**TOPIC: Email**

Q1. What is email?

Email are messages distributed by electronic means from one computer user to one or more recipients via a network.

Q2. What do you need for emailing?

A professional email typically consist of five elements: Subject line, Solution body, closing and signature.

Q3. How do you set up an account?

To sign up for G mail, create a google account. You use the user name and password to sign in to Gmail and other google products like YouTube, Google Play.

Q4. Why set up a password? What would be your best password?

**FOLLOW TIPS FOR A GOOD PASSWORD**

* A Lyric from a song or poem
* A Meaningful quote from a movie or speech.
* A Passage from a book.
* A Series of words that are meaningful to you.
* An Abbreviation: Make a password from the first letter from each word in a sentence.

Strong passwords are important because they help prevent unauthorized access to personal information and accounts.

Q6. Create a draft Email as an example

To send it kindly select the attachment in the reading pane and click and hold the mouse button while dragging it into the draft folder.

Q6.Explain: From, to, cc, Subject

In any email, the TO field is meant for the intended recipient(S) of the email, the CC (carbon copy) field to send copies to other interested parties, and BCC (Blind carbon copies of the e mail to anonymous recipients whose names and email addresses will not appear in the email header.

Q7. How do you add contacts?

ADD CONTACT

1. On your android devices, open the contacts app.
2. At the bottom right, tap Add.
3. Enter the contact’s name and an email or phone number. To add more name details: Top Add fields, then tap the fields’ type you want to add. To add a photo: At the top, tap add a picture.

When you’re finished, tap save.

Q8. How would you forward an email?

**FORWAD A SINGLE EMAIL**

1. On your android phones or tablet, open the Gmail app.
2. Open an email.
3. At the bottom of the email, in the text box, tap forward.
4. In the email, add your recipients.
5. Tap send.