

The Anatomy of an Address

An email address is a specific set of instructions for the internet. It always follows this pattern:

`username@provider.com`

- **The Username (`mary.smith`):** This identifies *who* the person is. It's like the name on the front of an envelope.
- **The "At" Symbol (@):** This is the most important part. It tells the computer, "This person is located **at** this specific post office."
- **The Provider (`gmail.com`):** This is the "Post Office" or the company that handles the mail.
- **The Rules:** There are **no spaces** allowed. If you add a space, the "postman" gets confused and the letter bounces back.

The "Envelope" (The Header)

When you start a new email (**Compose**), you fill out the digital envelope.

- **To:** The exact address of the person you are writing to.
- **CC (Carbon Copy):** Like the old blue carbon paper. You send the letter to one person, but you want another person to "see" it too.
- **BCC (Blind Carbon Copy):** A "secret" copy. The main recipient won't know that the BCC person received it.
- **Subject Line:** The most important part for the recipient. It's like the "RE:" line on a formal letter. If this is blank, many people won't open the email because they think it's a scam.

The "Sorting Room" (The Inbox)

Your Inbox is your digital tabletop where new mail lands.

- **Unread vs. Read:** Most email programs make **Unread** mail bold and **Read** mail plain text.
- **The Preview:** You can usually see the first few words of the message before you even click on it.
- **Threads (Conversations):** Gmail groups emails together like a stack of letters stapled together. If you and your daughter send 10 emails back and forth, they will appear as one "conversation" so you don't lose the history of what was said.

Attachments: The "Included Photo"

An attachment is any file (a picture, a PDF, a grocery list) that you "clip" to the email.

- **The Paperclip:** This is the universal symbol for "attach."
- **Size Limits:** Just like you can't fit a brick in a standard envelope, you can't send a movie or 500 photos in one email. There is a limit (usually 25MB). If it's too big, the post office won't take it!

The Three Ways to Answer

- **Reply:** You send a note back only to the person who wrote to you.
- **Reply All:** Use with caution! This sends your answer to *everyone* who was on the original email. (Great for planning a family dinner; bad for private secrets!)
- **Forward:** You take the letter you received and "hand it" to someone else who wasn't part of the original conversation.

Keeping it Tidy (Delete, Archive, and Trash)

- **The Trash:** When you delete an email, it goes to a "bin." It's not gone instantly; you usually have 30 days to "reach in and pull it out" before the janitor empties the bin for good.
- **The Archive:** Think of this as putting a letter in a shoebox in the attic. It's out of the way, but you still own it and can find it if you search for it.
- **The Search Bar:** This is the "Magic Wand." Instead of digging through folders, you can just type "Grandkids" or "Electric Bill" to find any email instantly.

The "Stranger Danger" (Spam & Phishing)

The internet has "con artists" just like the real world.

- **Spam:** The coupons and flyers you didn't ask for.
- **Phishing:** This is a "trick" email. It might look like it's from Amazon or your Bank, but it's a fake.
- **The Rule of Thumb:** If an email asks you to "**Click here to log in**" or "**Send money to help a friend,**" stop. Call that person or company on the phone to verify.

The "Cloud" (Access Anywhere)

The best part about modern email is that it isn't "on" your computer. It's in the **Cloud**.

- This means if you lose your phone or your computer breaks, your emails are not lost. They are waiting for you at the "Post Office" (Gmail). You just need your address and password to see them again on a new device.

Recovery:

Do not get locked out of your account!

Verify your identity, and set a new password.

1 . Telephone # for text message alerts for verification. (Landline will not work)

2 . Second email account from another email service. Have a second email be from a different provider.

- Yahoo, protonmail, outlook, icloud, zoho mail.

3 . Google Authentic Apps

An authenticator app generates a security code to verify your identity when signing in.

- Gmail, Youtube, Google Authenticator,
- Authy App, Microsoft Authenticator, Passwords app on iPhone/iPad.