**E-mail Activity**

Divide into groups of 7. Swap email addresses with the classmates in your group and write them down in the space provided below. Make sure that your e-mail address appears on someone’s list in the “To:” section (number 1 or 2), in the “Cc:” section (number 3 or 4) and in the “Bcc:” section (number 5 or 6).

**Name E-mail address**

1. 
3. 
5. 

**SENDING E-MAILS**

Send **ONE** e-mail to all of them following these instructions:

1. Put number 1 and 2 of your list in the “To:” textbox, 3 and 4 in the “Cc:” textbox and the last two in the “Bcc:” textbox. Write down whose e-mail address you have put in which textbox:

To:

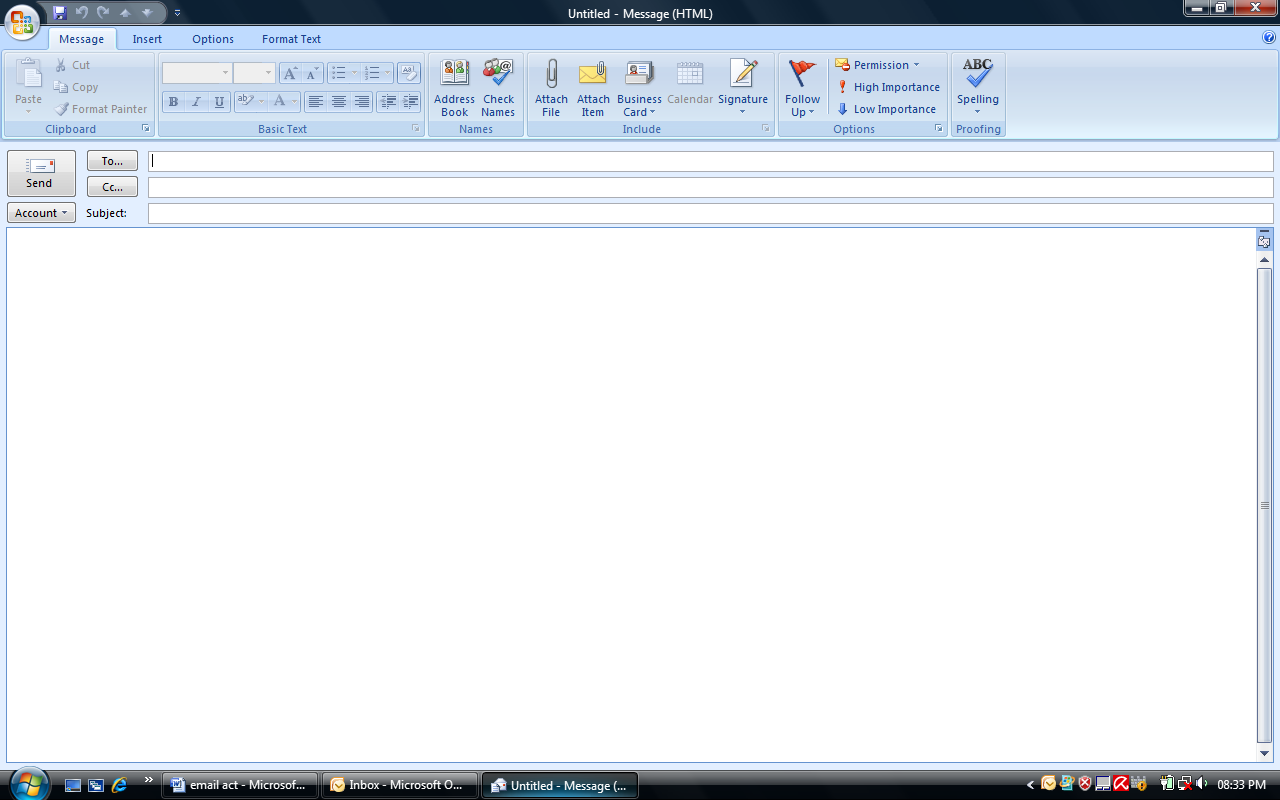
To:

