

Communicating online

Being able to send messages and documents between computers is really helpful

In school we do this by:

- sending **e-mail**, sometimes with **attachments**
- using **Teams**
- **sharing** documents through OneDrive

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E-mail is one way to send messages and documents between computers (text message is another)

An **attachment** is a document that you send with the e-mail - it could be a PowerPoint document or an image

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E-mail is:

- quick - messages get there almost straight away
- lets you share documents easily
- can be used to send messages to lots of people at once
- is fairly easy to use
- can be misused

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Attach a file with the paperclip

Ab ☰ ☰ ... ✍️ **📎** ↻ 📧 ⚠️ ↓ 📧 ...

Send 🔽 🔍 🗑️ 📧

To Start typing the name of person you're sending the email to here **Bcc**

Cc

Add a subject **The title of the email goes here**

Add a message

Type your message here

A screenshot of an email composition window. At the top, a toolbar contains various icons for editing and sending. A red box highlights the paperclip icon, with a red text label 'Attach a file with the paperclip' above it. Below the toolbar is a blue 'Send' button with a dropdown arrow. To the right of the 'Send' button are icons for search, delete, and a person icon. Below these are three input fields: 'To' with a red instruction 'Start typing the name of person you're sending the email to here' and a 'Bcc' label; 'Cc'; and 'Add a subject' with a red instruction 'The title of the email goes here'. At the bottom is a large text area labeled 'Add a message' with a red instruction 'Type your message here'.

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15. E-mail can be misused

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15. E-mail can be misused

True. There are all sorts of problems with e-mail

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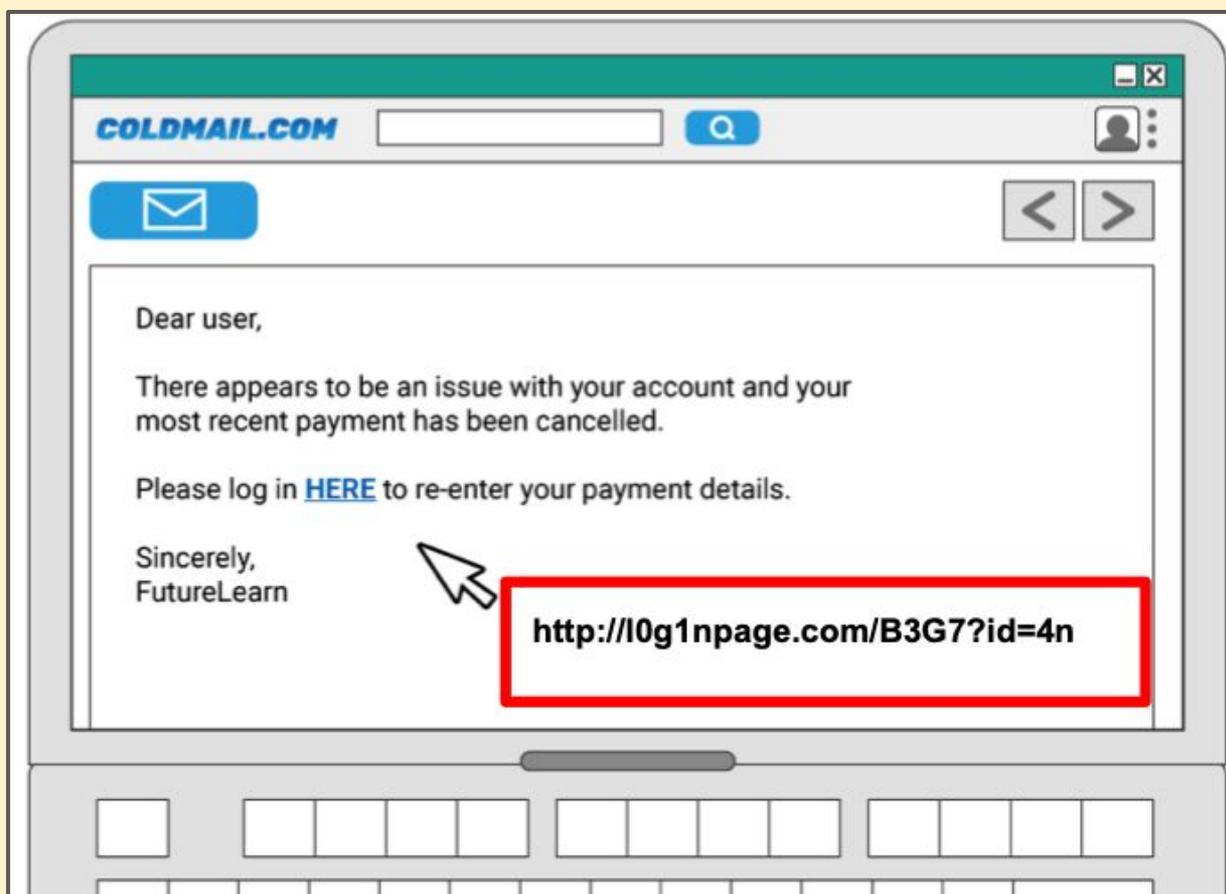
Spam is e-mail that is sent to people to try to get them to buy something (a bit like leaflets you might get through your door)

