Match the words 1-15 to the letters A-O in the screenshot below. Write the words.

1. subject line, 2. recipient's address, 3. email signature, 4. attachment button, 5 spell checker,
6 forward, 7. bind copy address, 8. reply button, 9. copy address, 10 delete, 11. junk mail,
12. inbox, 13. drafts folder, 14. address book, 15. sent folder

A

B

G

Email Tools and Features — □ ✕

Drafts

yourname@example.com

D

5

C — : To: johndoe@example.com

Sent

H Cc: janesmith@example.com

Junk —— J

M Bcc: hiddenfriend@example.com

: Meeting Reminder

E

B *I* U̲ A̲· ≔ ≔ ≔ 🔒 ≔ 💬 ≣ Abc **ABC** ✓ —F

📎— N

Best regards,
Sarah

I

↩ → L 🗑 K

O

LIVEWORKSHEETS