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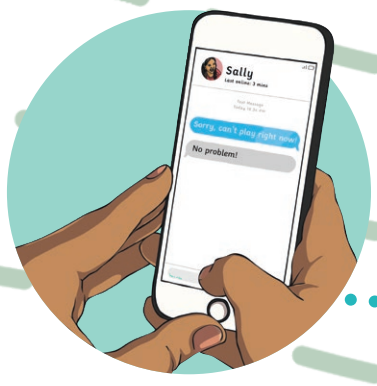

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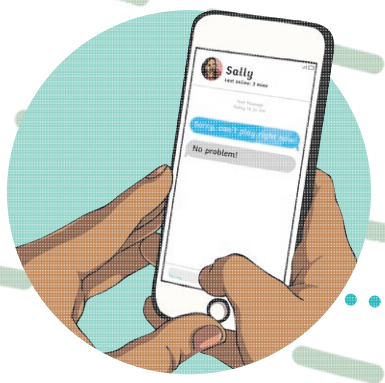

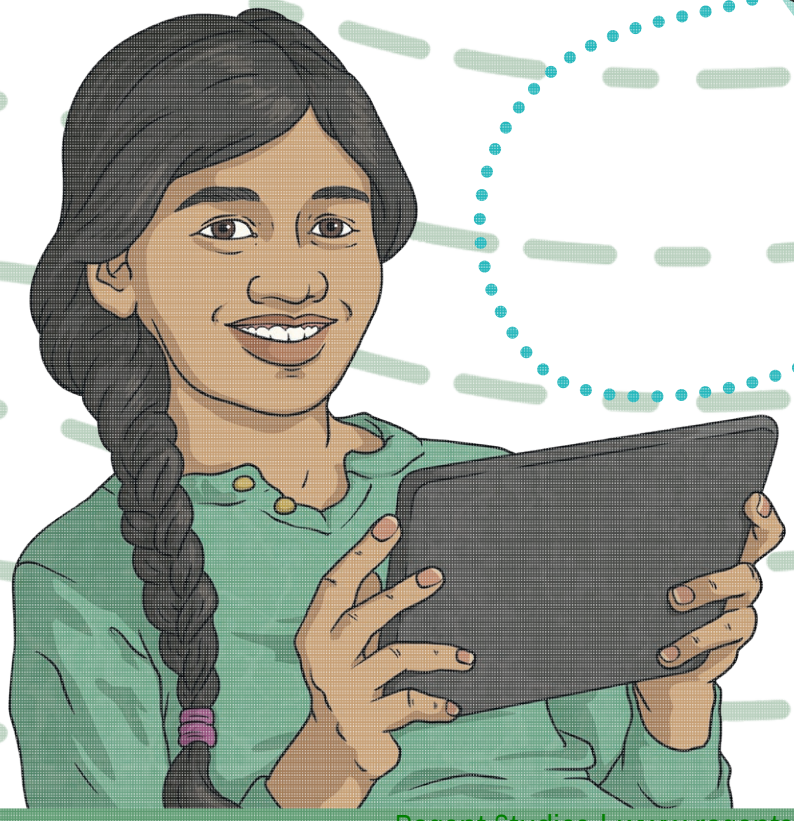

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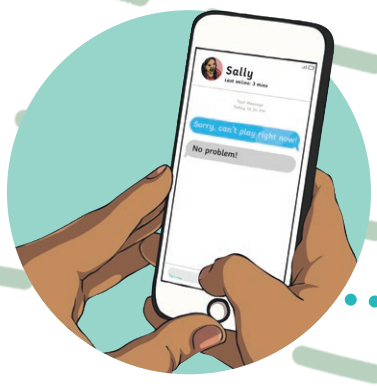

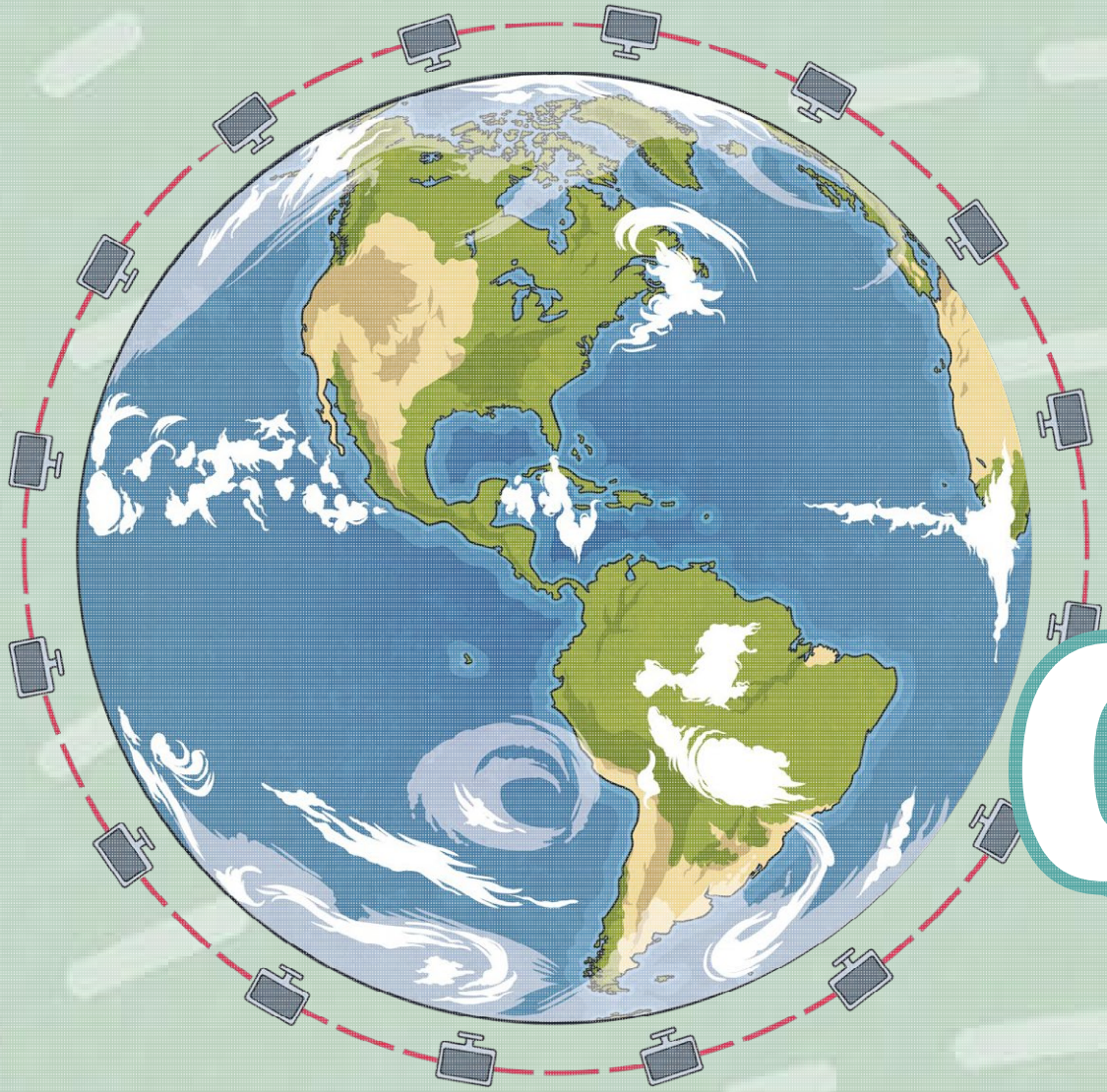

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My account
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From: Lucy
To: me
Subject: Hello!
Attached files:
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Hi,
How are you? I miss you too!
Here's a photo of my cat.
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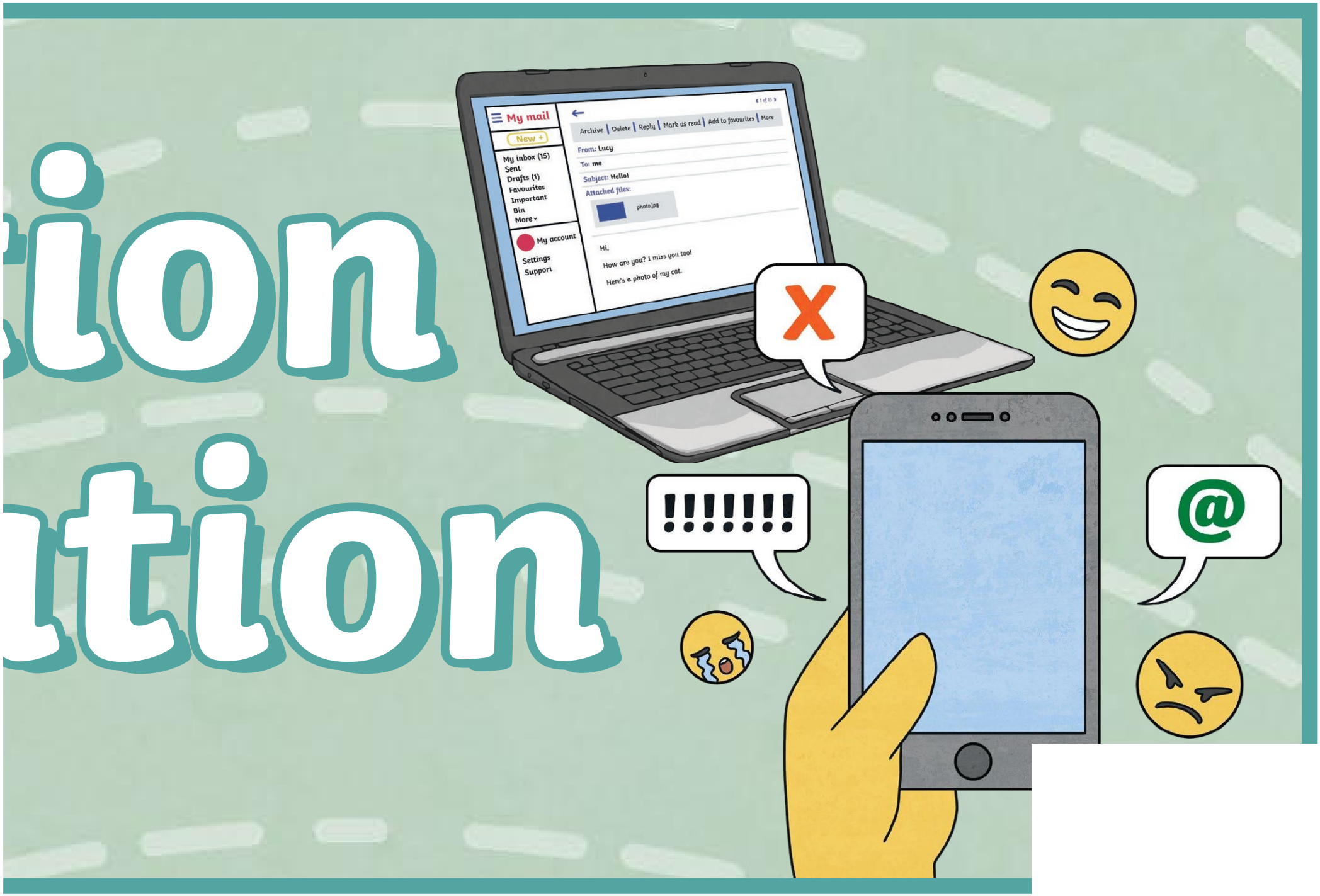
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Regent Studies | www.regentstudies.com

