**![C:\Documents and Settings\tonya_jarrett\Local Settings\Temporary Internet Files\Content.IE5\DII91C9B\MC900413668[1].wmf]()NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Email Assignment***

1. What is the term “e-mail” short for?
2. Briefly explain how the popularity of e-mail has affected traditional forms of communication.
3. Create a bulleted list of the two things that you must have in order to use e-mail.
4. Identify an Internet Service Provider that you are familiar with.
5. Label the parts of the e-mail address below.

studentabc@coolschool.edu

1. What would the extension “.gov” tell you about the sender of an e-mail?
2. What error is made in the e-mail address below?

Student#1@coolschool.edu

1. You and your best friend want to set up matching e-mail addresses. Why can’t you use the same address?
2. Which parts of an e-mail are automatically entered for you?
3. How could you tell if an e-mail that you received was also sent to someone else?
4. You are working on an e-mail when the bell rings. What could you do to keep from having to retype the e-mail later?
5. You are sending an e-mail to your friends about your holiday break. You have lots of photos to share. What would be the easiest way to share the pictures?
6. Your parents e-mail your teacher each week for an update on your grades. However, they misplaced her e-mail address. What could they do to keep from having to memorize your teacher’s e-mail address each time they want to send a message?
7. Your friend’s e-mail username is coolstudent1. You sent an e-mail to coolstudent. Will coolstudent1 receive the message? Why or why not?
8. Why is it important to always include a subject in the Subject line?
9. Why is it important to not key an e-mail in all caps?
10. Allison needs to find an e-mail that she sent out last week. Where in her e-mail program should she look?