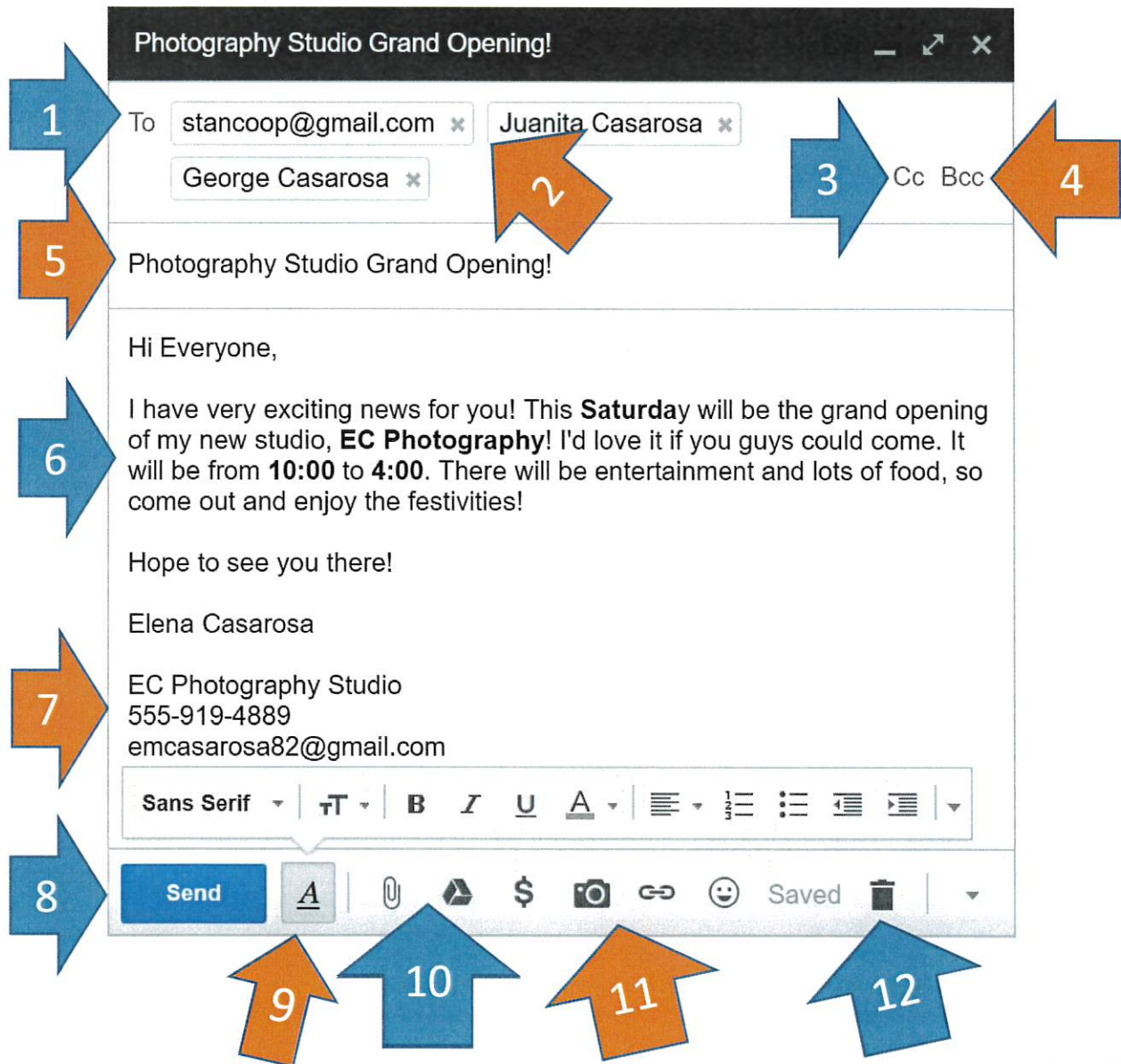


1 * * * Compose Pane Terms



1 * * * Compose Pane Terms

1 To:

Whenever you send an email, you'll add **recipients** to the **To: field**. **Recipients** are the people you are sending the email to. You will need to type the **email address** for each recipient. Most of the time you'll add recipients to the To: field, but you can also add recipients to the **Cc:** and **Bcc: fields**.

#2 Email Address

You must have an **email address** for any person you want to email. All email addresses have a **user name**, the **@ (at) symbol**, and the email provider's **domain**. Email addresses must be entered correctly or the message won't be delivered.

