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Email Basics

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| **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. |