

Name: _____ Grade: _____ Date: _____

PARTS OF AN EMAIL MESSAGE

Instructions

- Type your name, grade level and today's date above.
- Label the parts of the email message by dragging and dropping the correct terms in the spaces provided.

Terms

Sender's email

Courtesy copy

Message header

Recipient's email

Message body

Subject line

File attachment

The screenshot shows an Outlook email composition window. The address bar at the top displays the URL: outlook.live.com/mail/0/deeplink/compose/AQMkADAwATMwMAItMzMzMzEtM... . Below the address bar is a toolbar with buttons for Send, Attach, Discard, and a menu icon. The email content is as follows:

- From:** diamondtech2020@outlook.com
- To:** jennysuejones@gmail.com
- Cc:** (empty)
- Subject:** Trip to Orlando
- Attachment:** Trip to Orlando.docx (11 KB)
- Body:** Hello Jenny!
Our trip to Orlando was cancelled due to covid-19. As soon as the cases are under control we will come to visit.

At the bottom, there is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, and more options. Below the toolbar are buttons for Send and Discard, and a status bar indicating "Draft saved at 3:24 AM".

Labels and arrows on the left side of the screenshot point to the following parts of the email:

- Sender's email (points to diamondtech2020@outlook.com)
- Recipient's email (points to jennysuejones@gmail.com)
- Message header (points to the From, To, and Cc fields)
- Subject line (points to Trip to Orlando)
- File attachment (points to Trip to Orlando.docx)
- Message body (points to the text "Hello Jenny! Our trip to Orlando was cancelled due to covid-19. As soon as the cases are under control we will come to visit.")