

Email



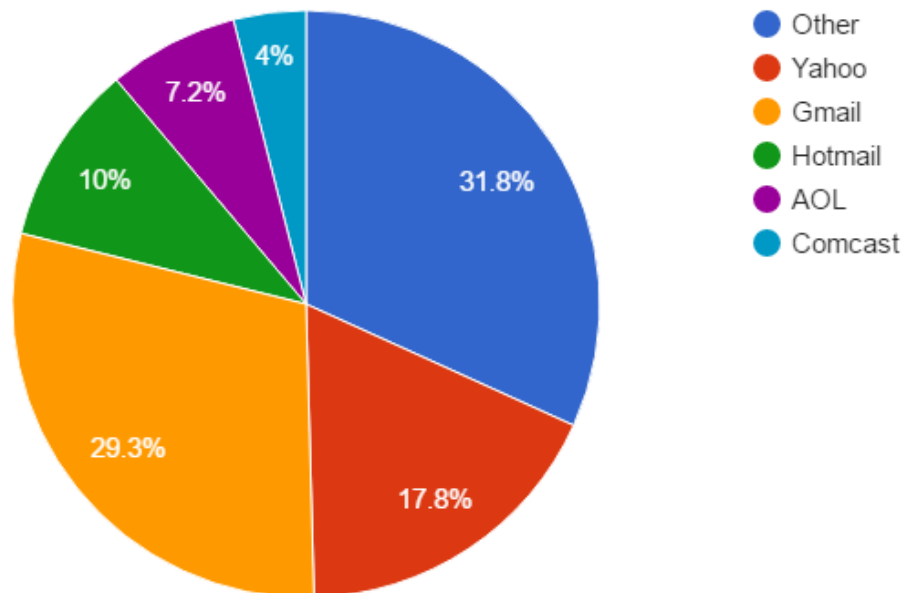
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What is email?

E-mail(Electronic Mail) is defined as the transmission of messages over communication net work

E-mail **provided** by many **companies**:

