



Checking e-mails in the *Inbox* folder

When you click on the *Inbox* folder, a list of incoming messages including senders' names, subjects and dates will appear.

Activity 19.5

Check your email. How many messages are there in your inbox? Compare with your friends.

Search	View All	Reply to
Folders	My heartyluck	For: Helen Beane-sullivan@eun...
Inbox: 100	gnd@eun...	Re: gnd@eun...
Archived	My heartyluck	Re: gnd@eun...
Spam	My heartyluck	Re: gnd@eun...
Deleted	My heartyluck	Re: gnd@eun...
Quick view	My heartyluck	Re: gnd@eun...
Documents	My heartyluck	Re: gnd@eun...
Support	My heartyluck	Re: gnd@eun...
Phone	My heartyluck	Re: gnd@eun...
How category	My heartyluck	Re: gnd@eun...



What do you want to do with incoming messages?

You can reply, reply all, forward or delete an email message in the *Inbox* folder.

Activity 19.6

Discuss with your friends the difference between *Reply* and *Reply all*.



Writing an e-mail



Compose When you want to start writing an email message, click on the **Compose** button.

Activity 19.7

Work with a friend and ask his or her e-mail address. Send an email with an attachment to that friend.

