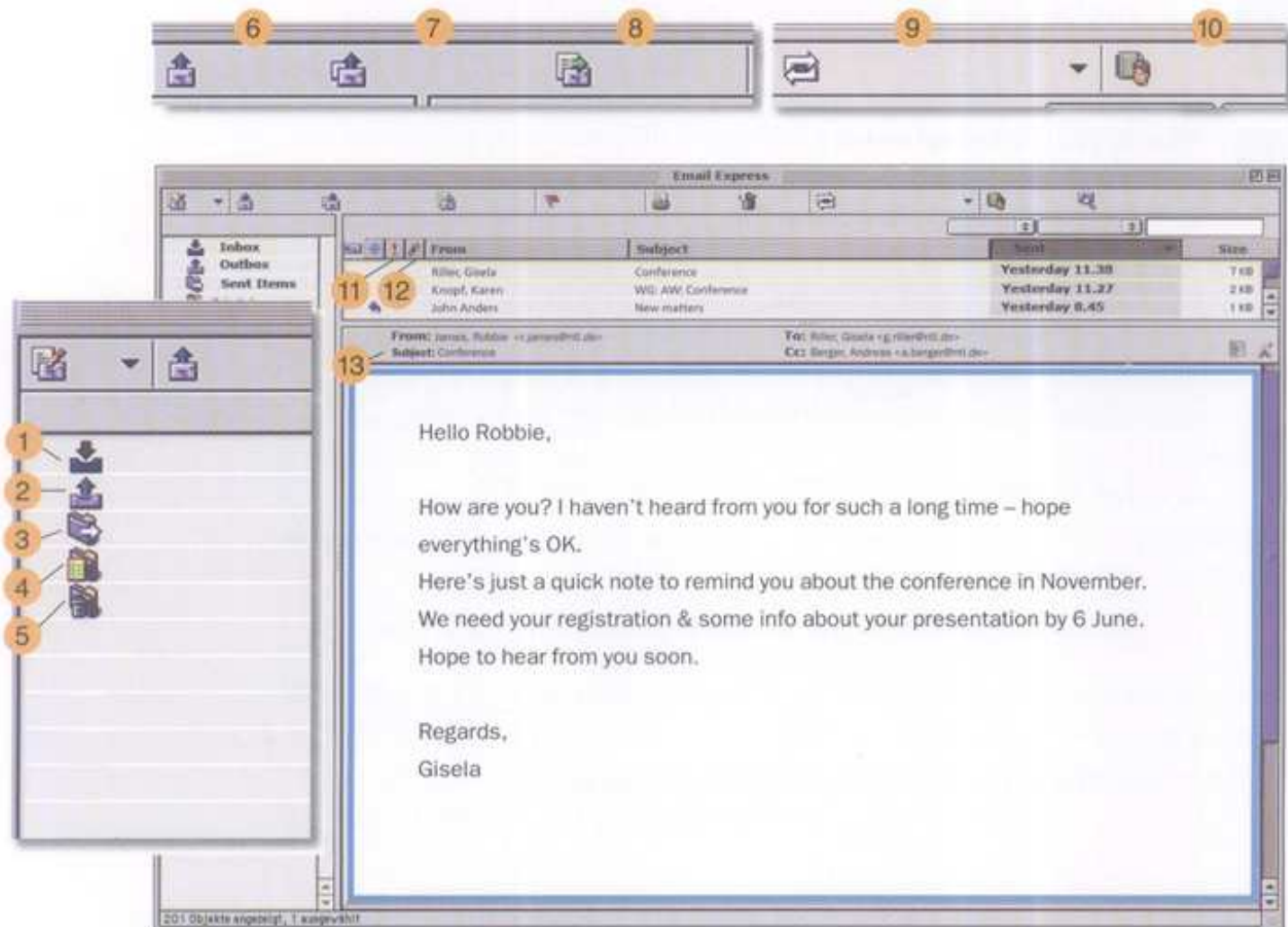## 1 Label the screen with the following English equivalents.

attachment • contacts • deleted items • drafts • forward • high priority
• inbox • outbox • reply • reply to all • send/receive • sent items • subject

2 Where or how can you do the following?

1 Find old emails you have sent.
2 Find emails you have received.
3 Send an email you have received to a third person.
4 Find email addresses and other personal data.
5 Put emails you are working on but are not yet ready to send.
6 See what a message is about.
7 Show that an email is important and should be read immediately.
8 Find a document which has been sent with an email.

3 Now look at the message. Find five things that make it different from a letter.