

Chapter 2 showed me how emailing works. Email is one of the best ways to communicate with somebody. I remember one of my first times trying to send an email to one of my teachers. The way I draft emails now is completely different from the time before. I still make some minor mistakes, but it can be fixed. It also tells me the various parts of the email. Like the body, the header, the signature, then the lines above it. The “to line and the subject line I knew the best out of the email. The cc (courtesy copy) and the bcc (blind courtesy copy) were the ones I had no idea about. The courtesy copy is the harmless one, but the blind courtesy copy can be harmful depending on the person and how they use it. I do not think I would be using it either unless I really must. There is also a way for you to manage your contacts when you save people’s email addresses. I have started using this feature recently. It really does make it easier to locate and email them without you having to search it up in the” to” line.

It also tells us how to protect our computers from viruses. I am thankful that there is virus detection and anti-virus software that helps with that. My computer would’ve had so much malicious software that it would fry it or steal my information. Dealing with spam mail is the most time-wasting thing you can ever do as an email user. There are many ways to reduce it like making multiple accounts. That can help with security and reduce the amount of spam mail. I made around 10 emails just for all different purposes. It is hard to navigate, but it is useful for several types of stuff. Another way is you can filter some of the emails out depending on what they are sending you. In general, it is still a situation that I think will not be fixed as much, but it has slowed down a bit.

Creating an email would help communicate with your coworkers, bosses, teachers, peers, family and even friends. In this chapter it will tell you how to make an email using google as a reference. Making an email helped me so much in the future. I have used my emails to make many different accounts on different platforms like Facebook, Xbox, discord, and YouTube. It also helped me connect with the school I am going to and how to contact my boss. It does make it easier sometimes for me to email them instead of sending them a text if I do not have their phone number. You must be professional about sending your email to your boss and teachers.