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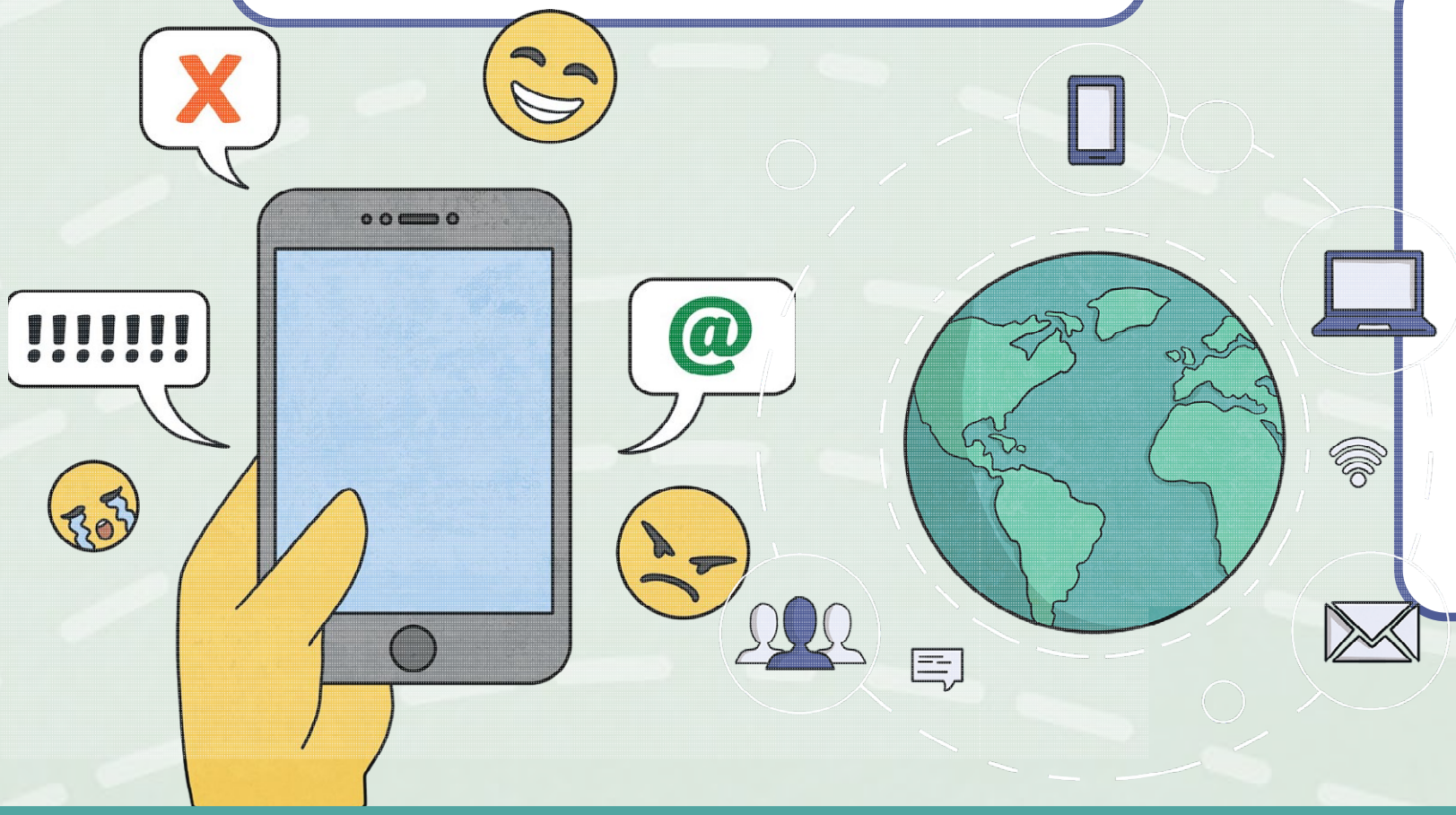

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Collaboration

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cloud storage
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Google Drive
Microsoft
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Key Vocabulary

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attachment
carbon copy (CC)
blind carbon copy (BCC)
cloud storage service
collaboration
communication
document
domain
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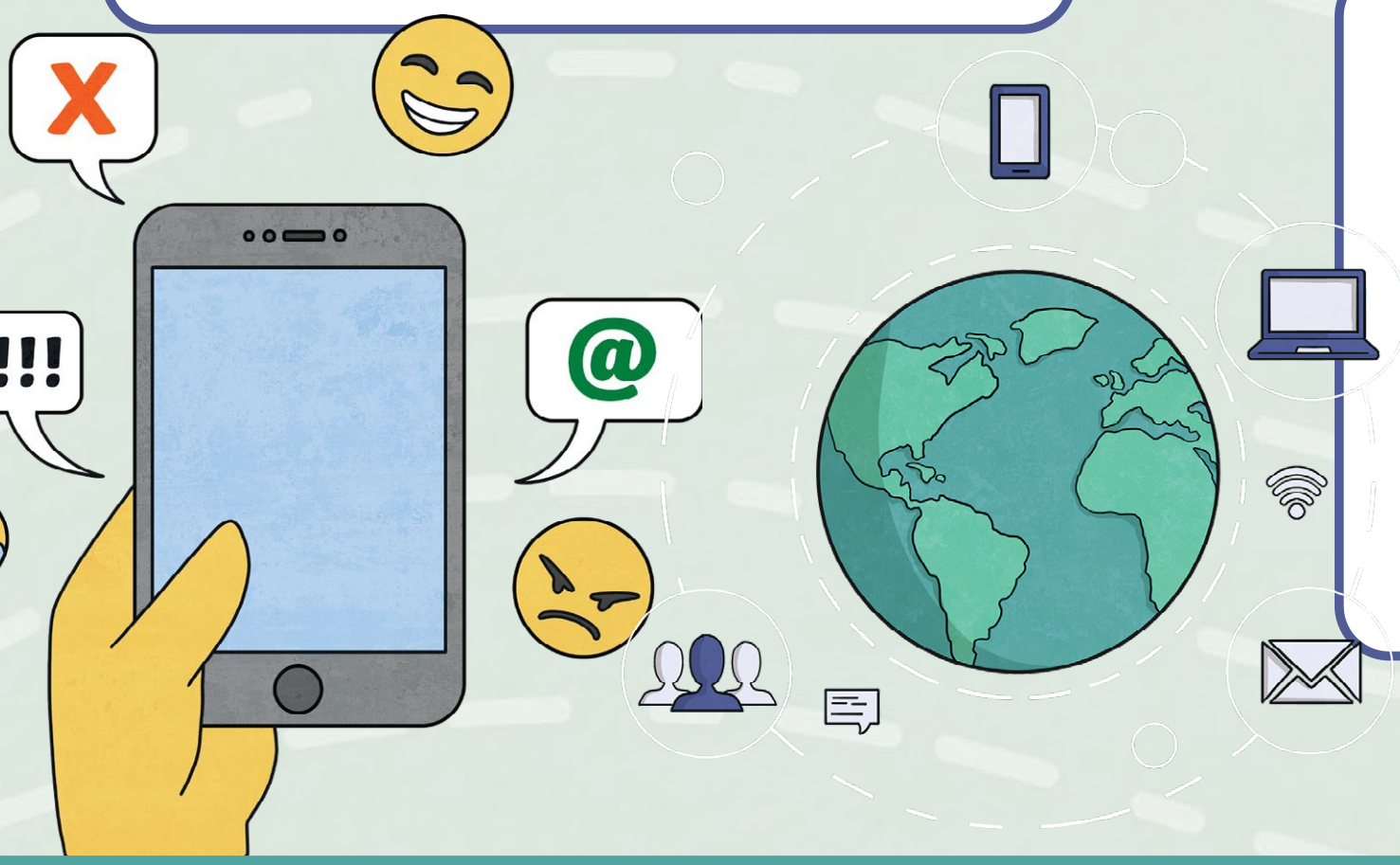

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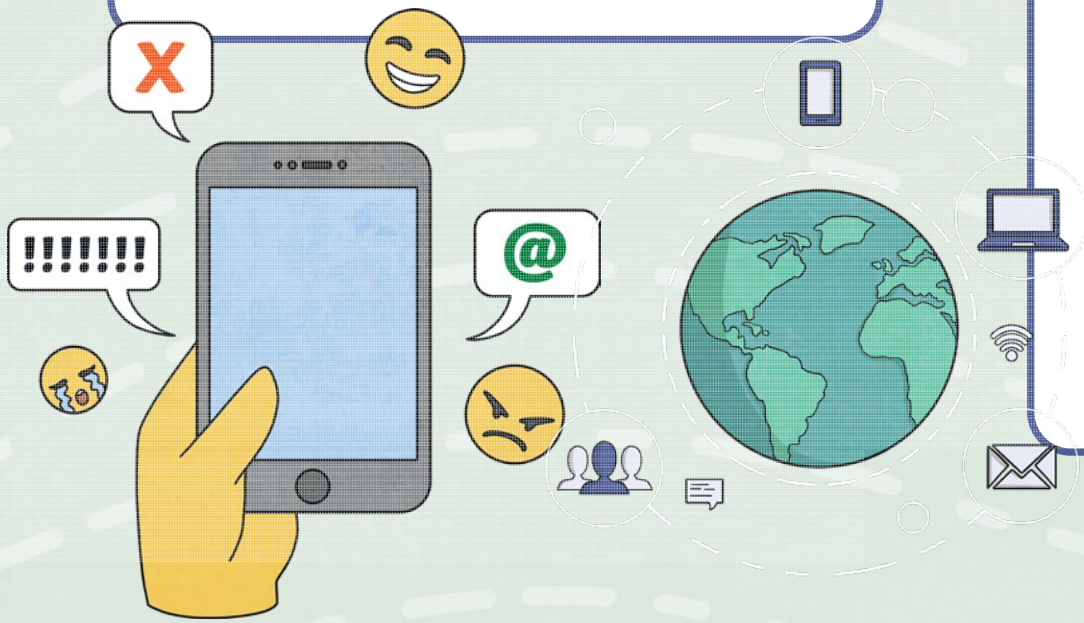

