What is an E mail?

- To explore how to use email to safely communicate.

write talk

# How We Communicate

'Communicate' means to share information.
Can you think of some of the different ways people communicate? Talk to your partner.

# sending mail

People often send letter through the post

It takes at leas one whole day for a letter to get from one place to another.



Can you think of quicker way to get written information from one place to another?

# Email

People use computers, phones or tablets to send emails. It is like a letter sent digitally through the Internet




.

Emails can take just seconds to go from one computer to another. An email can travel to a computer on the other side of the world through the Internet

*Why is email a good thing?*

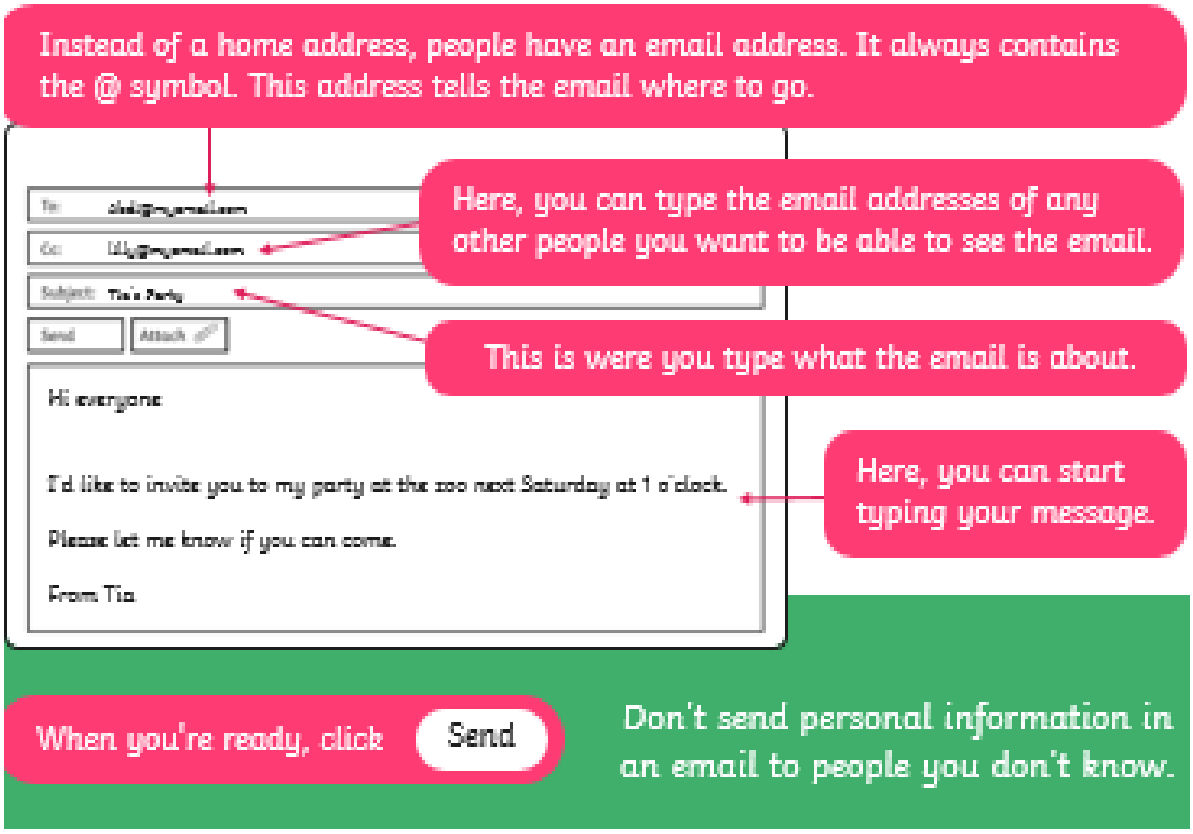
*Talk to you partner*

they are quick

can send any where

can send to lots of people at once

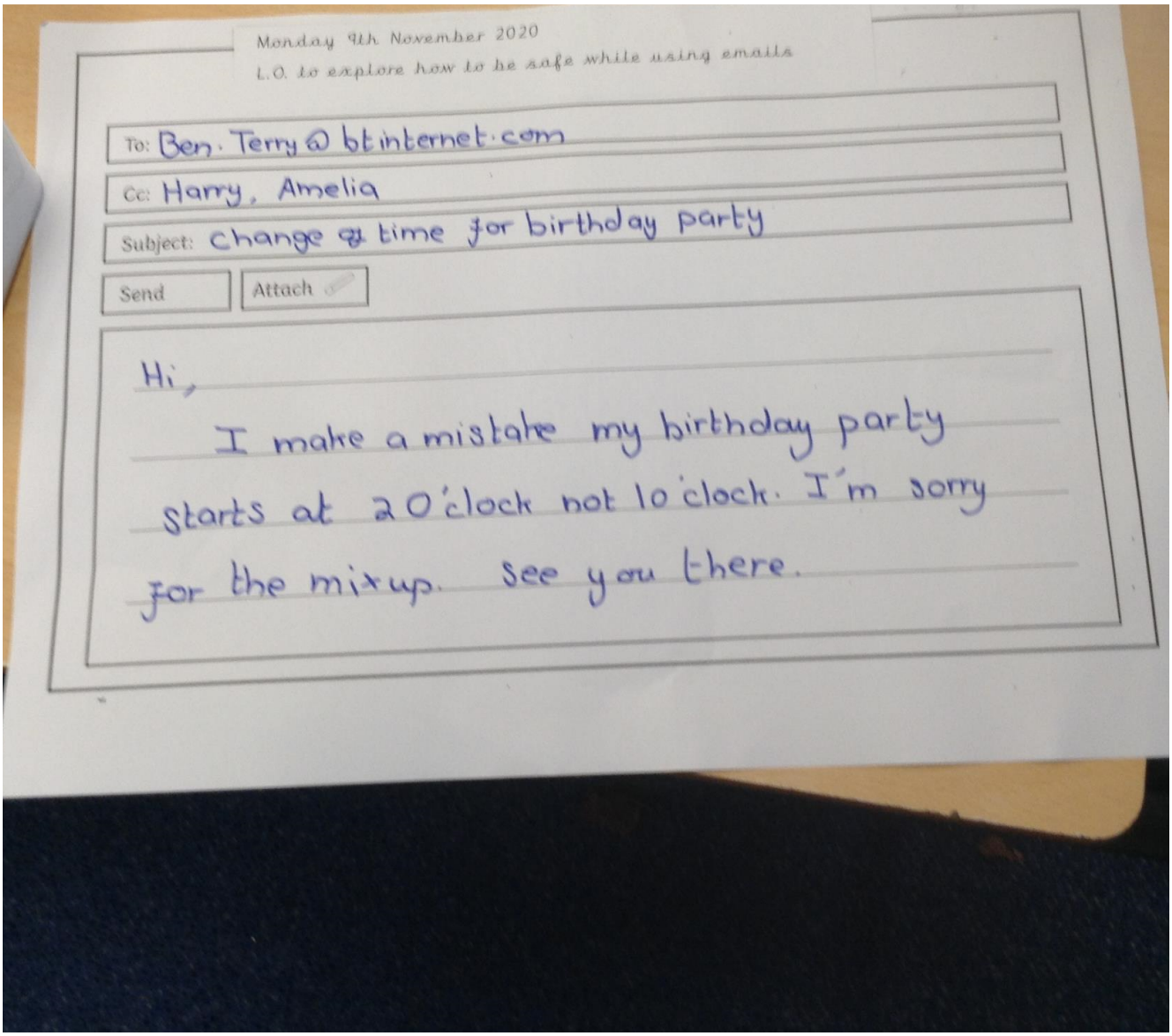
# How to send an email



# Task

Mrs Aspinall is having a birthday party. I have decided that the best way to invite people is by e-mail.

I have just realised that I have put the wrong time on my e-mail! I have said its at 1 O'clock instead of 2 O'clock. Write a new e-mail to all my friends


Monday 9th November 2020
L.O. to explore how to be safe while using emails
To: Ben. Terry @ btinternet.com
Cc: Harry, Amelia
Subject: Change of time for birthday party
Send
Attach
Hi,
I make a mistake my birthday party starts at 20 'clock not 10 'clock. I'm sorry for the mixup. See you there.

# Questions

Is it ok to give information out about my party to my friends?

When I get replies, how will I know if an email is safe to open?

Who should I NOT give this infomraion to?

who should I speak to if I have any questions about my e-mails?

# Opening E-mails

If you see RE: in the subject of an email, it means the email is a reply from an email you sent.

I know Ben Harry and Amelia. They are sending me a replay and these are safe e-mails to open

| Name | Subject | Date |
|---|---|---|
| Ben | RE: Party | 10th Nov |
| Harry | RE: Party | 10th Nov |
| Not West Bank | Tell us your address! | 10th Nov |
| Amelia | RE: Party | 10th Nov |
| Creepy Croc | FREE TOYS | 10th Nov |

Should you open the other e-mails?

What should you do with theses?