Cc:

Cc:

Bcc:

Bcc:

1. Your e-mail will be addressed (Dear ... and ...) to the two learners in the “To:” textbox.
2. Write a short letter telling them how your day has been so far. Make sure that you make a mistake regarding e-mail netiquette. All mistakes are acceptable, except for swearing or pictures larger than 2Mb.
3. Remember to say from who the e-mail is.
4. Attach a picture that would describe your day to the email message before you send it.
5. Send your mail. 
6. Go to each of the classmates’ computers to whom you have sent this e-mail and answer the following questions:
7. Questions regarding the people who you put in the “To:” textbox of your e-mail (circle the correct answer)
8. Can you put more than one person’s e-mail address in the “To:” textbox? ✔ ×
9. Can this person see that the e-mail was sent to the other person in the “To:” textbox? ✔ ×
10. Can this person see that the e-mail was also sent to the people in the “Cc:” textbox? ✔ ×
11. Can this person see that the e-mail was sent to the people in the “Bcc:” textbox? ✔ ×
12. Can this person see from who this e-mail is? ✔ ×
13. Was this e-mail addressed to this person in the “To:” textbox? ✔ ×
14. Questions regarding the people who you put in the “Cc:” textbox of your e-mail (circle the correct answer)
15. Can you put more than one person’s e-mail address in the “Cc:” textbox? ✔×
16. Can this person see that the e-mail was sent to the people in the “To:” textbox? ✔ ×
17. Can this person see that the e-mail was sent to another person in the “Cc:” textbox? ✔ ×
18. Can this person see that the e-mail was sent to the people in the “Bcc:” textbox? ✔ ×
19. Can this person see who has sent the e-mail? ✔ ×
20. Was this e-mail addressed to this person in the “Cc:” textbox? ✔ ×
21. Questions regarding the people who you put in the “Bcc:” textbox of your e-mail (circle the correct answer)
22. Can you put more than one person’s e-mail address in the “Bcc:” textbox?✔×
23. Can this person see that the e-mail was sent to the people in the “To:” textbox? ✔ ×
24. Can this person see that the e-mail was sent to the people in the “Cc:” textbox? ✔ ×
25. Can this person see that the e-mail was sent to the other person in the “Bcc:” textbox? ✔ ×
26. Can this person see from who this e-mail is? ✔ ×
27. Was this e-mail addressed to this person in the “Bcc:” textbox? ✔ ×

**REPLYING**

Now go back to your own computer and open the e-mail(s) you received from the other learners in your group.

1. On each of the e-mail(s) in which you were in the “To:” textbox, click “Reply” and write in the e-mail what this person did wrong in terms of netiquette:

Dear .... (The person who the e-mail was from)

I clicked on reply and you made the following netiquette errors:

.

.

.

From

Your name and surname

1. Then click on “Reply to All” on one e-mail in which you were in the “To:”, one in which you were in the “Cc:” and one in which you were in the “Bcc:”section and write:

Dear All

I am replying to all.

From

Your name and surname

1. Now wait for everyone to reply to you and answer the following questions:
2. When someone clicks on **“Reply”** in an e-mail, who does it go to?

From: □

To: □

Cc: □

Bcc: □

1. If you are in the “To:” textbox of a received sent e-mail, who does the e-mail go to if you click on **“Reply to All”**?

From: □

To: □

Cc: □

Bcc: □

1. If you are in the “Cc:” textbox of a received e-mail, who does the e-mail go to if you click on **“Reply to All”**?

From: □

To: □

Cc: □

Bcc: □

1. If you are in the “Bcc:” textbox of a received sent e-mail, who does the e-mail go to if you click on **“Reply to All”**?

From: □

To: □

Cc: □

Bcc: □

**SUBJECT TEXTBOX**

It is very important to always add a subject to your e-mail. Write down two reasons why you should do it:

3. What appears in the “Subject” textbox of a replied message?

Now forward one of the messages you received to me and the person sitting next to you.

1. What appears in the “Subject” of a message that was forwarded?