



Name: \_\_\_\_\_

## Living Online Getting Connected (Page 19 – 31)

Answer the following questions using the information in the above reading

1. What does email stand for?

2. List two reasons why email has become so popular.

3. When you send email to a friend where is the mailbox stored?

4. True/False It is not important to put the subject of your email in the subject line.

5. What is the body of the email?

6. What does CC mean? Give an example of when you would use this in an office situation.

7. What does BCC mean? Describe a situation when a person should use the BCC rather than the To box.

8. What is an attachment?

9. Label the parts of the following email address:

**.johnsmith@sd62.bc.ca**

10. What is the difference between Reply and Reply All? Give an example to support your explanation.

11. List an example of when you would forward an email to someone.

12. What type of attachment could contain a virus?

13. What are two of the best ways to prevent a virus through email?

14. List 2 netiquette rules that you have read about on the internet and explain why you think they are important.

15. From your discussions in class, list three types of uses that you might have for the internet and explain why you would use the internet for these functions.