

# Hammond Public Library

## Basic Email Terms



**Email** - a method of creating, sending, receiving and storing messages electronically.

**Email Address** - string of text used to identify senders and recipients.

Example: johndoe@yahoo.com

"johndoe" is the username (the individual mail account)

"@" means at another computer location

"yahoo.com" is the domain, or Internet location where the information is stored

**Header** - top part of the email that contains information about the email itself.

**To** - the recipient

**From** - the sender

**CC** - Carbon Copy, or Complimentary Copy. These people also received a copy of the email

**BCC or BC** - Blind (Carbon) Copy, or Blind (Complimentary) Copy. These people receive copies of the email, but their addresses are kept private from everyone else except the sender.

**Subject** - a brief line describing what the email is about

**Date** - the day and time the message was sent

**Sender** - person who composes and sends an email.

**Recipient** - person who receives an email.

**Attachment** - a photo, document, or any other type of electronic data that you send along with an email, but is not part of the message itself. In a conventional sense, think of using a paperclip or staple to attach a photo to a letter you have written.

**Address Book/ Contact List** - a storage area where the names and email addresses of your friends are saved.

**Folders** - storage areas for email messages. The majority of email providers use folders to organize your email. Customize new folders for your email, in addition to the standard account folders:

**Inbox** - incoming mail appears here

**Drafts** - where in-progress work can be stored before sending

**Sent** - copies of email you have sent are placed here

**Spam** - junk mail is diverted to this folder for review before automatic deletion

**Trash** - all deleted mail goes here. When the Trash is emptied, mail is permanently removed.