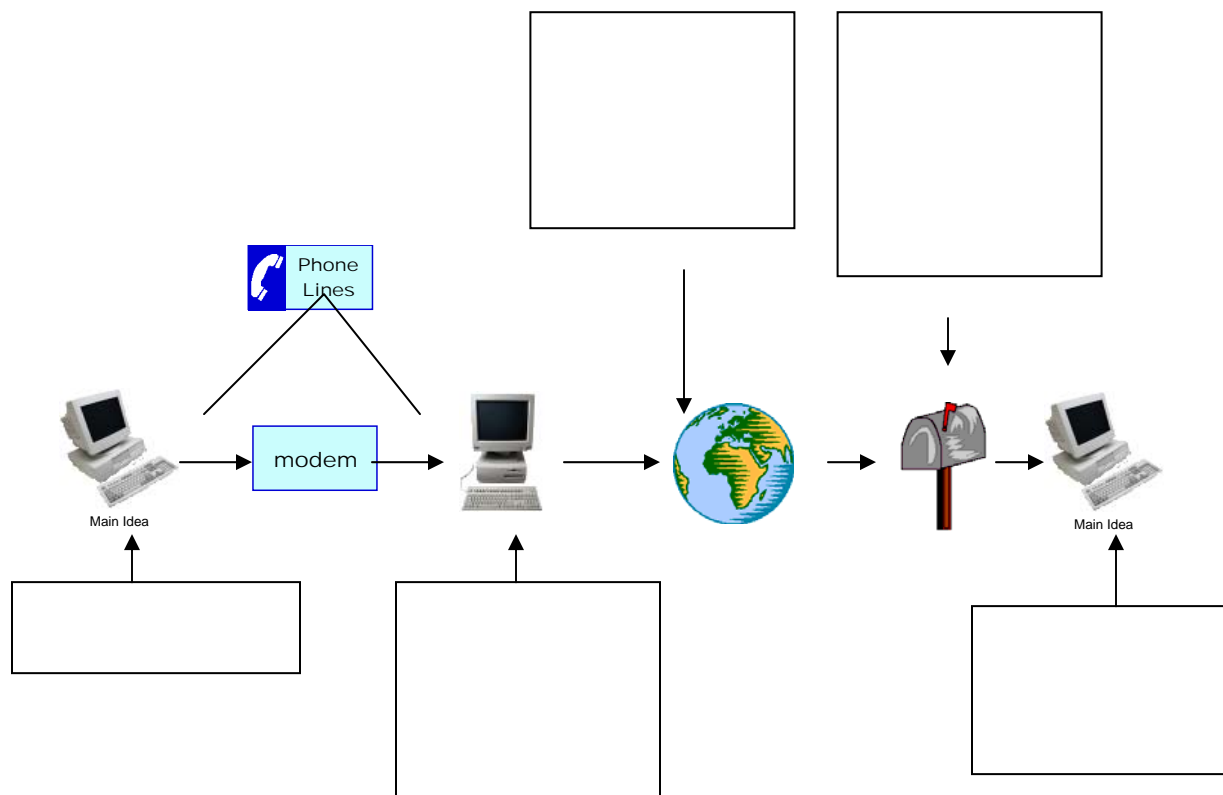


Stage 5 Information and Software Technology

Sending email

Write the phrases below in the correct box.



Cable or satellite links
 ISP or web based email package
 Your computer sends email

Recipient reads message
 Recipients mail box



Email address

bobsmith@yahoo.com

Parts of an email

New email: go to new or compose

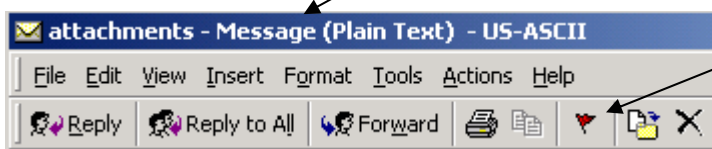
To:

Cc:

Subject:

Replying to an email

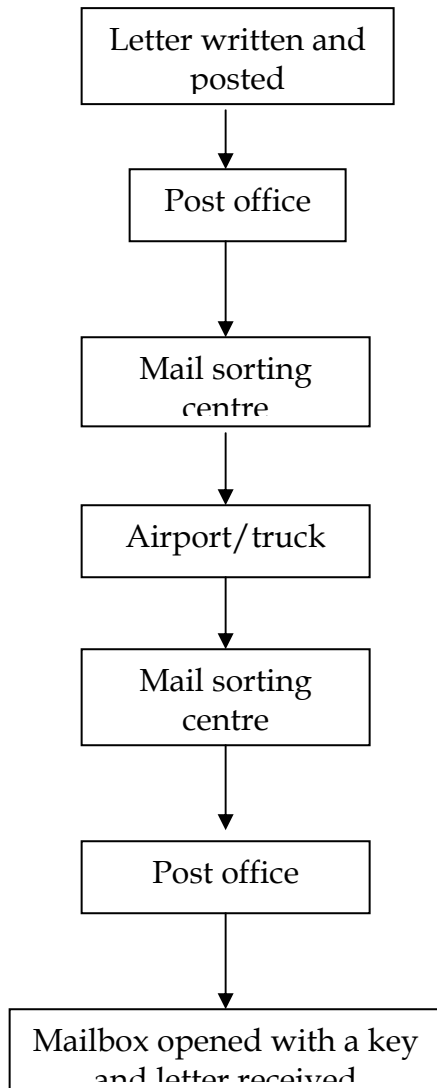
Indicates that the email has attachments