#3 Cc:

Cc stands for **carbon copy**. This is used when you want to send an email to someone who is not the main recipient. This helps to keep that person **in the loop** while letting him or her know that there's no need to reply to your message.

#4 Bcc:

Bcc stands for "**blind carbon copy**". It works almost the same way as Cc, except all of the email addresses in the Bcc fields are hidden, making it ideal when emailing a very large number of recipients or when privacy is needed.

#5 Subject:

The **subject** should say what the email is about. Keep the subject **brief**, but give the recipients a reasonable idea of **what's in the message**

#6 Body

The **body** is the actual text of the email. Generally, you'll write this just like a normal letter, with a greeting, one or more paragraphs, and a closing with your name.

#7 Signature

You can choose to create a **signature** that will appear at the end of every email you send. Signatures often include a **name** and **contact information**, like a phone number, website, or professional title.

#8 Send

When you are satisfied with your message, you will click **Send** to send it to the recipients.

#9 Formatting Options

Formatting allows you to change the **look and feel** of your message. For example, you can change the **font style, size, and color, as well as include links**.

10 Attachment

An **attachment** is a file (like an image or document) that is sent along with the email message. Click the **Attachment button** to include an attachment with the email.

2 - - - Message Pane

The image shows a Gmail interface with several numbered arrows pointing to specific features:

- 1** (Blue arrow) points to the Google logo.
- 2** (Green arrow) points to the Gmail logo.
- 3** (Blue arrow) points to the **COMPOSE** button.
- 4** (Green arrow) points to the **Inbox (2)** link in the left sidebar.
- 5** (Blue arrow) points to the **Drafts (4)** link in the left sidebar.
- 6 & 7** (Green arrow) points to the **Categories** section in the left sidebar, which includes **Manage labels** and **Create new label**.
- 8** (Blue circle) points to the email header area, specifically the sender's name and email address.
- 9, 10 & 11** (Green arrow) points to the bottom of the email content area, specifically the **Click here to Reply, Reply to all, or Forward** link.

The email content shows a conversation about a "Cookout this Saturday" on June 22. The sender is Elena Casarosa, and the recipient is Julia Fillory. The email body includes the text: "Hi all! I'm thinking about having a cookout this Satu", "Sounds great, Elena! I'll definitely be there! What time s", "I'll be there too! And of course I'll bring the potato salad!", "Elena, let me know if I can bring anything else. :)", and "Can't wait for Saturday!".

2 - - - Message Pane

#1 Navigation Menu

Most email clients will provide a menu to help navigate to your **different services**, including your **contacts list**, **calendar**, and more.

#2 Compose

You can use the **Compose** or **New** button to create a new email.

#3 Inbox

Your **inbox** is where received messages will appear. **Unread messages** will usually appear in **bold**.

#4 Drafts

Drafts are messages you have composed but not sent. When composing a message, you can choose to **save your message as a draft** and finish it later. Some providers will even save drafts **automatically**.

#5 Folders and Labels

All major webmail providers offer **folders or labels**, which allow you to organize your messages any way you want.

#6 Spam

Just like snail mail, you will likely receive **junk** or **spam emails** in your inbox. Spam emails often carry **viruses** or **scams**, so you won't want to read these messages. Your email provider will usually filter suspicious emails into a **Spam folder**. If, however, you do receive spam in your inbox, you can always move it to the Spam folder, which will help your email provider filter these messages in the future.

2 - - - Message Pane

#7 Trash

You can **delete** any email from your inbox by moving it to the **Trash**. Just like the Recycle Bin or Trash on your desktop, messages in the Trash can be **retrieved** for a short time. However, emails will be **permanently deleted** after a certain amount of time in the Trash. Some providers, like Gmail, allow you to **archive** your messages instead, which removes emails from the inbox but does not delete them.

#8 Conversations

Most email providers will **group** messages you have replied to into **conversations**, keeping your **related emails** together.

#9 Reply

Whenever you receive an email, you can use the **Reply** command to **respond** to the message. The Compose pane will appear with the text of the original message **copied** into the body of the email.

#10 Reply to All

Sometimes you may receive emails addressed to **you and several other recipients**. When responding to these messages, you'll need to decide whether you want to reply to the **original sender** or **all recipients**. Only use the **Reply All** command if you want to send a message to **everyone** included in the original email. Many people **accidentally** use Reply All when they mean to reply to just the original sender.

#11 Forward

Whenever you want to **share an email** you've received, you can use the **Forward** command to send the message to another person.