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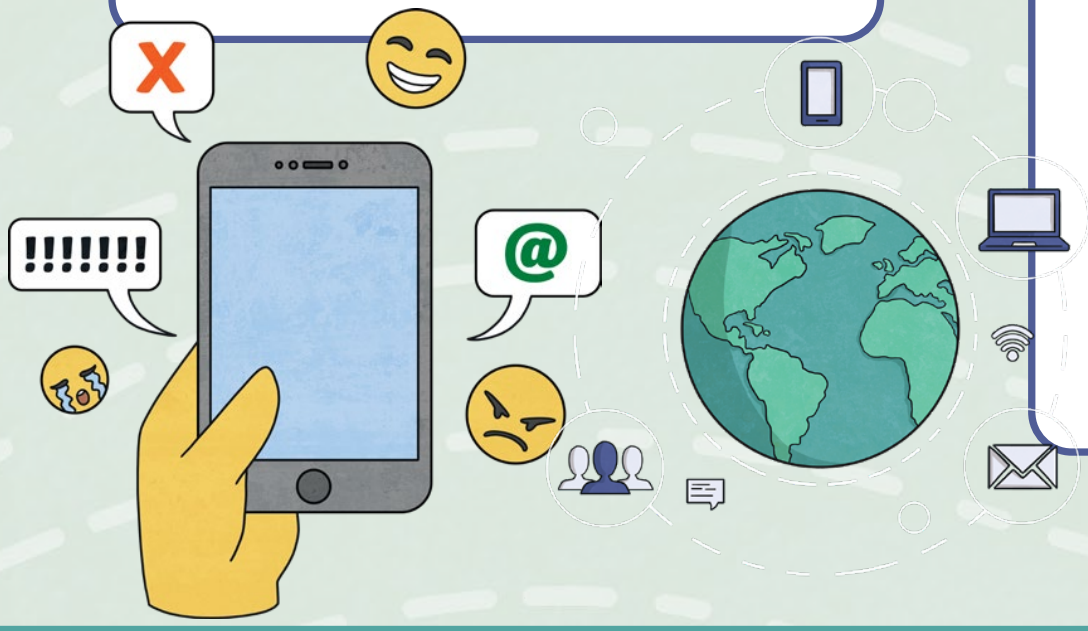

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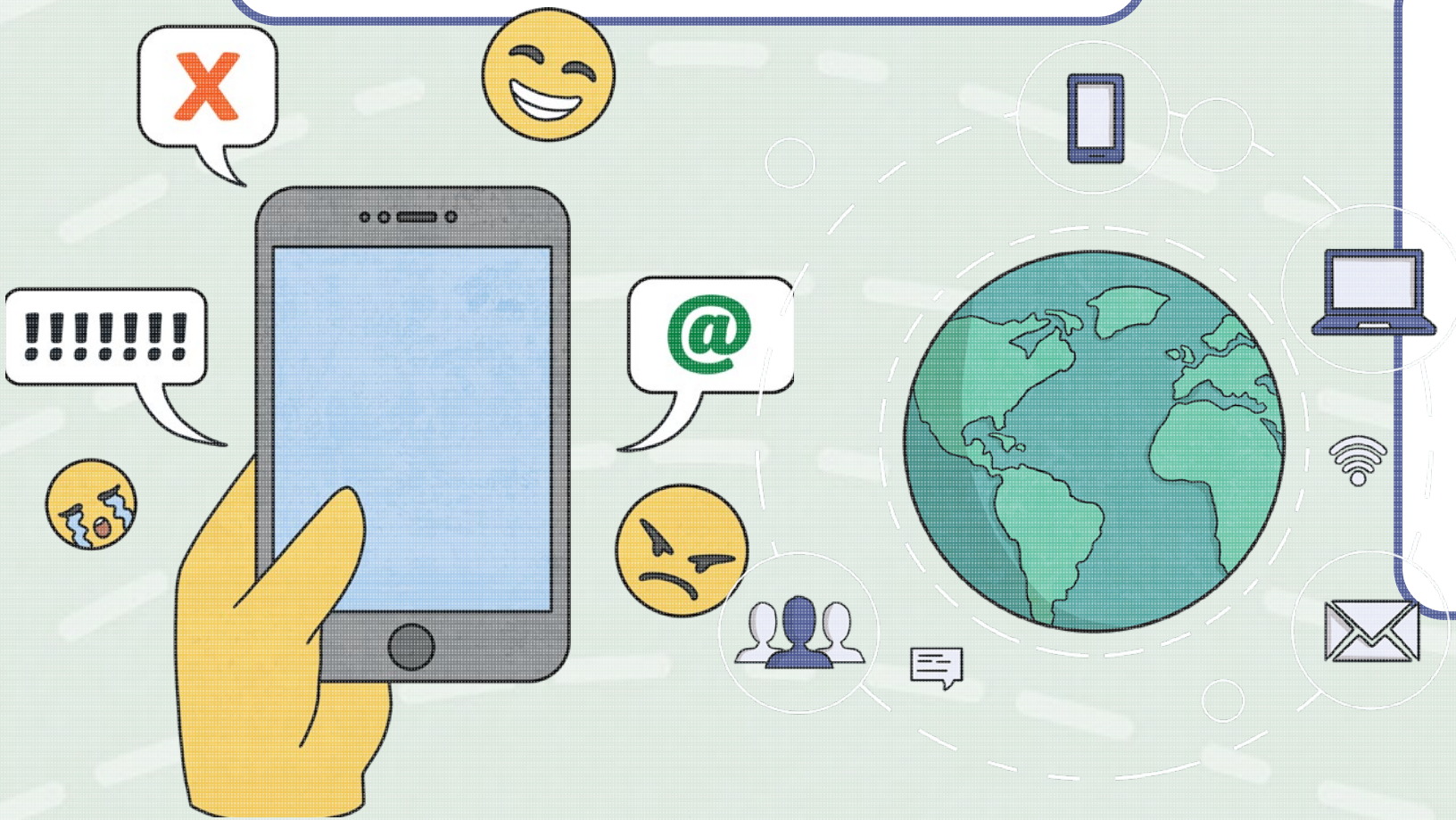

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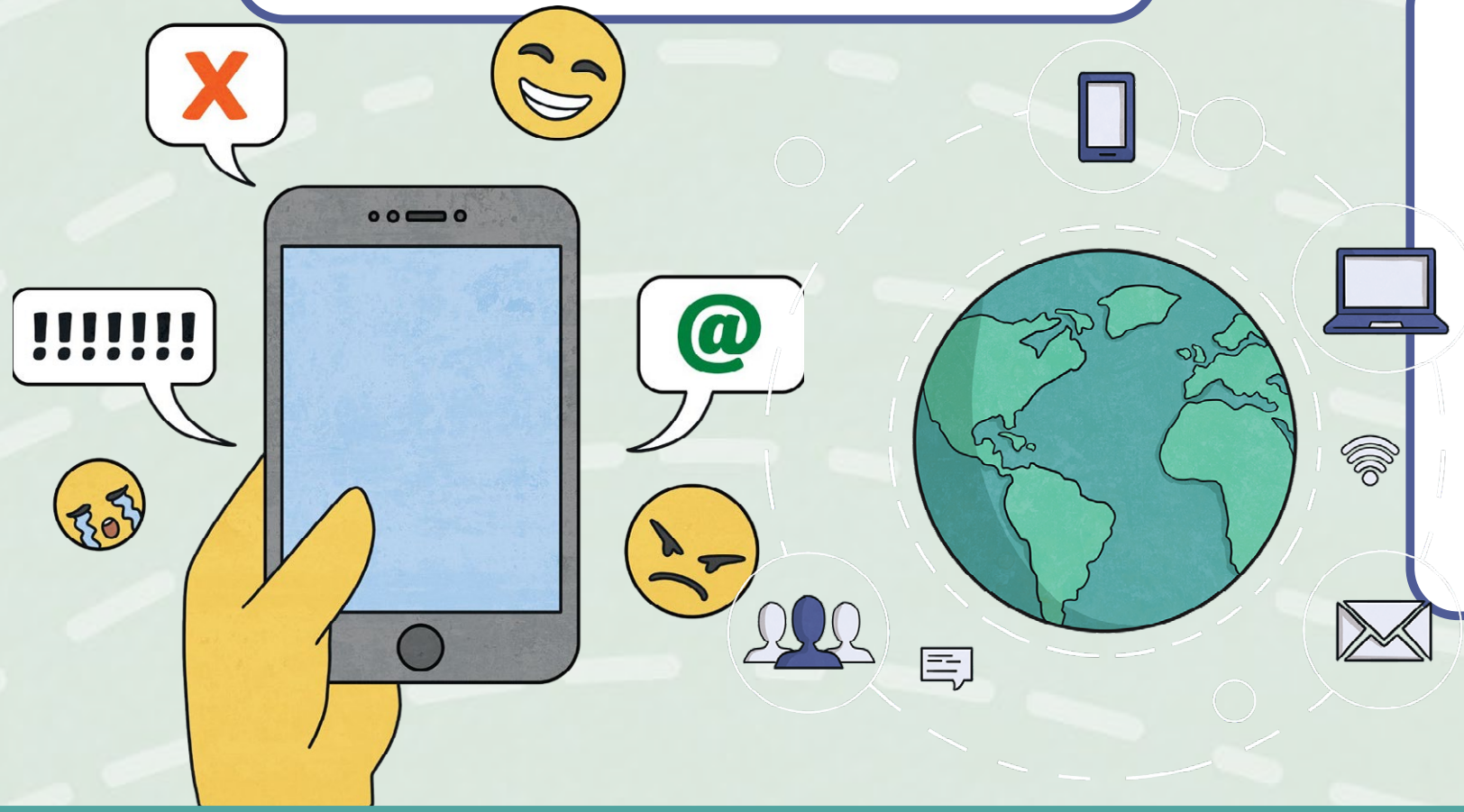

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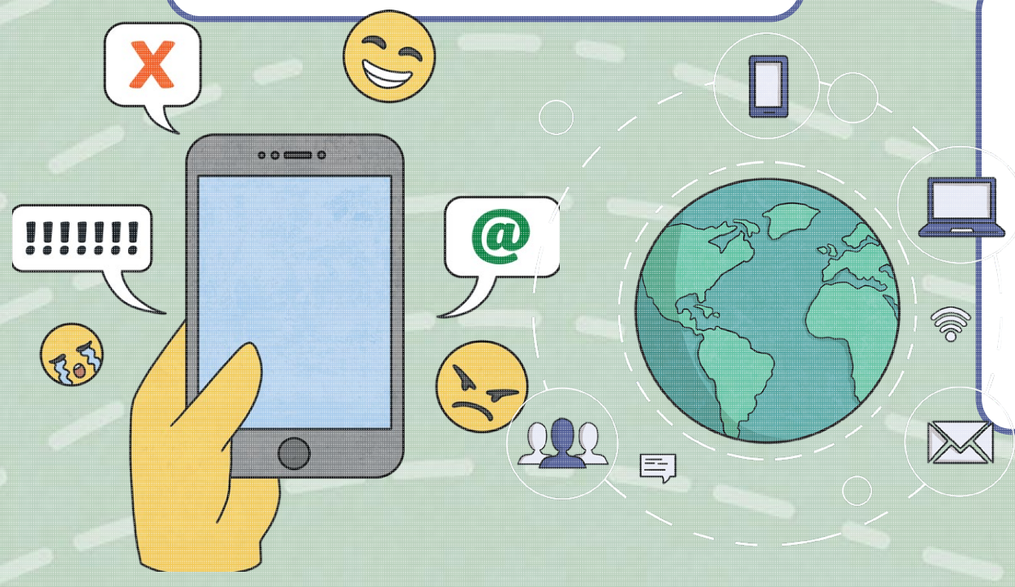

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This means we can work together on a task on a digital platform.

