

## Email

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

Match the left column number with the appropriate right column definition

1 Reply All	A file that is attached to an email note and can be downloaded and saved on your computer	
2 Forward	When you push this button you are replying to the sender only	
3 Distribution List	If you wish to follow up an email with another action a week later, you can use this to put a reminder on the note.	
4 Attachment	When you place an address in this box, that person(s) is receiving a courtesy copy of the email – the main person receiving the email DOES NOT know the other person is receiving this copy.	
5 Folders	The place where your mail comes in.	
6 Inbox	A list of email addresses grouped together that receives a meaningful name such as “Team A” which saves you from selecting each member of the group separately when you send an email.	
7 Sent Items	When you push this button, anyone addressed in the email To and CC lines will get the reply.	
8 Deleted Mail Folders	If you have received an email note from someone and you think that another person should also see the note you can use this button to send the note on to another person	
9 To:	A copy of the email that you send to other people is kept in this folder.	
10 BCC:	The main address of the person(s) to receive the mail usually goes here.	
11 Reply	These allow you to organize your email so that you can easily find it again.	
12 CC:	This folder contains all the email that you have gotten rid of but must be emptied to truly get rid of the items.	
13 Flag	When you place an address in this box, that person(s) is receiving a copy of the email and the main person receiving the email KNOWS that this person is receiving a copy.	