

# Writing Emails

The quickest and easiest way to communicate with someone is to write an email.

Emails can be formal or informal pieces of writing.



# Writing Emails

The word email is a short way to say electronic mail.

It is a letter that is sent electronically, rather than on paper sent through the mail.

electronic mail  
email



# Writing Emails

The email address of the recipient is typed here.

Type a few words to tell the recipient what the email is about.

Type your email here.

Press **SEND** when you are ready to send your email.

New Message

To fred\_L@SLkids.mail.com vanessa\_K@SLkids.mail.com Cc Bcc

Subject

SEND

(Bc means blind carbon copy.) This button stops multiple recipients seeing the email addresses of other recipients.

(You usually don't need to use these buttons!)

(Cc means carbon copy) This button lets you add another recipient. The same email can be sent to more than one person.

If you change your mind, you can delete the whole email by clicking here.

# Writing Emails



**email address: the mailbox your email is sent to.**

**sender: the person who sends the email.**

**recipient: the person who receives the email.**

**inbox: mailbox containing emails you have received.**