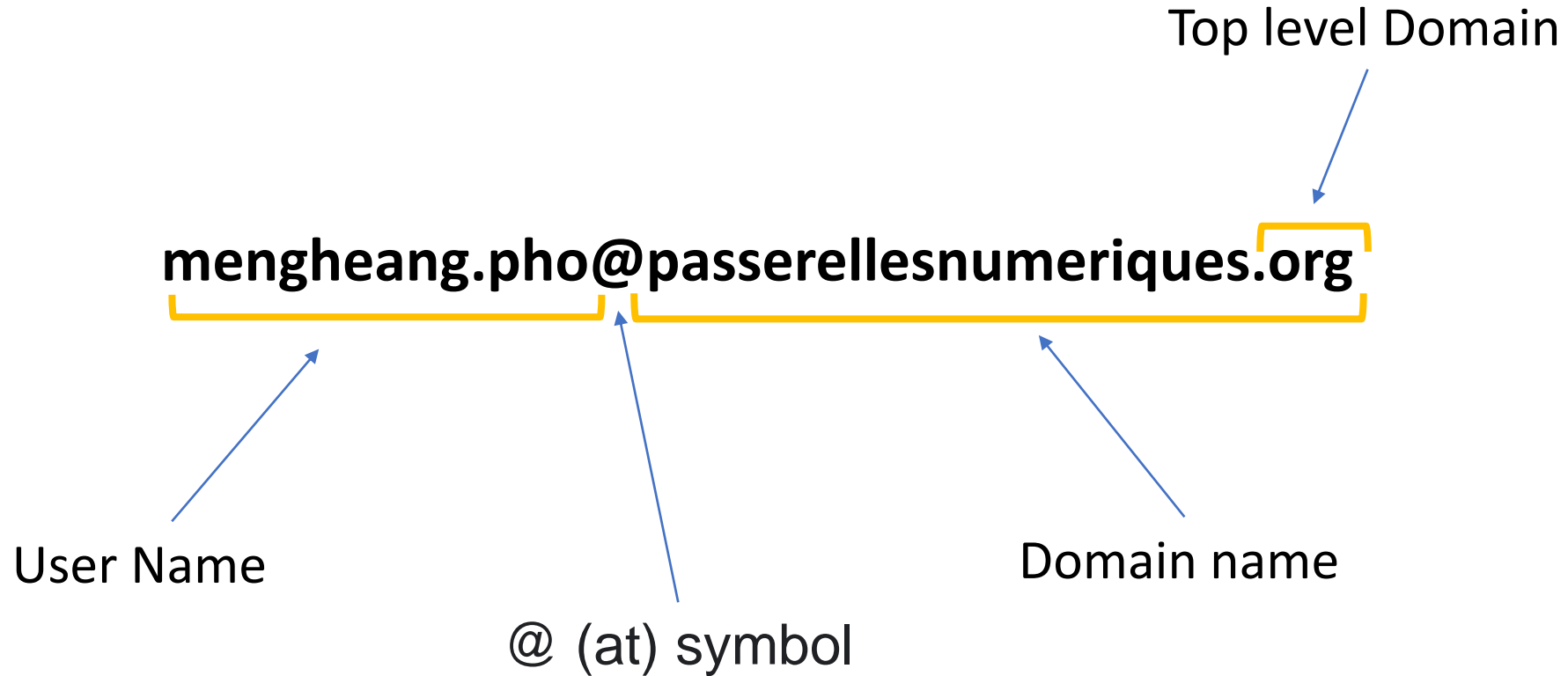




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Email Address Structure



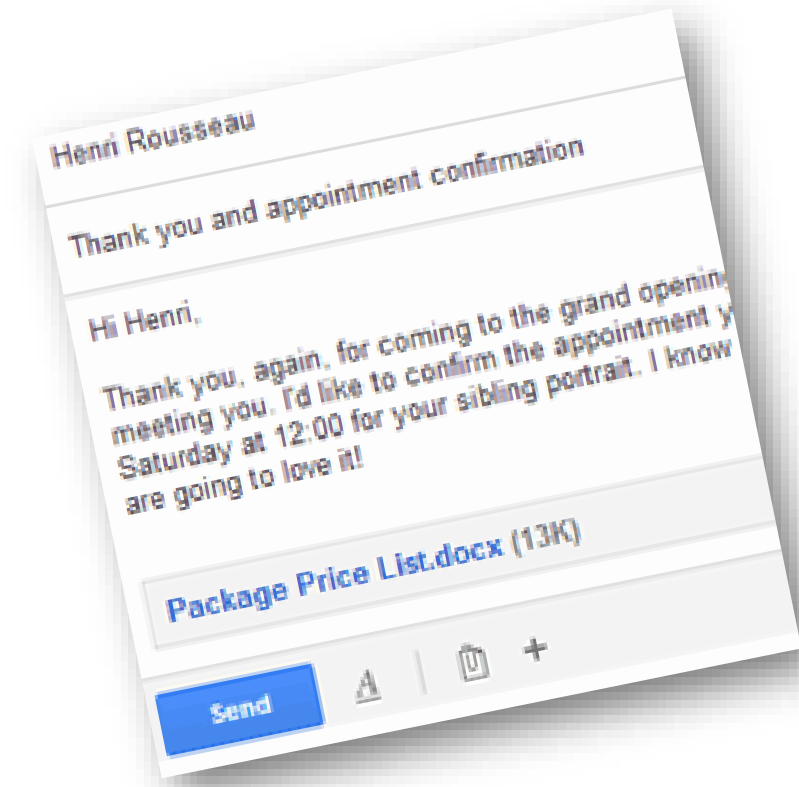


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How to Send Email

- **Let's start with send email:**
 - ✓ Writing an email can be as simple as typing a message
 - ✓ You can use text formatting
 - ✓ File attachment
 - ✓ And customize your signature





10 MIN

**Photography Studio Grand Opening!**

1

stancoop@gmail.com, Juanita Casarosa, George Casarosa

Cc Bcc

2

Photography Studio Grand Opening! 3

Hi Everyone 4

I have very exciting news for you! This **Saturday** will be the grand opening of my new studio, **EC Photography!** I'd love it if you guys could come. It will be from **10:00 to 4:00**. This has been something I've been working on for a long time. I've put up flyers all around town and I've invited entertainment. But best of all, there's going to be catering! Come on out and enjoy the photos, food, and festivities!

If you have time, get the word out and visit my website: [EC Photography](#)

Hope to see you there!

Elena

Sans Serif



Send



Saved



5

6

7



10 MIN



Responding to Email

- ✓ In addition to sending emails, you'll also be receiving emails from others.
- ✓ When you received an email from anyone you can reply there email by:





10 MIN

When you see your friends' email, reply to them what you want to say

1. Response to only **one person** that sent you

With your **dream country's photo**

2. Response to **all people** that have in **cc** with an **image** of your **province**

