**Emails**

**Introduction**

**Information:**

We take emails for granted, they are just another way to communicate with someone. But how did you first find out what an email was? How did you learn to send one?



**Task 1**

**Do this:**

Undertake your own research to find out the answers to the following questions:

* + What does the 'E' in E-mail stand for?
  + What is an email?
  + What software and/or services are needed to send an email?
  + Why might someone send an email rather than an IM?
  + What is the inbox?
  + What does 'cc' mean?
  + What does 'bcc' mean?
  + What is the average file size limit for attachments?
  + What is a contacts or address book?



**Create this:**

* Create a poster, a leaflet or a presentation containing the answers to these questions
* Think about who your work is aimed at. Choose:
  + appropriate fonts
  + suitable images
  + the correct amount of text for your chosen output