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Often, cloud storage services are used for online collaboration purposes. Examples include Google Drive and Microsoft OneDrive.

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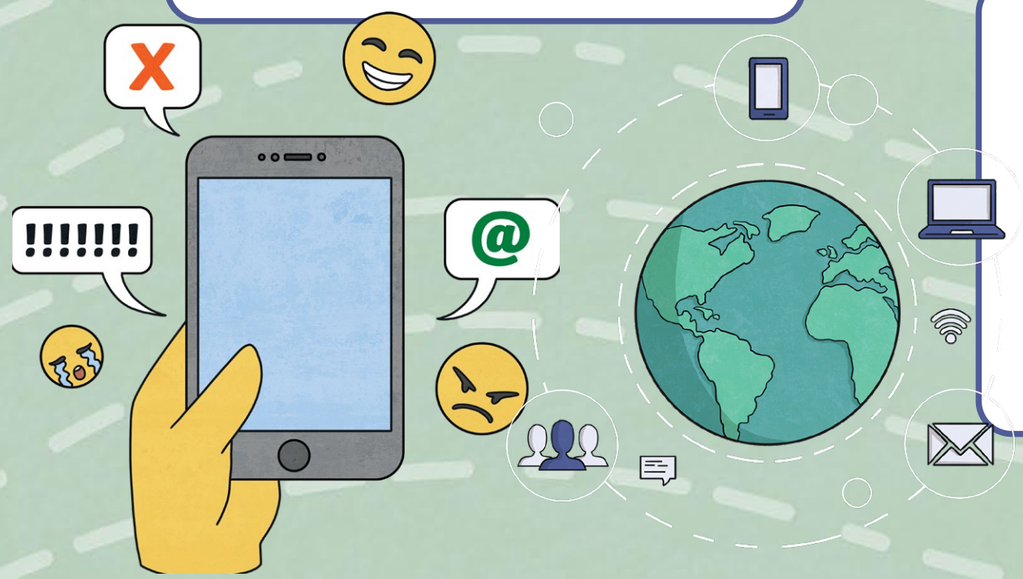

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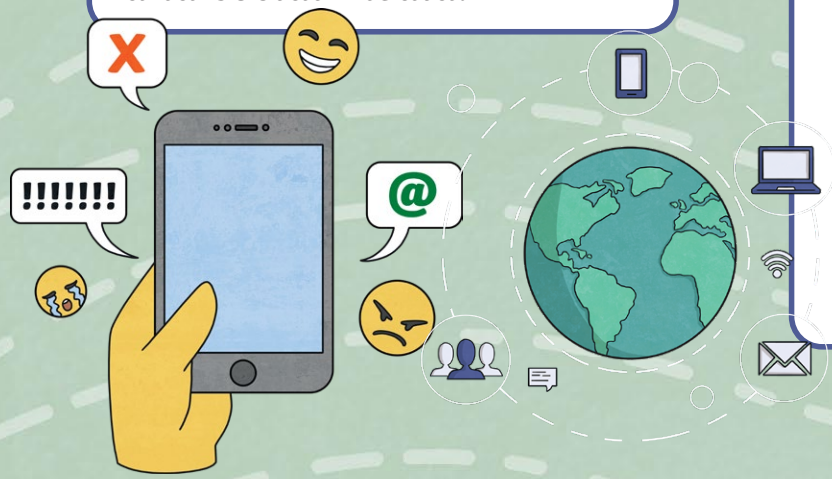

