

# Computing Knowledge Organiser- Year 5/6- Electronic Communication

New Message - ↗ ✕

The person you are sending to

To | Cc Bcc

Subject

You can use cc to send a copy to someone.  
BCC sends a copy to them, but does not let anyone else know

What your email is about

Press this to send- be sure to check for mistakes before...

You can add files to send them electronically

Delete your email

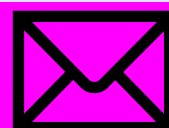
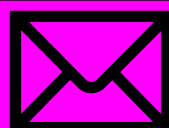
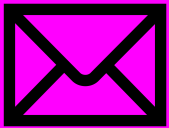
Send v

Email, or e-mail is short for 'Electronic mail'. Email is a message that may contain text, files, images, or other attachments sent through a network to a specified person or group.

All email addresses contain the @ sign. This is called 'at' and is used to separate the user from the domain.

Each person needs to have an email client. This could be installed on the computer, or in the web, for example gmail or office 365.

email forward @ download junk  
compose reply at spam contacts  
send receive attachment draft search  
address signature link website  
subject Hello username password  
copy subject password



## Blogs/Vlogs/Podcasts

Blogs are an online journal that is available on the web. It can be used for all sorts of reasons, from updating fans about a local football team results, to sharing classwork with the school community.

Vlogs are an extension of this, but using videos. A 'Video Blog' works the same as a blog, with users updating their 'followers' with video entries.

Podcasts also work in the same way, only this time they only record sound, not video or text, so their followers can listen to the latest news.

Blogs/Vlogs/Podcasts are a great way for a school to share what goes on, what they have learnt, and any other information the community will find relevant.

## Links

[How email works](#)