Name: _____ Date: _____

Email Basics

Grid (crossword answers):

- 1 Down: TRASS (T-R-A-S-S)
- 2 Down: BLIND
- 3 Across: MAILINGLIST
- 4 Down: ATTACHMENT
- 5 Across: PHISHING
- 6 Down: REPLY
- 7 Across: BCC
- 8 Down: SUBJECT
- 9 Down: FORWARD
- 10 Across: ADDRESSBOOK
- 11 Across: JUNK
- 12 Across: CC
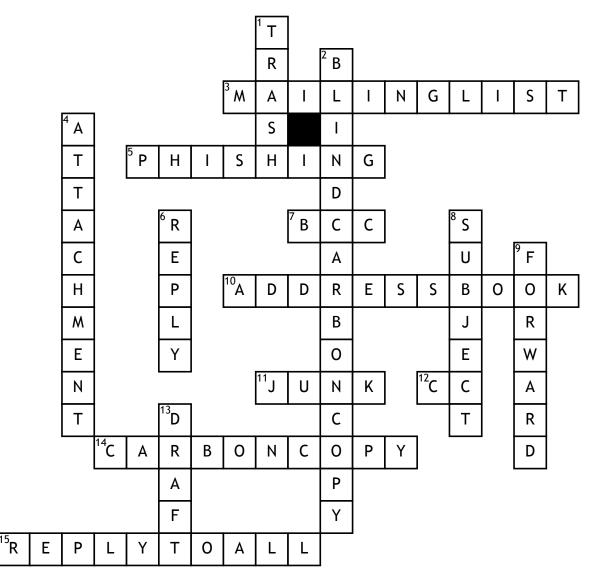- 13 Down: DRAFT
- 14 Across: CARBONCOPY
- 15 Across: REPLYTOALL

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.