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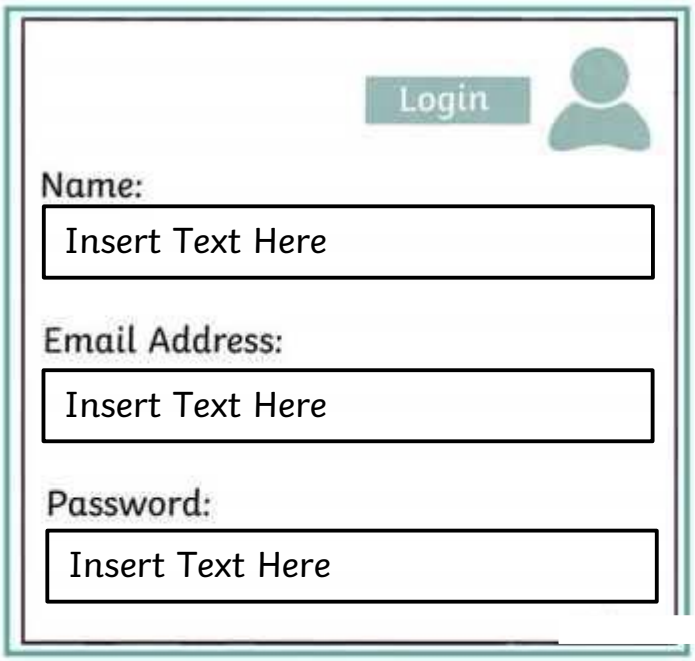
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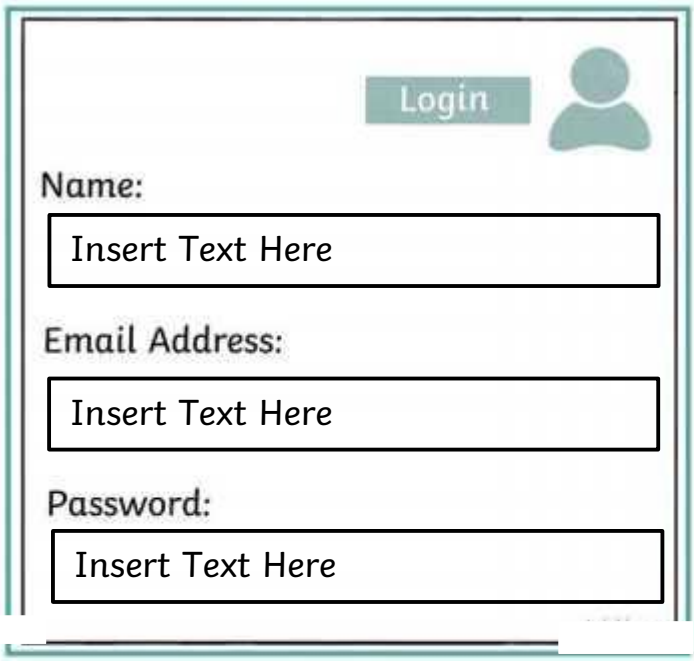
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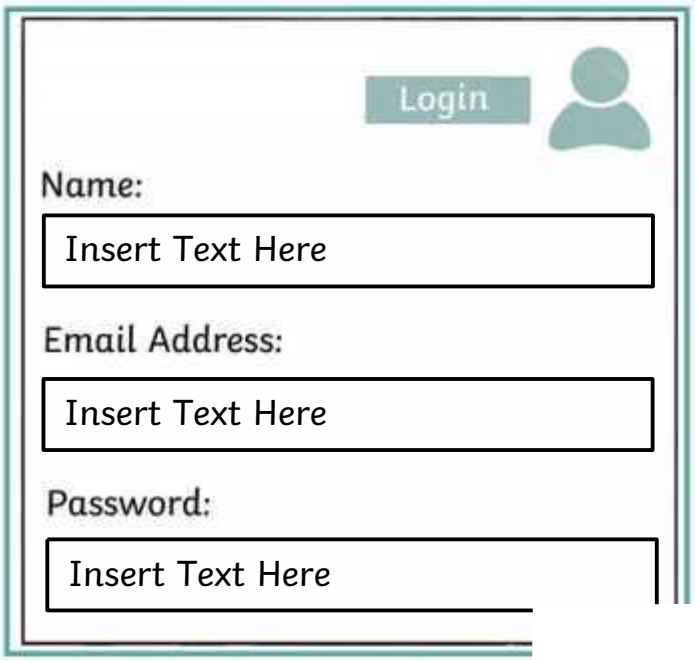
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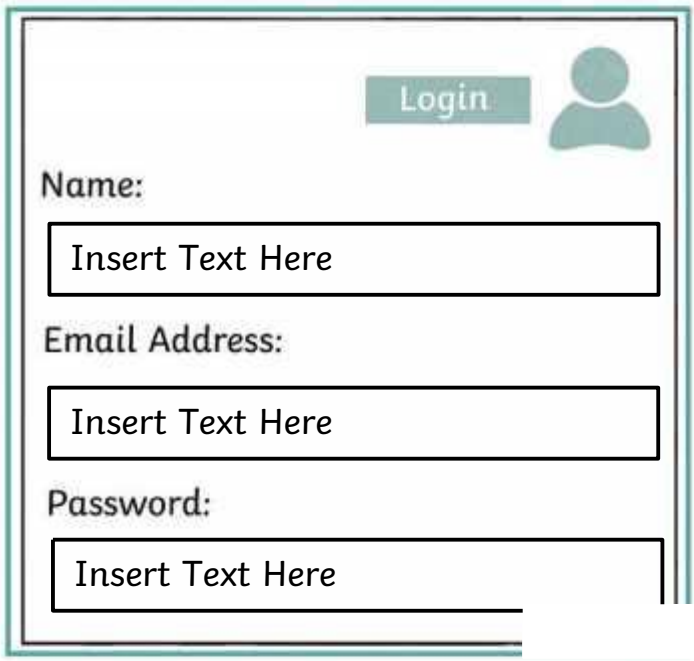
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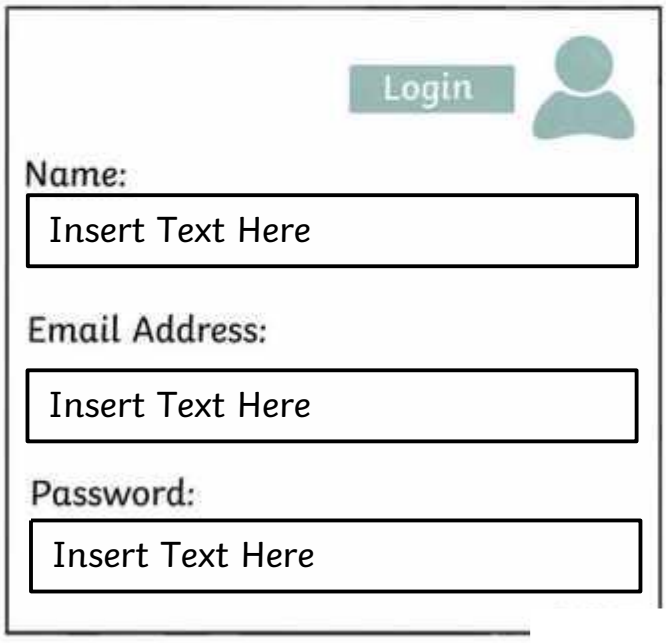
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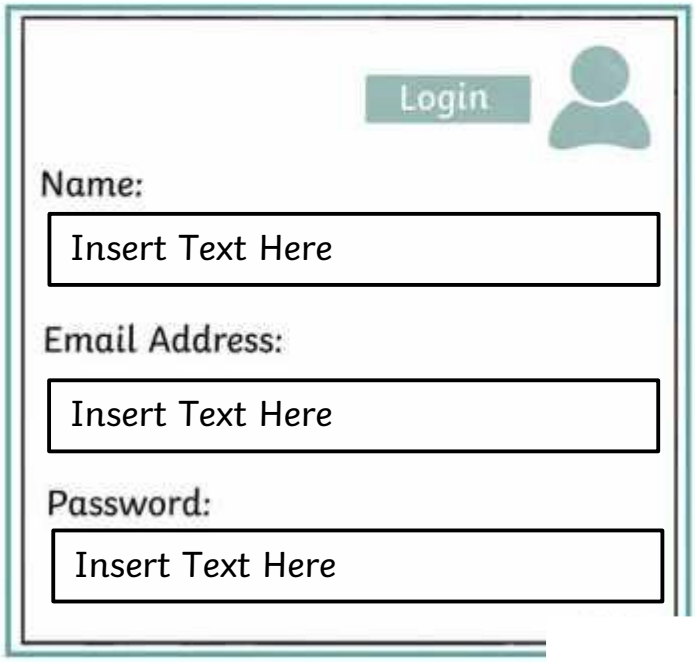
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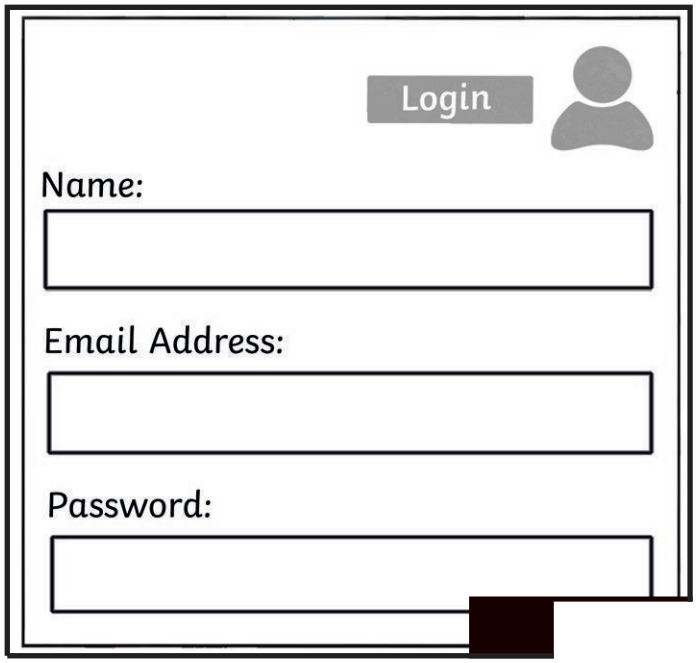
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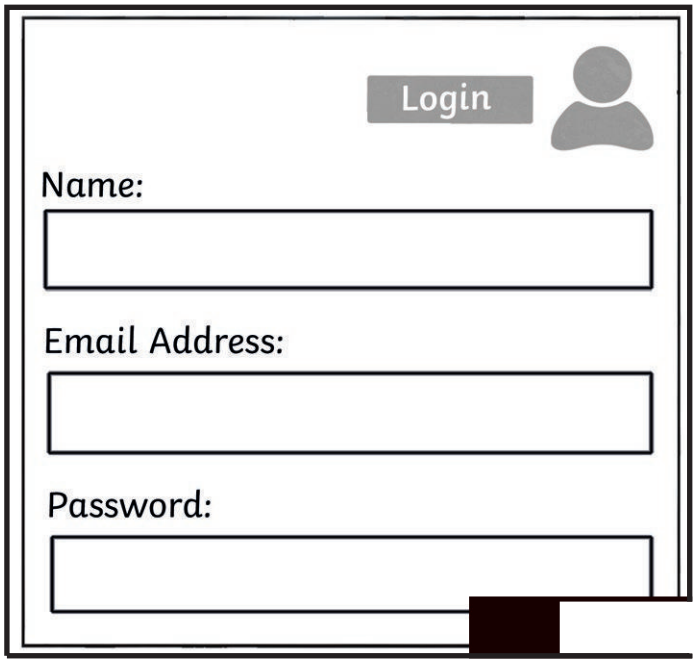
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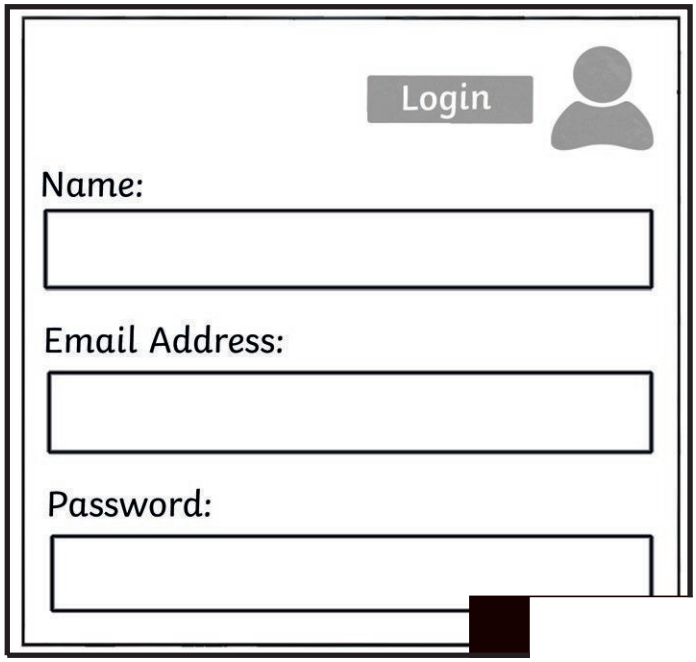
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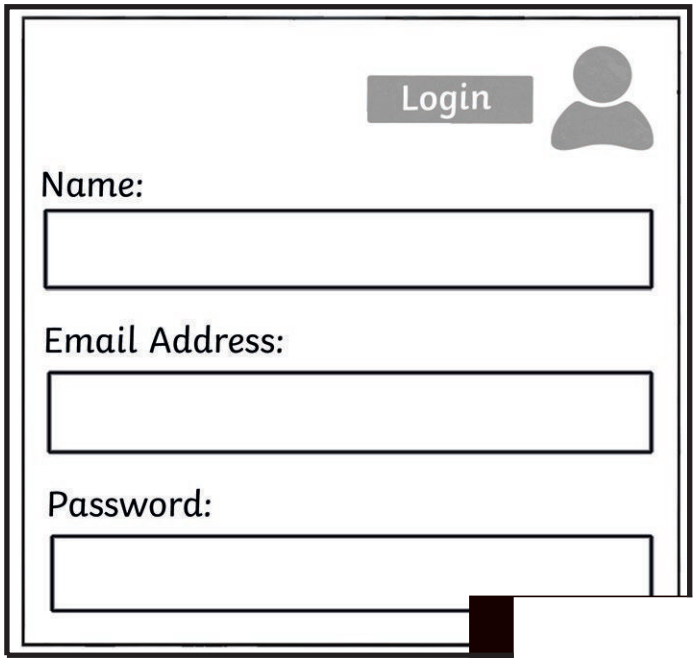
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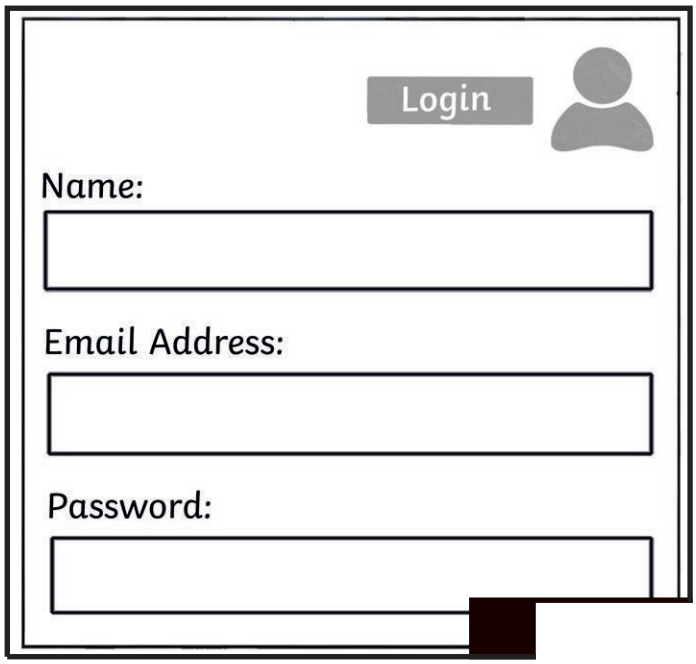
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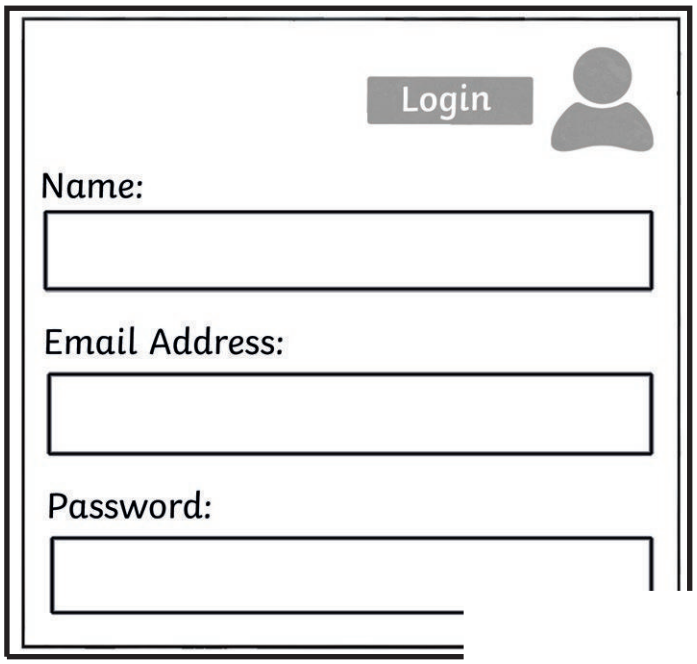
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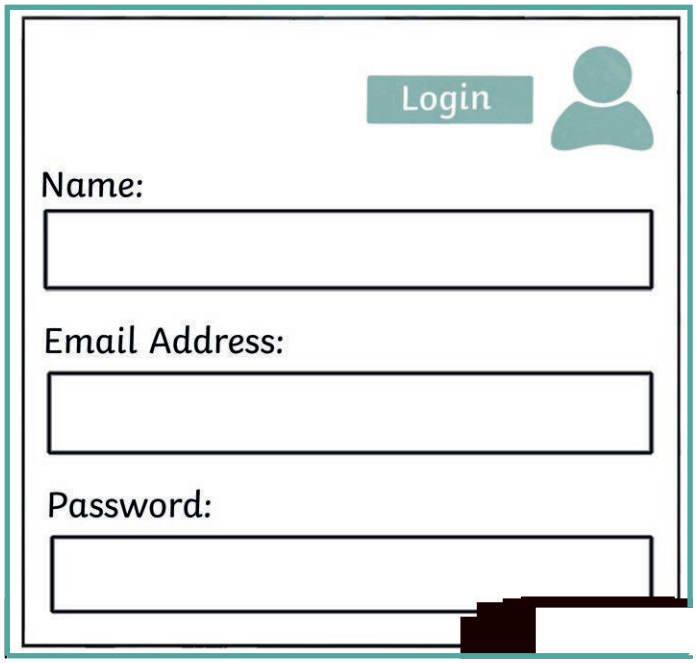
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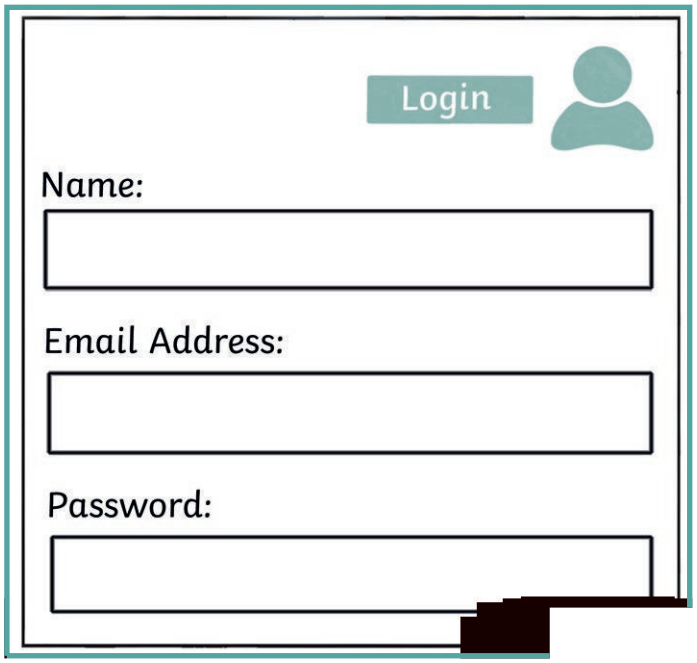
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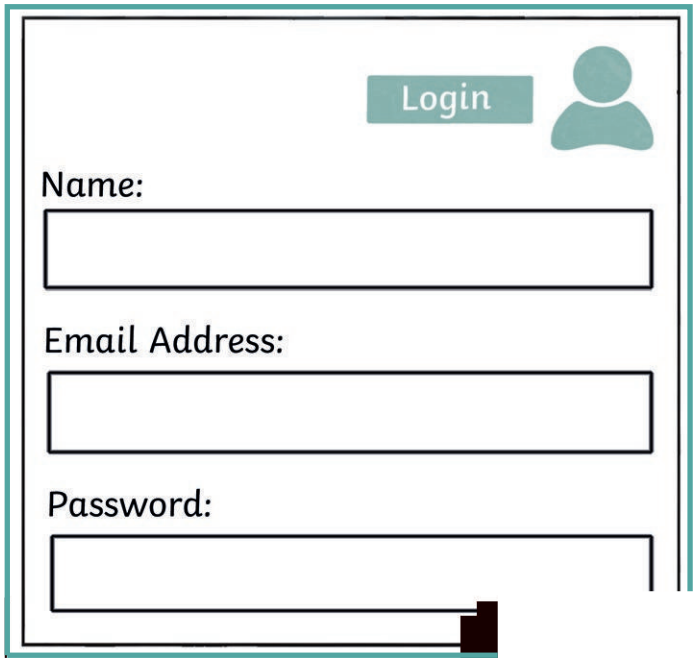
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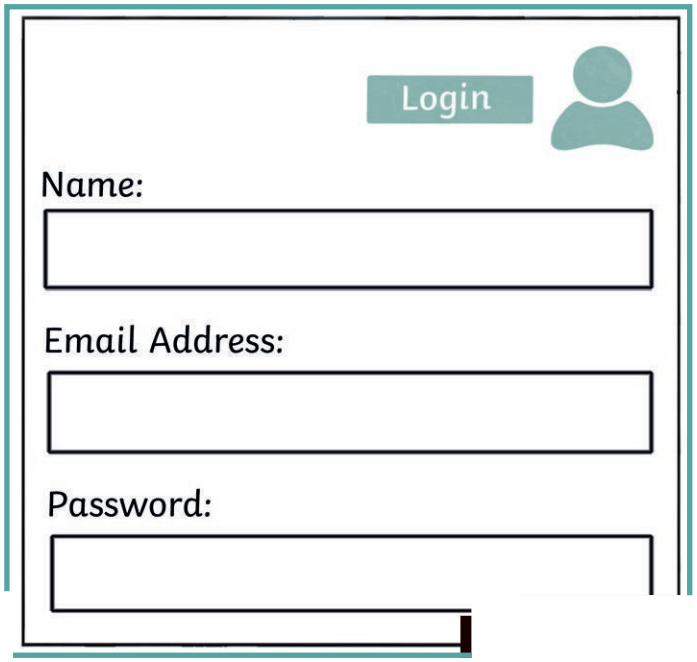
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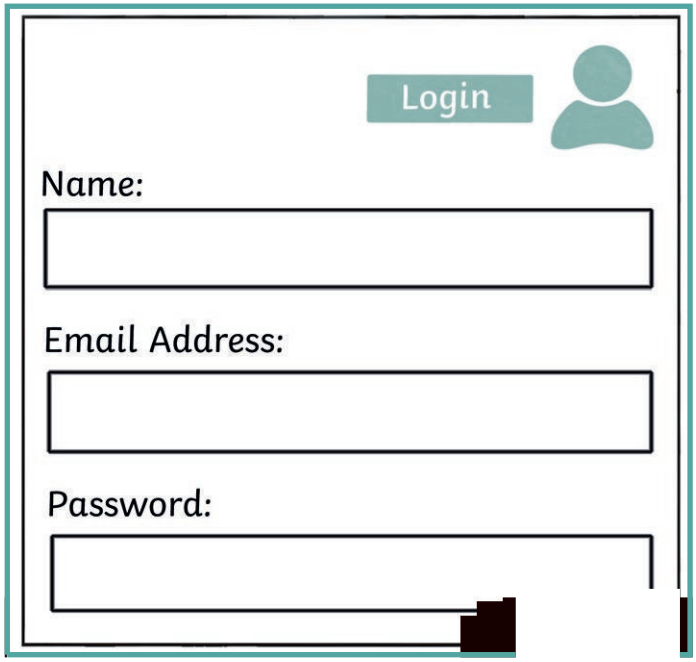

