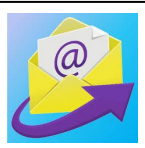




KS1 - Knowledge Organiser - Email



The internet is accessed by a device like a computer or tablet. The internet holds lots of information, files and games. We can send some of this information in emails. Emails allow communication around the world and is a way to send information very quickly.

Email - a message sent over the internet. You can only send emails with an email account.

Send/Reply - buttons pressed to send an email to another person

Attachment - a file sent with an email

File - a picture, video or piece of work accessed by a computer

Address book - a list of all the people you can send an email to

Login - the username and password used to access your email account.

How Emails Work

Who is sending the email

Who the email is being sent to

What the email is about

Where you write your message and add lots of details

Write an email back

Send the current email to another person in

Deletes the email from your inbox

If the message is unkind, tell a teacher

The screenshot shows an email from 'Cyber Cop' to 'Rachel' with the subject 'Prejudice'. The message text discusses prejudice and mentions technology. At the bottom, there are buttons for 'Reply', 'Forward', 'Delete', 'Report to teacher', and 'Close'. Arrows from the labels point to these elements: 'Who is sending the email' points to the 'From' field; 'Who the email is being sent to' points to the 'To' field; 'What the email is about' points to the 'Subject' field; 'Where you write your message and add lots of details' points to the message body; 'Write an email back' points to the 'Reply' button; 'Send the current email to another person in' points to the 'Forward' button; 'Deletes the email from your inbox' points to the 'Delete' button; and 'If the message is unkind, tell a teacher' points to the 'Report to teacher' button.

Remember!

