Email Vocabulary

1. **Email:** Electronic mail is a form of exchanging digital messages from one individual to another.

2. **Sign in:** Accessing personal Email information by typing in username/ID.

3. **Username/ID:** It is a unique name used to access an email account.
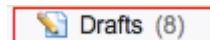
Username:		Yahoo! ID:	
Password:		Password:	

4.

5. **Password:** A secret word that must be used to gain admission to an email account.

   Password:
   •••••••••

6. **Subject:** A topic that gives the recipient an idea of what the email is about.

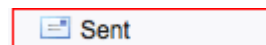7. **Draft:** Mail that is not ready to be send is considered a draft. Drafts (8)

8. **Attachment:** Any file that can be place inside an email, such as documents, Music files, PowerPoint, Pictures. Attach
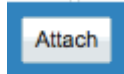
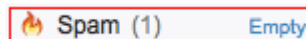9. **Send:** Once done with email this button will send mail. Send

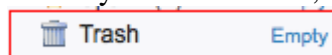10. **Sent:** Mail that has been sent will be saved in this section. Sent

11. **Forward:** Once you receive a message you can forward a copy of that message to another person. Reply Forward

12. **Spam:** This is unsolicited junk email. Spam (1) Empty

13. **Trash:** Any unwanted mail, after being deleted, will be found in the trash section. Trash Empty