

EMAIL EXPLAINED

email address

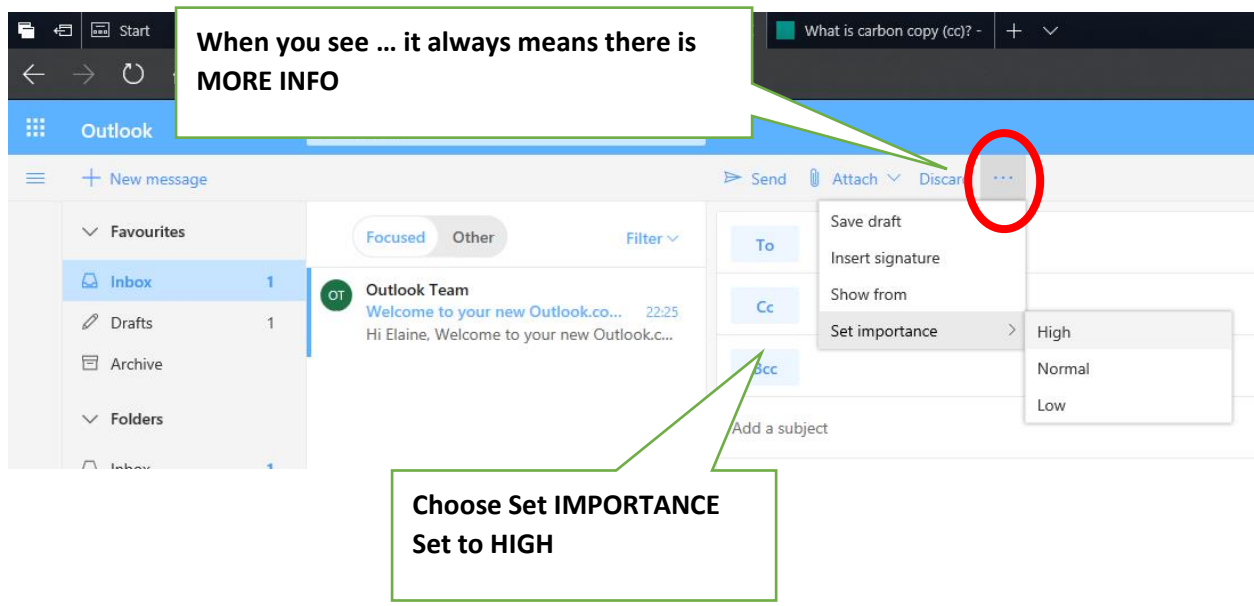


The screenshot shows an email composition interface with several callout boxes explaining different fields:

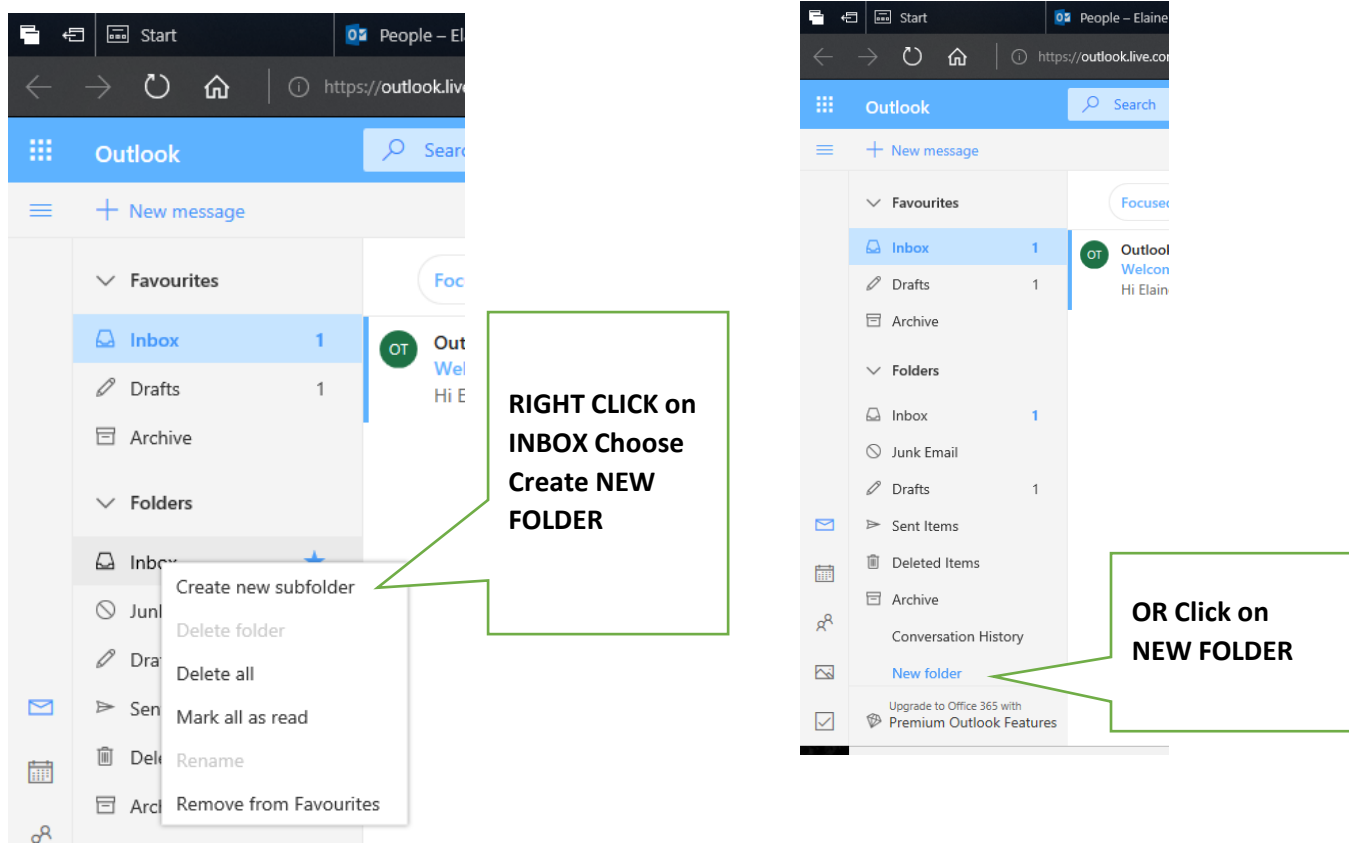
- To:** add the address of the person you want to email. This must be accurate.
- Cc:** **Carbon Copy:** (abbreviated "cc," and sometimes "fcc" for "first carbon copy") is a copy of a note sent to an addressee other than the main addressee.
- Bcc:** **Blind Carbon Copy:** a copy sent to an addressee that is not visible to the main and carbon copy addressees.
- Subject:** Always add a subject this can help with finding an email
- THE BODY:** Type message in this area
- TOOL BAR:** Used for formatting the email