Login
Name:
Email Address:
Password:

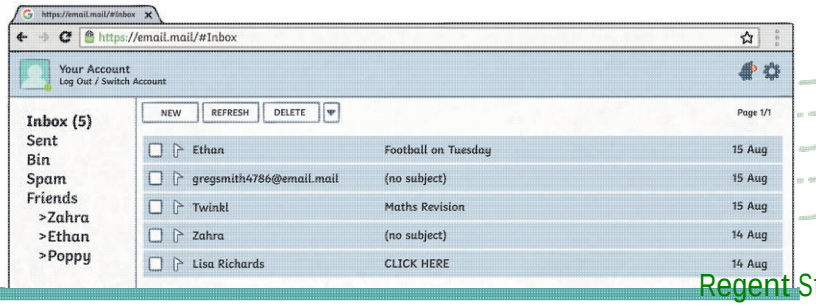
Login
Name:
Email Address:
Password:

Communication and Collaborati

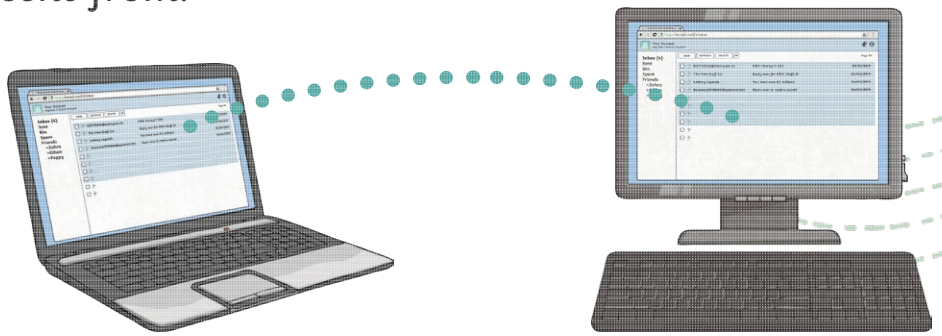
Fact Cards

Online communication is the way in which we interact with other people using technology over the Internet.

Email is short for electronic mail. It is a way in which we send and receive messages over the Internet. They could be considered as the digital equivalent of a letter. Emails can be sent to anyone around the world.

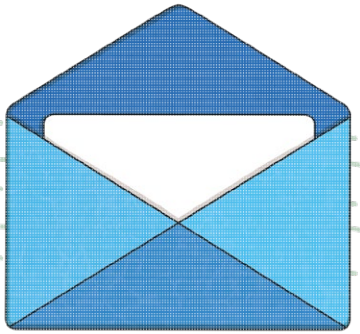


In 1971, Ray Tomlinson discovered the system of sending mail between users across the ARPANET. Before this, email existed but it was only possible to receive emails to the same computer they were sent from.



Email clients are computer programs which allow you to send and receive emails. It is your email provider. Email clients can be app-based, web-based or both.

Popular email clients include: Microsoft Outlook, Gmail, Mozilla Thunderbird and Yahoo! Mail.



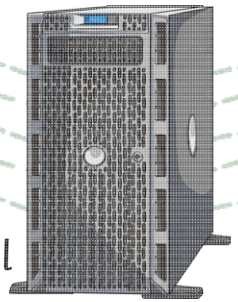
Email protocols are a set of rules that allow emails to be sent and received across the Internet.

The three main protocols are:

SMTP Simple Mail Transport Protocol

POP3 Post Office Protocol

IMAP Internet Message Access Protocol



This is what an **email address** looks like:

It is made up of a username, an @ symbol and an email domain.

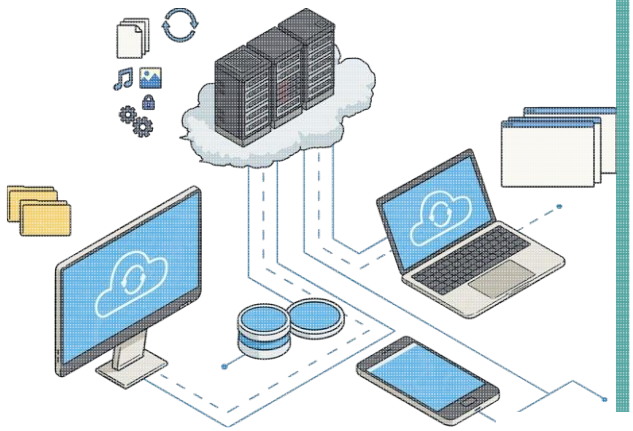
Spam emails are when you receive emails from unwelcome senders who want to trick you.