These days it's often picked up by e-mail systems using Spam filters and you might never see it

The best advice with Spam is to ignore it

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Some Spam can be dangerous



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This is an example of a **Phishing e-mail**. It looks like I might need to click link in the e-mail and enter my details

If I do, whoever sent the e-mail will know my log in details

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Other spam e-mails might include documents to download

If I download them, my computer could be infected with a computer virus or other problem

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(no subject)  Spam 



Petr Thomas <petrthomas91990@gmail.com>
to gerrythomas9499, bcc: bluesquarething 

 Fri, 15 Sept, 16:59 (3 days ago)   

Why is this message in spam? It is similar to messages that were identified as spam in the past.

Report as not spam

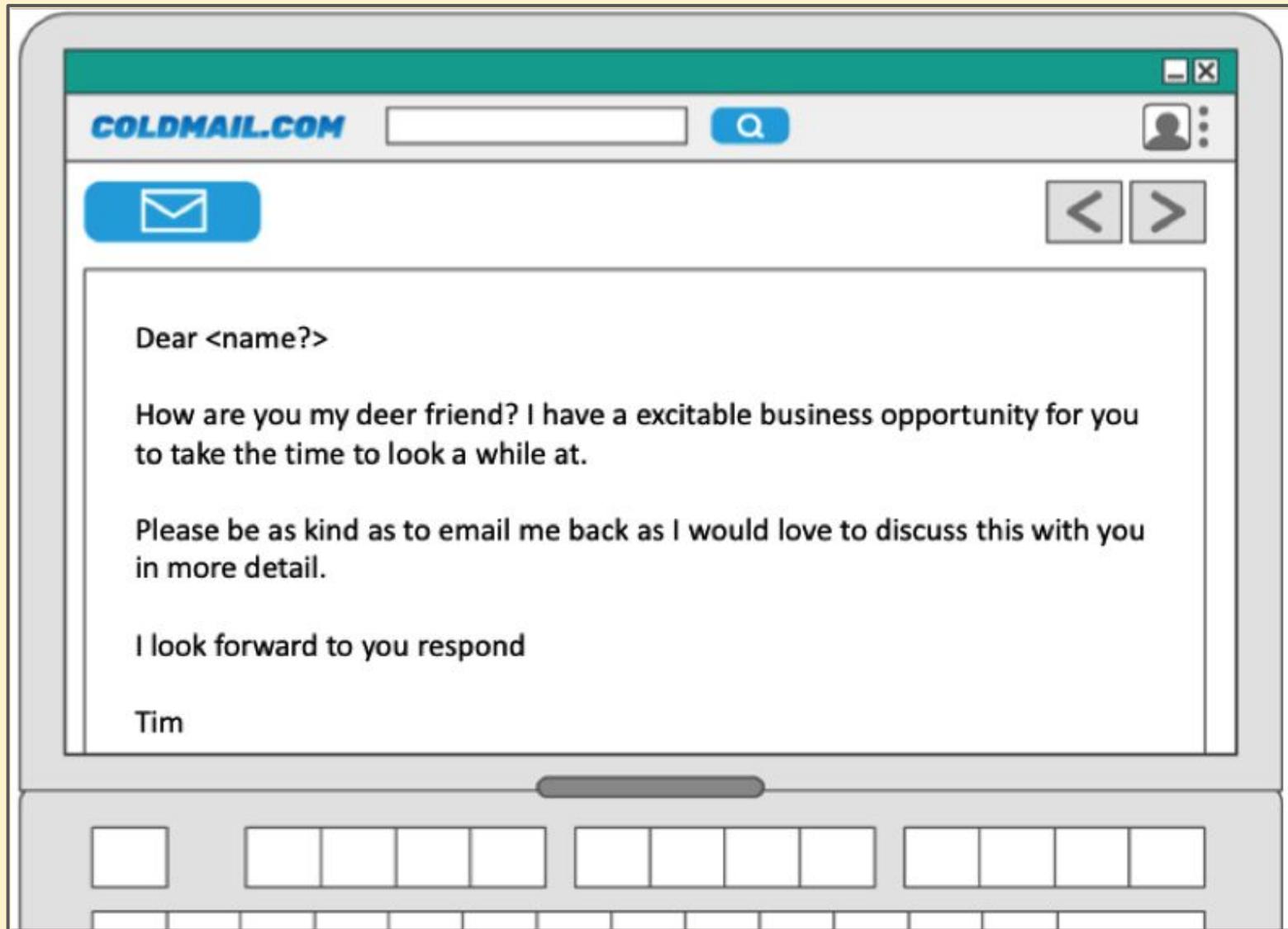


Q4.png

One attachment • Scanned by Gmail 



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This e-mail is trying to find out more about me
That gives people information that they could
use to guess my passwords