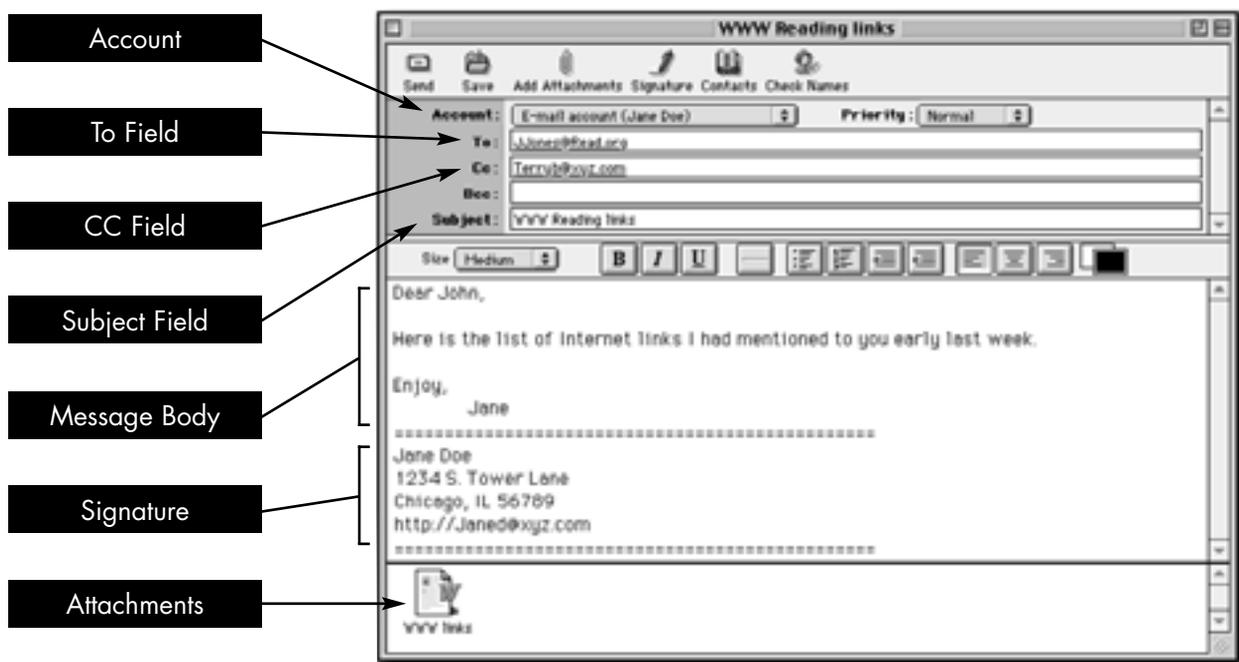


## Parts of an E-mail Message

No matter what type of e-mail account you have, most e-mail messages share common elements:



**Account:** This area automatically shows the name of the holder of the e-mail account.

**To Field:** This is where you type the e-mail address of the person to whom you wish to send a message. You can send the same message to several people by including all of their addresses in this field. Messages that are incorrectly addressed will be returned to you, identified as undeliverable. Be sure to check that you typed the person's address correctly before resending.

**CC Field:** The CC field allows you to send a copy of the message to someone else besides the addressee in the To field. You can send copies to several people by including all of their addresses in this field. CC originally stood for “carbon copy” but it has come to stand for “courtesy copy.”

**Subject Field:** This is where you state the topic of the message. It is always a good idea to fill in the subject header on the message so that the recipient has some idea of the message contents before he or she opens the message.

**Message Body:** The message body contains the actual message. It can be as long as you wish.

**Signature:** Many e-mail programs also allow you to include a signature that gets attached to the bottom of your messages. A signature is similar to letterhead on stationery. This signature can be used to give additional information about yourself, such as your mailing address, your Web page address, and your phone number.

**Attachments:** Most e-mail applications allow you to attach computer files to a message. For example, when sending a friend a message about a recent outing, you might attach a digital photograph to the message. You can include multiple attachments, although files that contain pictures, movies, and/or sound may be too large to be received by your correspondent’s computer.



Internet  
Safety

Be wary about opening attachments you receive from strangers. Some viruses (see below) have been transferred via e-mail attachments. There are anti-virus software programs that scan files for viruses; if the scanner detects no viruses in an attachment, the attachment is likely safe to read.

**Virus**

A program that can “infect” your computer with small problems, destroy files, or even cause a major crash. Viruses are spread by transferring files from an infected computer to another computer.

## Mail Organization

Most e-mail applications allow the user to set up folders for sorting mail. These are just like real file folders: they are containers for information that you wish to keep together. Mail can be moved manually into folders, or the mail program can be set up to sort mail automatically as it comes to your computer.