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.