



Email Knowledge Organiser



? What are we learning about email?

Email allows us to send mail to other people using computers and mobile devices. It is basically an electronic way of sending a letter in the post but has advantages, including being quicker because it uses the internet. We can also attached files to an email, such as a video. Instead of sending the mail to a physical address where someone lives, we send it to their email address (joebloggs@yahoo.com). We have to be careful with email, making sure we only reply to people we know in the real world and do not click links we are unsure of, as they may contain computer viruses.



National Curriculum Content

Understand computer networks, including the internet; how they can provide multiple services, such as the World Wide Web, and the opportunities they offer for communication and collaboration.








Key knowledge

- Understand the advantages and disadvantages of email.
- Understand that emails are stored on servers and we need an email address to send the mail to a person.
- Understand the different aspects of email software; inbox, outbox, subject, CC, address book and attachments.
- Understand that we should only send and receive emails from people we know in the real world.



Important Vocabulary

@ Email address	This is where we send an email to, usually set out like this joebloggs@yahoo.com and is a specific place on an email server.
 Inbox	This is where the emails someone has sent you are stored. Storing your emails helps us find them again if we need it.
 Outbox	These are where the emails you have sent are stored.
 Junk	These are the emails you receive that are from people you do not know or that the email software thinks are suspicious.
 Address book	You can store the email addresses you email regularly, making it quicker to send an email without having to type in all of the address.
 Attachments	We can send files with the emails, such as photos, documents or videos.
CC and BCC	CC - carbon copy. Copy another person into an email so they receive it without being the person the email was sent to. BCC - blind carbon copy. Same as above but the intended recipient does not see that another person in BCC can see the email.