

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 area includes a 'From' field with the address 'diamondtech2020@outlook.com', a 'To' field with 'jennysuejones@gmail.com', and a 'Cc' field. The subject line is 'Trip to Orlando'. Below the subject line is a file attachment named 'Trip to Orlando.docx' with a size of 11 KB. The email body contains the text 'Hello Jenny!' followed by a paragraph: '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 various formatting options (bold, italic, underline, etc.) and a 'Send' button. A status bar at the very bottom indicates 'Draft saved at 3:24 AM'. On the left side of the screenshot, there are two empty rectangular boxes with arrows pointing to the 'From' and 'To' fields. On the right side, there are five empty rectangular boxes with arrows pointing to the 'From' field, 'To' field, 'Cc' field, subject line, and the file attachment respectively.