Phishing is a danger of spam emails. It is a cyber-attack where cybercriminals try to gain sensitive information from you by pretending to be someone you would normally trust.

Online collaboration means we can work together on a task on a digital platform. The tools available in online collaboration software enable us to collaborate effectively and efficiently.

Communication and Collaboration

A **cloud storage service** allows users to save documents online rather than saving locally to a device. These documents can be accessed by anyone who has access to the document and an Internet connection. The document is saved automatically.



Communication and Collaborati

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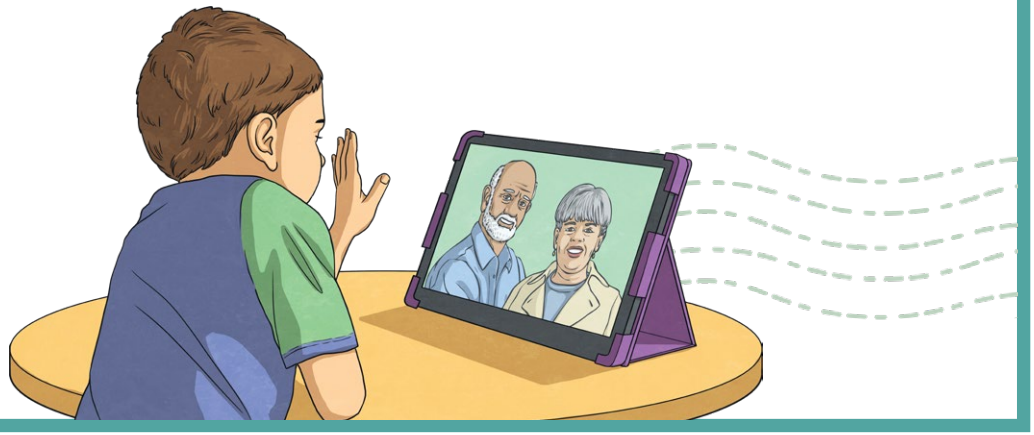

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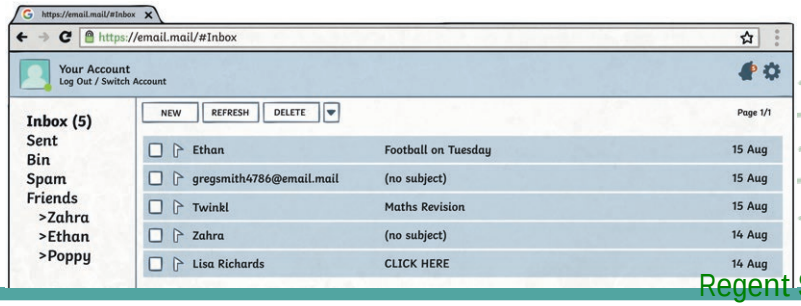

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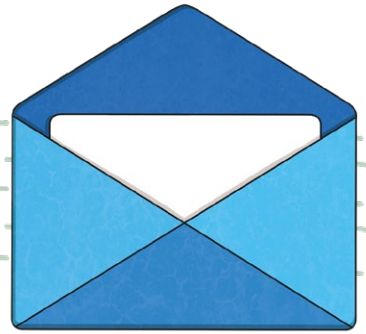

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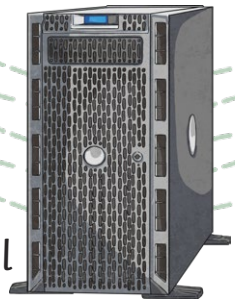

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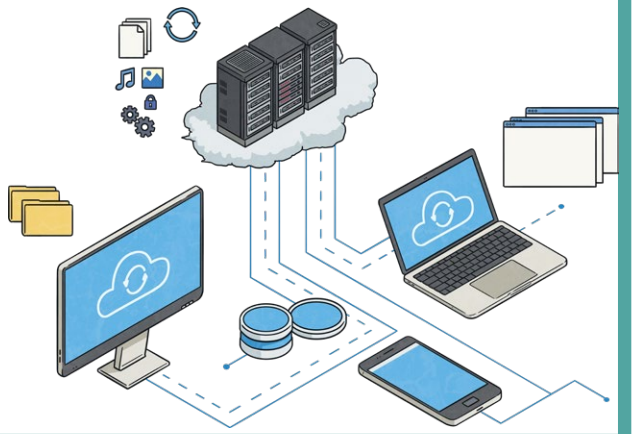
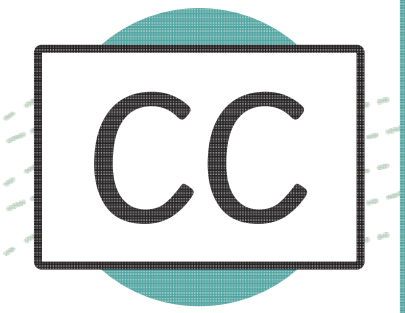
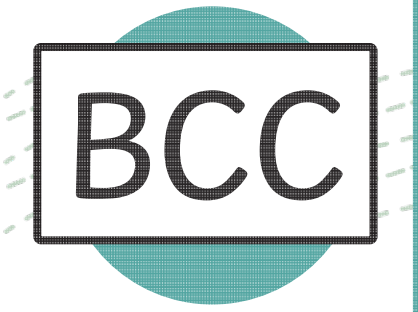


attachment

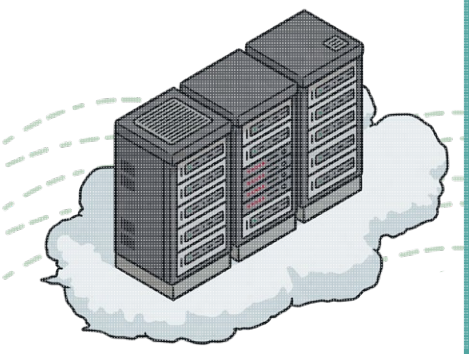
carbon copy



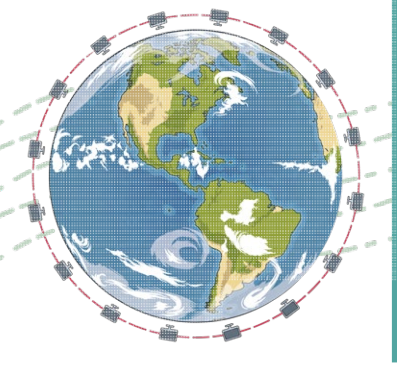
blind
carbon copy



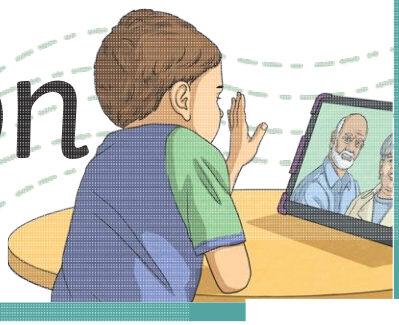
cloud storage
service



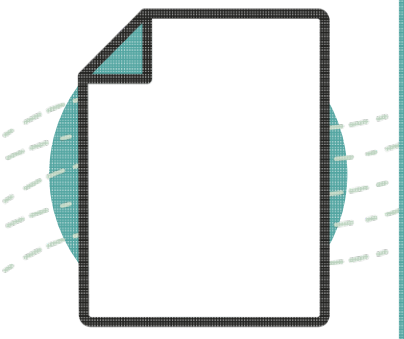
collaboration



communication



document



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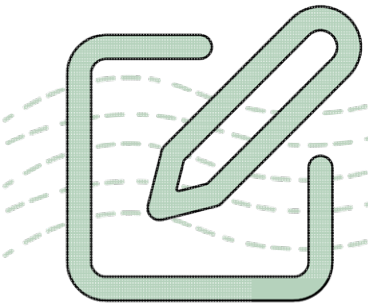
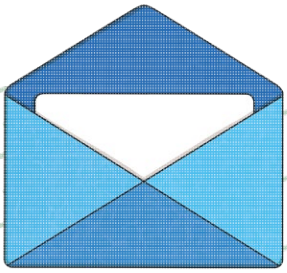
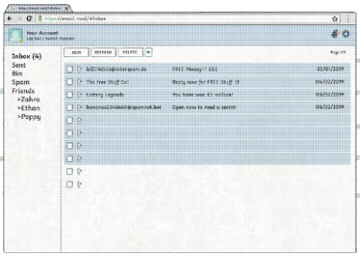
edit



email

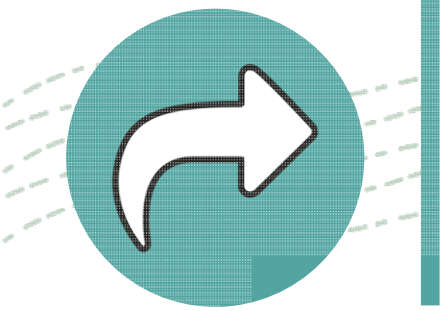


email client

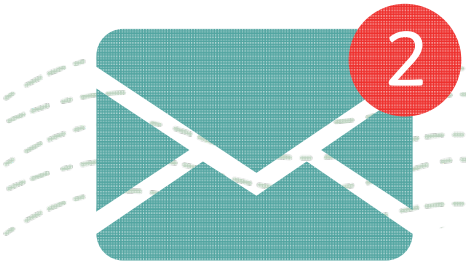


email domain

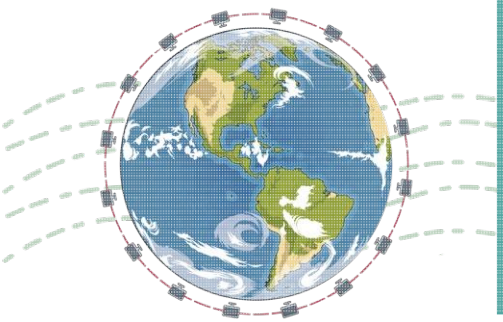
forward



inbox

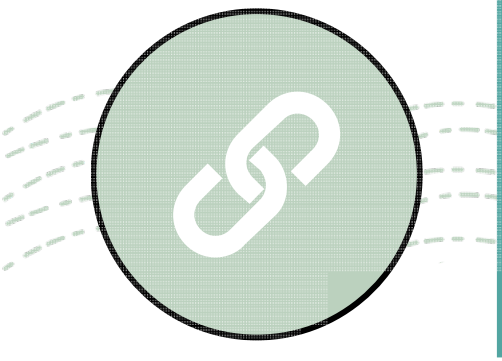


Internet

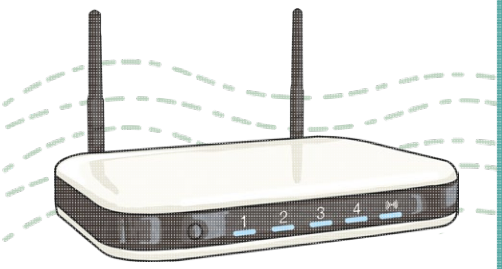


Internet Message Access Protocol (IMAP)