Reply:

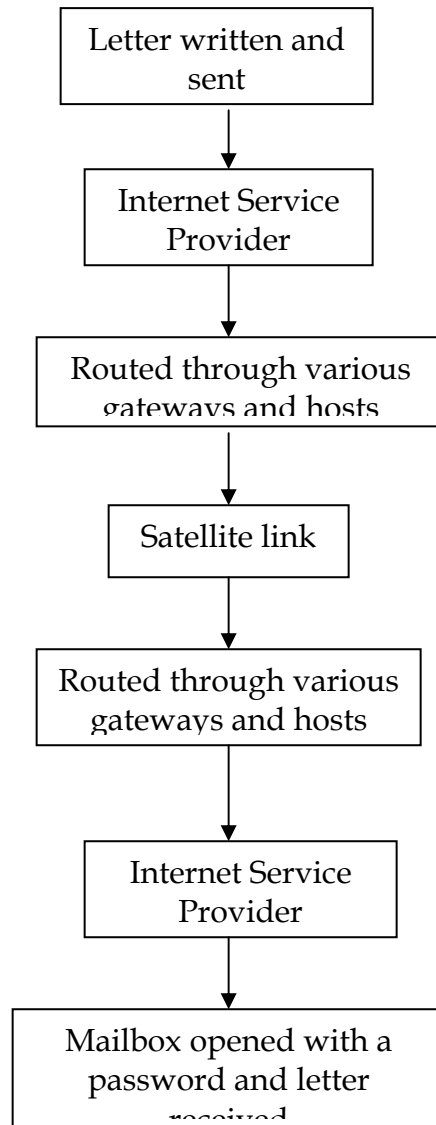
Forward

Conventional mail



Approximate time taken =

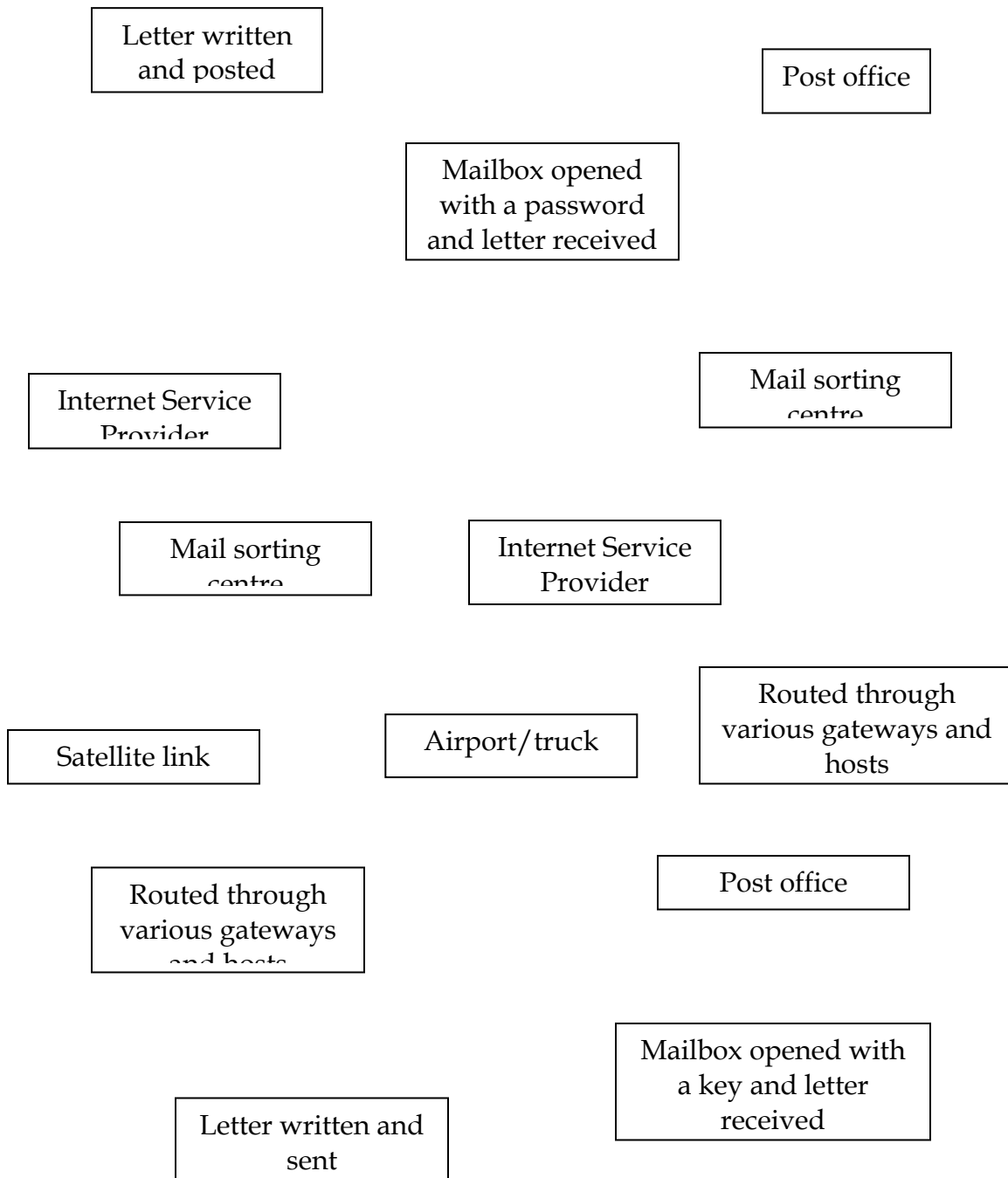
Electronic mail



Approximate time taken =



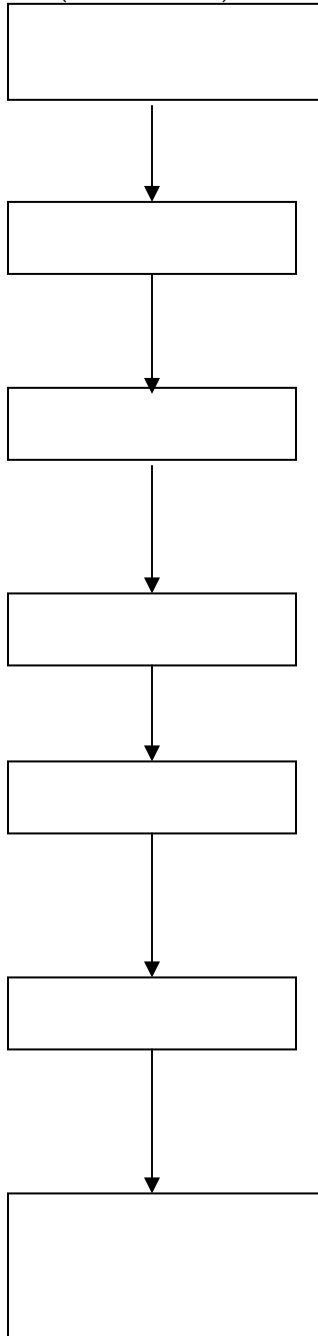
