

Using Email Top Tips

5 tips to help you feel more confident using email

- 1** You can create a free email address through services like Google Gmail, Yahoo or Microsoft Outlook.
- 2** New emails are in your **inbox**. You can **reply** to emails that you receive or start a brand new email.
- 3** Be polite. Start emails with a greeting like Hello and the person's name. End emails with your name.
- 4** Sign out of your email account when using shared computers, tablets or smartphones.
- 5** **Spam** or **Scam** emails are trying to steal from you or trick you. Delete spam or scam emails.

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