

# Sending Email

**\* DID YOU KNOW ...**

204,000,000 emails are sent every minute of the day!

## Crossword puzzle

**Down:**

1. something that you should keep to yourself, or share only with a trusted adult

2. a name you make up so that you can see or do things on a website, some-things called "screen name"



**Across:**

3. an electronic system that connects billions of people using computers, phones, or other devices, and allows them to communicate.

4. an electronic message, a letter you send through the Internet



**\* WHAT DO YOU THINK?**

What happens when you send an email?



**\* DO YOU REMEMBER ...**  
 How you can send messages to people through the Internet?

## 1. Family Activity

The Internet can connect people everywhere. With a family member, think of someone who lives far away, and come up with an email you might want to send to that person. When you write or type out your message, make sure that you have the recipient (the person to whom you want to send it), the sender of the email (you!), and the subject of the email (the subject of the email goes at the top and tells the person who receives the email what it's about. For example, if you're sending an email about your vacation this weekend, the subject might be "Our Vacation").

## 2. Tech It Up!

With a family member's help, use the Internet to send your email. Don't forget to type in the email address and subject, and be sure to sign the email so the recipient knows who it's from!

## 3. Common Sense Says ...

Email is a way to send messages through the Internet. Just like when you talk to people or share messages offline, you should be careful about talking to strangers online. Only use email to write to people you already know, and always make sure you have a parent's (or teacher's) permission!