

Electronic Mail (E-mail)

- E-mail is sending messages from one computer or electronic device to another. The electronic device must be linked up to each other over a network or be connected to the internet.
- E-mail is a very fast method of communication.

Use your knowledge from class and answer the following:

1. What is an e-mail?
2. What is required to be able to send an e-mail on your computer?
3. Describe how you would send an e-mail on your computer.
4. List three advantages of using e-mail.
5. List three circumstances in which e-mail could be used for communication for a business.
6. List two circumstances where e-mail is unsuitable.