The interface includes a top bar with 'Send', 'Attach', and 'Discard' buttons. The main area has fields for 'To', 'Cc', 'Bcc', 'Add a subject', and the body text 'Elaine'. A bottom toolbar contains various formatting icons like bold, italic, underline, and text color.

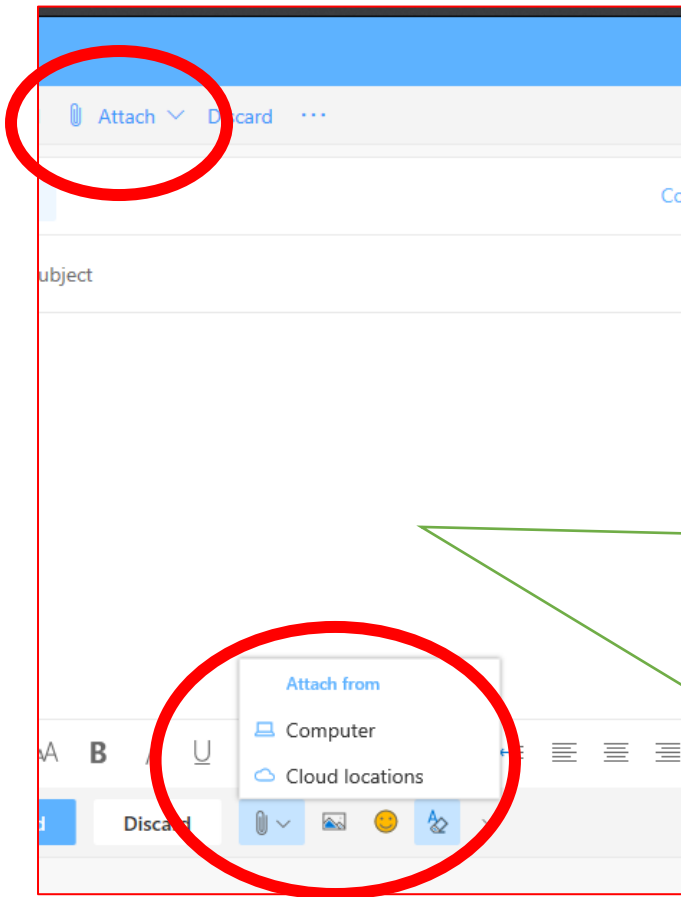
SET IMPORTANCE



MAKING A FOLDER



ATTACH DOCUMENTS OR IMAGES



**Click on
PAPERCLIP at
either top or
bottom of
email.**

**Choose
COMPUTER
and search for
image or
document**

INSERT IMAGE INLINE

