ACTIVATE:

E-mails

E-mail stands for Electronic Mail.

o The electronic transmission of mail allows you to send formatted text and images to someone else with an email address.

o Each e-mail user has a 'mailbox' with a unique address into which messages can be sent ready for the recipient to collect and read.

o You can attach files to an e-mail, for example a word document or spreadsheet.

o Without e-mail, many businesses would not be able to operate.

ACTIVATE:

E-mails

Advantages & **Disadvantages**

Use this website link to research the advantages and disadvantages of using e-mail.

Website Link – Emailing

Add the appropriate pros and cons to the advantages and disadvantages columns in activity 3a.