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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. |