Use the following information to complete the worksheet:





Conventional mail

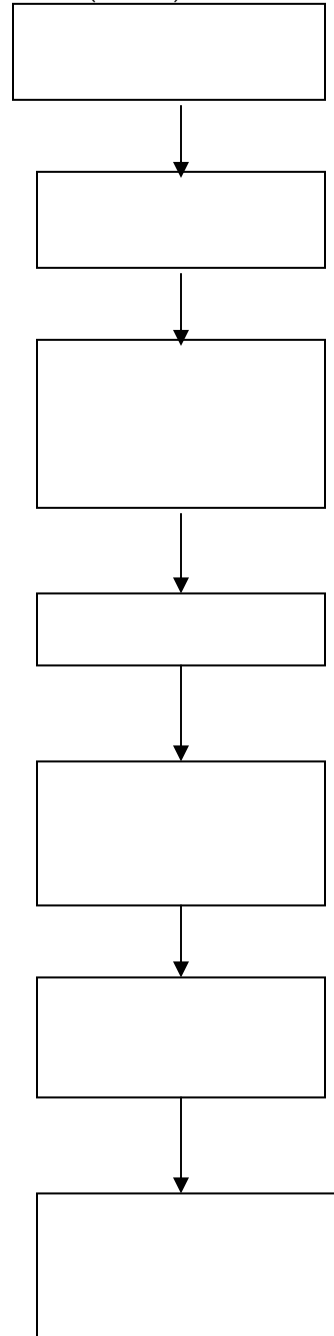
('snail mail')



Approximate time
taken =

Electronic mail

(email)



Approximate time
taken =