Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_

Score: \_\_\_\_\_ / 15

**E-Mail Terms and Concepts**

**Instructions**: Using the Email Presentation, match the following terms in the left column with the correct definition or concept in the right column. Write the correct letter in the space provided.

1. \_\_\_\_ RTF
2. \_\_\_\_ Attachment
3. \_\_\_\_ Primary Recipient
4. \_\_\_\_ Spam
5. \_\_\_\_ Slander
6. \_\_\_\_ Header Information
7. \_\_\_\_ Cyberbullying
8. \_\_\_\_ Sent Folder
9. \_\_\_\_ CC
10. \_\_\_\_ BC
11. \_\_\_\_ Subject
12. \_\_\_\_ Netiquette
13. \_\_\_\_ Flaming
14. \_\_\_\_ Address Book
15. \_\_\_\_ Libel

A. A courtesy copy of a message is sent to this secondary recipient. All recipients will see who this is.

B. Part of an email that contains sender, receiver, copies and subject of the email

C. A blind copy is being sent to this recipient, unbeknownst to the other recipients. (Sneaky)

D. Stores messages that you send

E. This line contains a brief description of what the email message is about. It should not say “Urgent” or “Important”.

F. Rich Text Format – a format that can be read my most word processors

G. Writing rude and insulting comments in an email

H. Unwanted and unsolicited advertising or other messages

I. Using information technology to harm or harass others deliberately and repeatedly

J. Saying something false or malicious that damages another’s reputation

K. Guidelines for maintaining civilized communications. (Ex. All CAPS = shouting)

L. This person’s address goes in the “To” field.

M. Helps you keep track of e-mail addresses, phone numbers and other important information

N. A popular way for a virus to infect your computer

O. A false and malicious written statement that damages someone’s reputation