

What is email?

Email is short for 'electronic mail'. Similar to a letter, it is sent via the internet to a recipient. An email address is required to receive email, and that address is unique to the user. Some people use internet-based applications and some use programs on their computer to access and store emails.

Key benefits and features of using email

- It's quick – your recipient receives your email as soon as they go online and collect their mail.
- It's secure.
- It's low cost.
- Photos, documents and other files can be attached to an email, so that more information can be shared.
- One email can be sent to more than one recipient at a time.



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PREVIEW

Sample Formal Email to Boss

To: jjones@jonesofficesolutions.com
From: tmcaden@jonesofficesolutions.com

Subject: Meeting About New Internet Service Provider 1/8/2013

Mr. Jones,

I have been researching our choices for internet providers over the past week, and I wanted to update you on my progress. We have two options: H.C. Cable and Toll South. Both offer business plans, and I will go over the pricing of each plan at the meeting on Tuesday. Both of the options I listed have comparable speed and data usage offerings as well. I called your personal provider, GoGo Satellite, but they did not have any business offerings. They primarily do residential internet service.

I will talk with Joe and Susan in IT about these options and get their suggestions. I will also send out meeting requests to everyone, including Mr. Morris in operations. If you have any questions prior to the meeting, please let me know.

Respectfully,

Tina McAden
Administrative Assistant
Jones Office Solutions
<http://www.jonesofficesolutions.com>
(555) 124-5678

Get the File

