

# Communicating Online

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## Email:

- Gmail URL: [gmail.com](https://mail.google.com)
- Learn more about email: <https://edu.gcfglobal.org/en/email101>
- Terms:
  - Email address is the identifier used to deliver a message to an individual. All emails follow this format [username] [at symbol] [website] for example, username@website.com.
  - Inbox is where your received messages are viewed. It's like the homescreen of your email account.
  - Compose button to create a new email.
  - To line should include the email addresses of those who will receive the email.
  - Subject line is like a title for your email. A subject should be short and let the recipient know what the topic of the email is.
  - Signature comes at the end of the email and includes your name.
  - Reply is a message that is a response to a previous email message.
  - Attachment is a file or picture included in an email.



## Spam, Phishing, and Junk Mail:

- Terms:
  - Spam folder Where emails that a filter has marked as junk mail or scams are sent.
  - Virus or Malware A piece of software designed to attack your computer
  - Phishing (phony + fishing) When someone online tries to trick you into giving them information or installing a virus on your computer.
- Questions to ask before trusting a message as real and safe:
  - Who is it from? Is it someone you know? Does their email address look right?
  - Why would they be sending me this message?





- Is it possible someone is using their real email address to send a fake message?
  - Does anything look out of place? (Spelling errors, unusual or missing logos, etc.)
  - Hover over links to see where they go.
  - Are links and email addresses real or are they look-alikes?
- Learn more about phishing:
    - <https://phishingquiz.withgoogle.com>
    - <https://edu.gcfglobal.org/en/internetsafety/avoiding-spam-and-phishing/1>

### Social Media:

- Research on teens and social media:
  - <http://bit.ly/tsmfacts>
- Advice based on research:
  - <http://bit.ly/tsmadvice>
- Learn more about social media:
  - <https://edu.gcfglobal.org/en/topics/socialmedia>
  - <https://www.commonsensemedia.org>

### Video Conferencing:

- Getting Started with Zoom:
  - <https://edu.gcfglobal.org/en/zoom>
- Guide to Zoom for Parents and Guardians:
  - <https://www.commonsensemedia.org/blog/parents-ultimate-guide-to-zoom>
- Getting Started with Microsoft Teams for Families
  - <https://www.commonsensemedia.org/videos/getting-started-with-the-microsoft-teams-app>
- About Google Meet
  - <https://apps.google.com/meet/how-it-works>

