



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.



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.

