

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_

**INSTRUCTIONS:** Click on the speaker icon and listen to the definition. Then click the microphone in the box next to the definition, and say what the term is for the definition that you just heard. Click on the microphone again when you are finished. You can use the Word Bank for assistance in stating the terms.

No.	SAY THE TERM	LISTEN TO THE MEANING OF THE TERM
E.g.		You select this icon to send a message and its contents to a recipient.
1.		Used to direct an email to a specific recipient.
2.		Sends a copy of a message to a recipient whose email address is hidden from all other recipients and who is excluded from the future “Reply All” message in the thread.
3.		Summarizes the contents and purpose of an email.
4.		An email field that sends a copy of the message to additional recipients whose email addresses are visible to everyone on the thread and who can receive future “Reply All” messages.
5.		Commonly called the “paper clip” icon, this is used to attach a file or documents to an email.

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**Word Bank**

**“Subject” Heading**

**“Cc” Feature**

**“Attach Files” Icon**

**“To:” Feature**

**“Bcc” Feature**

**“Send” icon**