Emailing

Account	An online or intranet service, which stores information safely behind a username and password.
Attachment (email)	A function that lets you add files to an electronic message (email) before sending.
BCC	Blind Carbon Copy allows you to send a copy of the email written to another person's email address, but other readers will not be able this in their email thread.
CC	Carbon Copy lets you send a copy of the email you have written to another person's email address.
Computer	Electronic machines that accept and process information to produce an output, and then store the results.
Cyberbully	Someone who bullies others through the internet.
Cyberbullying	Constantly being unkind to someone using online platforms, for example email and instant messaging.
Domain	The online location or hosting website that the email address belongs to.
Email	Electronic-mail which allows us to send messages and files from one account to another over a network.
Email account	A central place where a user's emails are stored for them to view, and compose.
Emoji	Small icons that represent feelings or objects, commonly used in emails and instant messaging.
Information	Knowledge that can be remembered, written in documents or stored in different forms as data, such as in video files and audio recordings.
Log off	To lock your account.
Log on	To put in a username and password unique to you, to access your personal account.
Password	A unique combination of letters, numbers or symbols that protects personal information online.
Spam	Nonsense or junk emails, used for advertisement or harassment.
Username	A unique name or email address for your account.

⚠ Watch out for unexpected emails with unknown links. Inform a trusted adult.

Key facts

Find the @ symbol on your keyboard here:

Email address examples

example@kapowprimary.com
example@domainname.co.uk

Example email compose window:

Blind carbon copy

Carbon copy

The email address of the person who will receive the email

Log out

New email

To: example@exampledomain.com
Cc: example@kapowprimary.com
Bcc: email@exampledomain.co.uk, email@kapowprimary.com

Subject: — Title of the email

Compose a message — Where you write the text for your email.

Attached: image.png

Send email

To add attachments to email such as picture, audio or video files. etc

Delete your email draft.

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