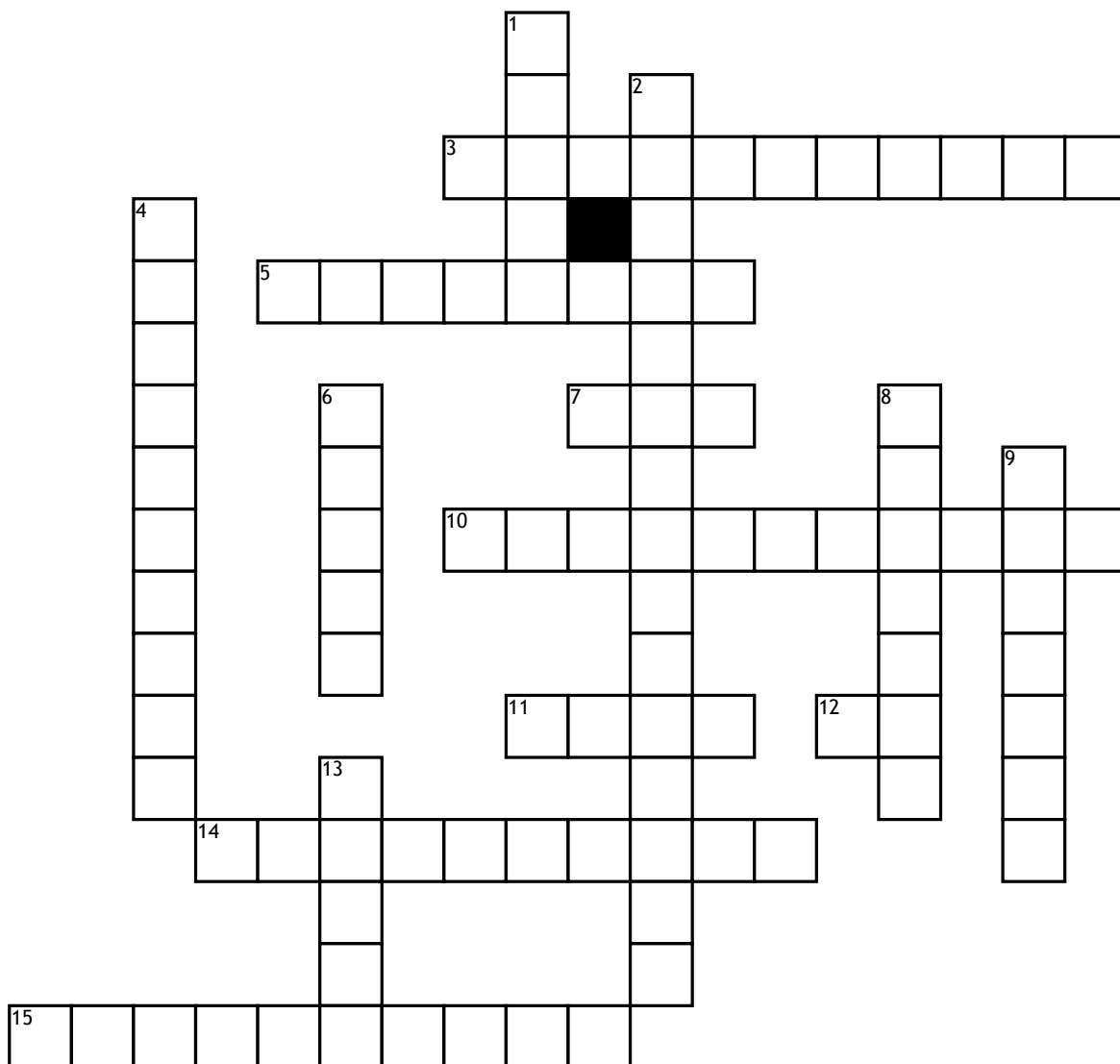


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Email Basics



## Across

**3.** A group of email addresses saved to make it easier to send a message to everyone in the group via the group name.

**5.** A type of email pretending to be from a bank or trusted source in order to steal your personal information. Might be an offer saying free tickets, or collect your winnings.

**7.** Abbreviation for Blind Carbon Copy

**10.** List of names and e-mail addresses, created and stored by a user. Also called contacts folder.

**11.** Another word for Spam Mail

**12.** Abbreviation for Carbon Copy

**14.** Sends a message to additional recipients. All parties can see who is receiving the message.

**15.** Send an e-mail to a group of people in response to an e-mail you have received.

## Down

**1.** A folder that houses deleted emails and cleans itself out every 30 days.

**2.** Allows you to email two or more people without anyone being able to see the person who was the included in the sent email. It protects the identity/email address of all parties to the email.

**4.** A file added to an e-mail and sent along with it.

**6.** Send an e-mail in response to an e-mail you have received.

**8.** A heading at the top of an e-mail that identifies what the e-mail is about.

**9.** Send an exact copy of the e-mail to another person. The original sender of the message may not be aware that the message is being sent to another party

**13.** An email that has been started but not sent.