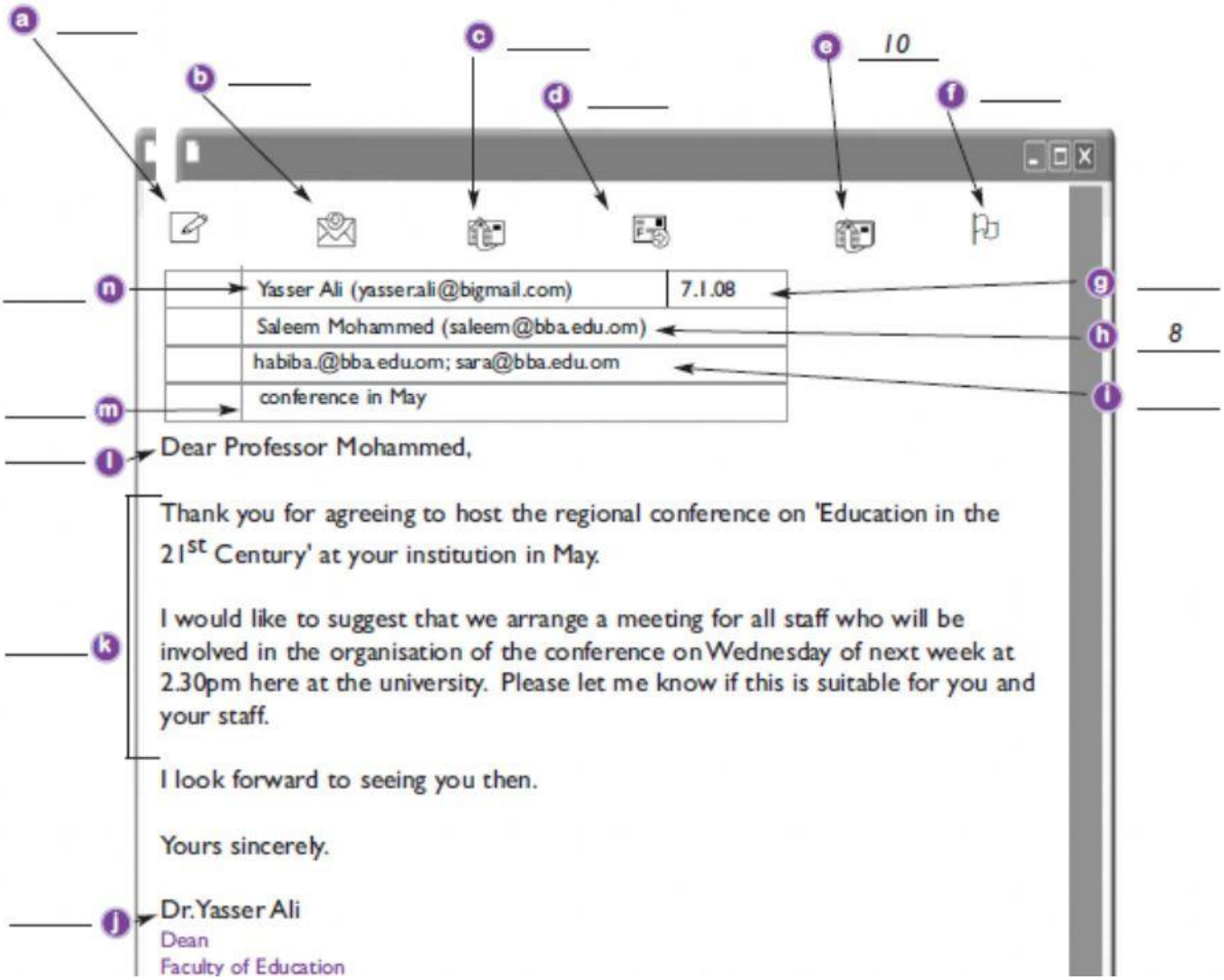① new message	⑥ greeting	⑪ subject line
② forward	⑦ reply	⑫ copy to (CC)
③ body of text	⑧ ~~recipient~~	⑬ flag
④ send	⑨ signature	⑭ date
⑤ sender	⑩ ~~reply to all~~