

Unit 3 Email Vocabulary Terms



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|-----------------------|--------------------|------------------|------------------|
| 1) account | 16) email provider | 31) phishing | 46) subscription |
| 2) address | 17) etiquette | 32) premium | 47) suspicious |
| 3) attachment | 18) file | 33) professional | 48) To: |
| 4) auto response | 19) folders | 34) provider | 49) tone |
| 5) BCC: | 20) forward | 35) recipient | 50) trash |
| 6) body | 21) greeting | 36) reply | 51) URL |
| 7) CC: | 22) group | 37) reply all | 52) unique |
| 8) closing | 23) hover | 38) reputable | 53) unsubscribe |
| 9) compose | 24) Inbox | 39) salutation | 54) username |
| 10) delete | 25) link | 40) secure | 55) virus |
| 11) distribution list | 26) log in | 41) sender | 56) web address |
| 12) domain | 27) log out | 42) sent folder | |
| 13) download | 28) message | 43) spam | |
| 14) email | 29) paper clip | 44) Subject | |
| 15) email address | 30) password | 45) sub-folders | |

Unit 3 Email Vocabulary Terms



- 1) **Account:** Your actual Email Name with the @ and email provider (Host)
- 2) **Address:** a URL for a website or another name for your email account
- 3) **Attachment:** adding a File to an email to send
- 4) **auto response:** A reply to an email: such as Out of Office or On Vacation
- 5) **BCC:** Blind Carbon Copy. You are sending the email to multiple people but they don't see the addresses
- 6) **Body:** The information of the email
- 7) **CC:** Carbon Copy. Another person is getting a copy of the email
- 8) **Closing:** The end of the Email; **Polite Etiquette:** Thanks, Sincerely, Have a Good day,
- 9) **Compose:** To write or create a new email
- 10) **Delete:** take an item out of the IN-BOX and move to Trash.
- 11) **Distribution list:** A name of a list of multiple names (addresses) used to send to multiple people
- 12) **Domain:** Another name for a host or website.
- 13) **Download:** To save a file off the internet or from an attachment and save on a computer
- 14) **Email:** Electronic Mail. More formal than a Text Message
- 15) **email address:** A longer name for 'address'

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- 1) **email provider: Host or email company: Outlook, Yahoo, AOL, Gmail**
- 2) **Etiquette: Polite rules and ways to behave. (No Caps, Greetings, Closings)**
- 3) **File: another name for a document, picture or something attached to an email**
- 4) **Folders: A place to save files: (also called Labels in Gmail)**
- 5) **Forward: To send an email you received on to someone else**
- 6) **Greeting: A 'Hello" in an email, Dear, person's name**
- 7) **Group: another name for a distribution list**
- 8) **Hover: To move your mouse over a link in an email or website**
- 9) **Inbox: a list of emails you have been sent**
- 10) **Link: another name of a Hyperlink: Code in an email to take to another location or site**
- 11) **Log in: (sign In). Get access to your account**
- 12) **Log out: (Sign Out): to get off a system. CLOSE. Best practice for security**
- 13) **Message: A short note or email**
- 14) **Paper clip: Normal icon or image to show an attached file to an email**
- 15) **Password: Used for security to keep your account Protected. May use Upper, Lower case, Numbers and Symbols. Avoid easily guessable names. Longer is often better**

Unit 3 Email Vocabulary Terms



- 1) **Phishing:** (Pronounced FISHING), an internet scam where someone is trying to get information
- 2) **Premium:** Usually a PAID subscription to a email system to reduce on adds or Spam
- 3) **Professional:** (Opposite of casual or friendly)
- 4) **Provider: Host:** AOL, Gmail, Outlook
- 5) **Recipient:** The person receiving an email
- 6) **Reply:** a response to the email you received
- 7) **Reply all:** A response to an email you received and sends a copy to ALL people who received the email
- 8) **Reputable:** Believable. Valid, True
- 9) **Salutation:** Greeting
- 10) **Secure:** Safe (https) Lock on address bar, Password protected, Multi-step verification
- 11) **Sender:** The person how sent you the email
- 12) **Sent folder:** A location that saves the emails you have sent to others (History)
- 13) **Spam:** Junk Mail. Often marked by the host provider as known invalid emails
- 14) **Subject:** What is the email about
- 15) **sub-folders:** The ability to organize files in nested folders (Labels)

Unit 3 Email Vocabulary Terms



- 1) **Subscription:** Usually a paid membership or account
- 2) **Suspicious:** Looks strange. Not secure?
- 3) **To:** Who is getting the email
- 4) **Tone:** The use of words and meaning. SEND ME A NOTE, Please send the note about the meeting.
- 5) **Trash:** Junk, Deleted emails
- 6) **URL: Uniform Resource Locator:** A website
- 7) **Unique:** “One-of-a-Kind”
- 8) **Unsubscribe:** to cancel a subscription (May often be a FALSE LINK in a Phishing email)
- 9) **Username:** Usually your email but could be some other “Name” to identify you on a system
- 10) **Virus:** an program that causes harm or damage to a computer or information
- 11) **web address: URL:** .Com, .Org, .Gov, .Edu, .Mil, .Biz, .Net, .Club, .Info