link

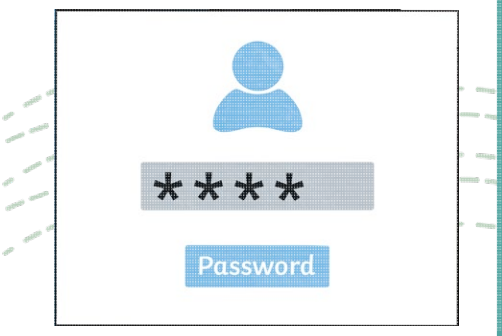


online



online
communication

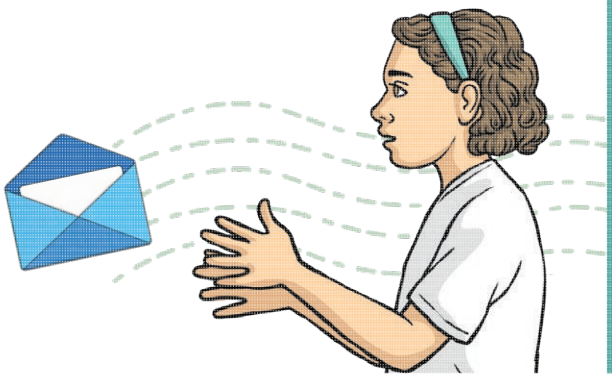
password



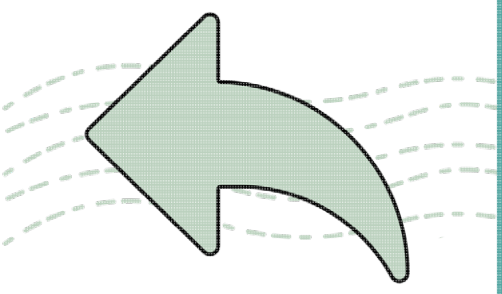
phishing

Post Office Protocol (POP3)

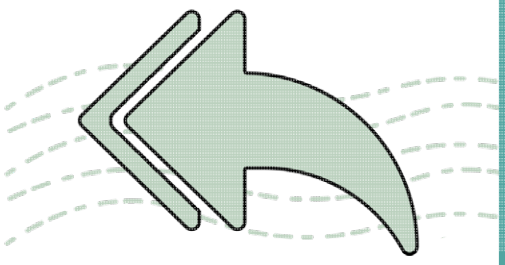
recipient



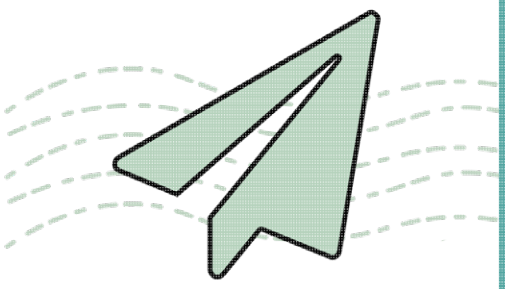
reply



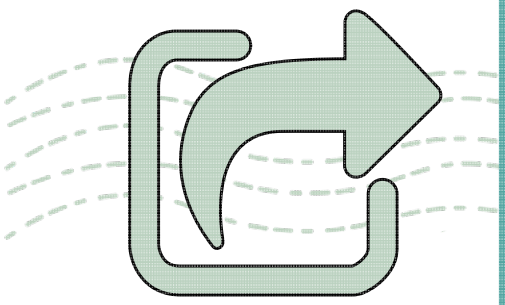
reply all



send



share



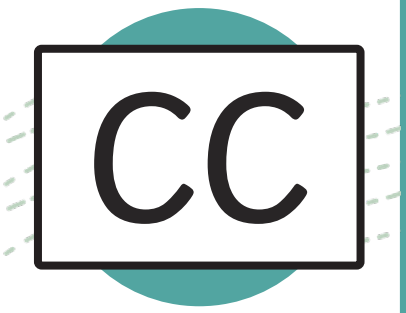
Simple Mail Transport Protocol (SMTP)

spam

subject

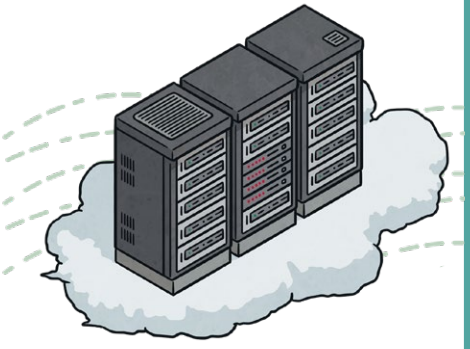
attachment

carbon copy

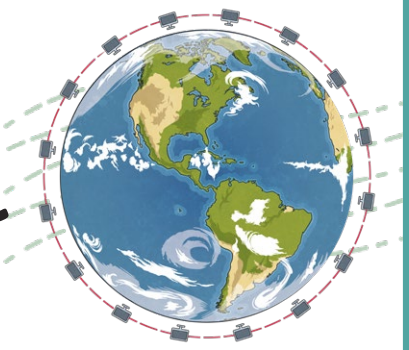


blind
carbon copy

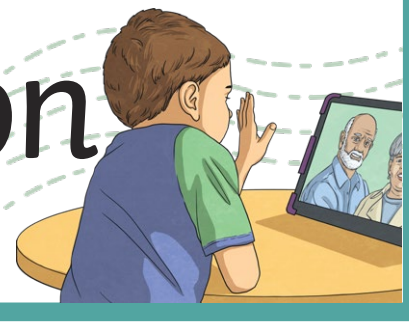
cloud storage
service



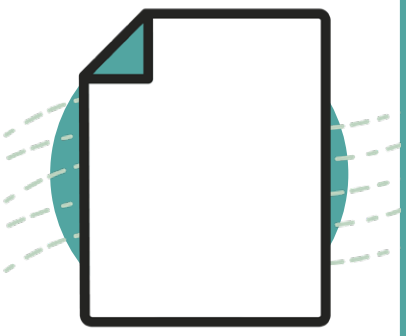
collaboration



communication

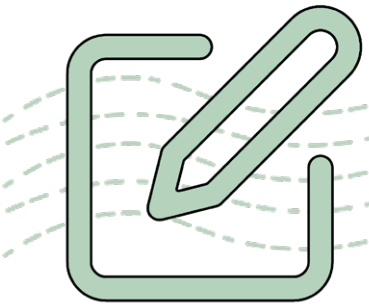


document

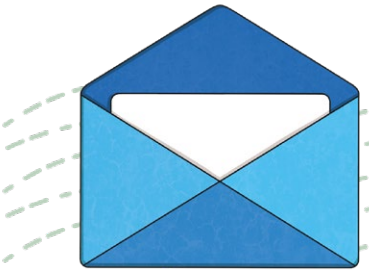


draft

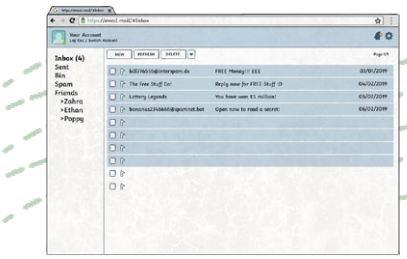
edit



email



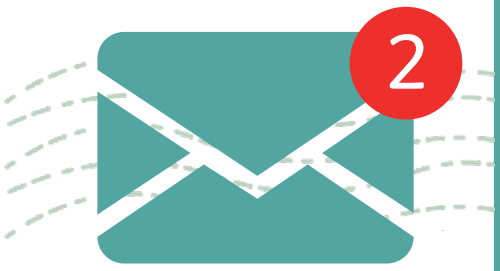
email client



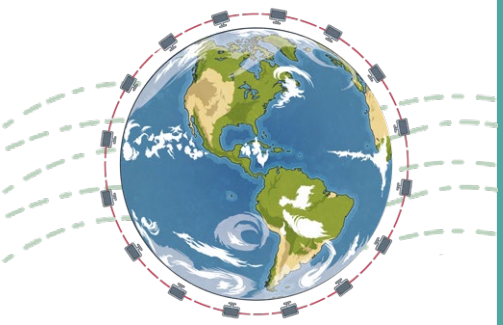
email domain

forward

inbox

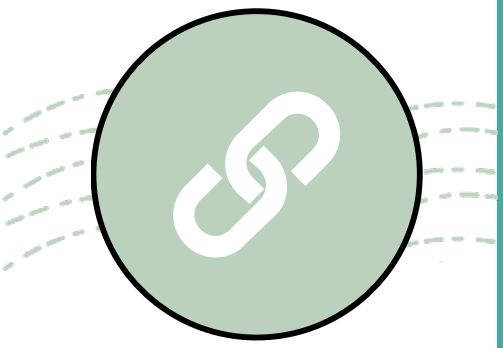


Internet

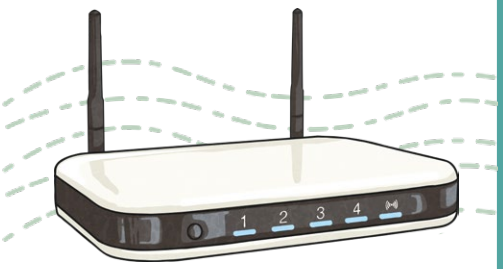


Internet Message Access Protocol (IMAP)

link

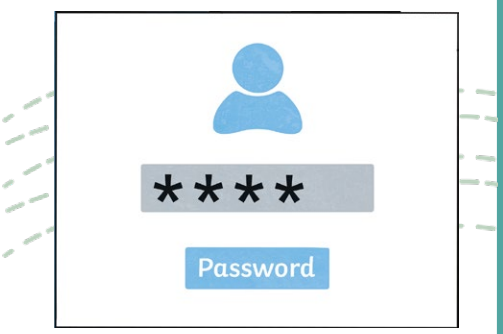


online



online
communication

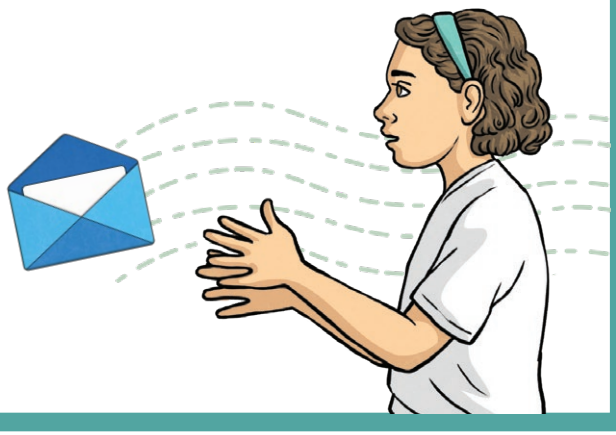
password



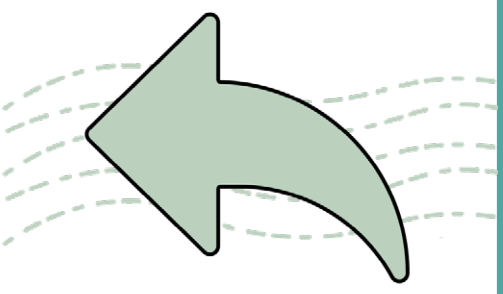
phishing

Post Office Protocol (POP3)

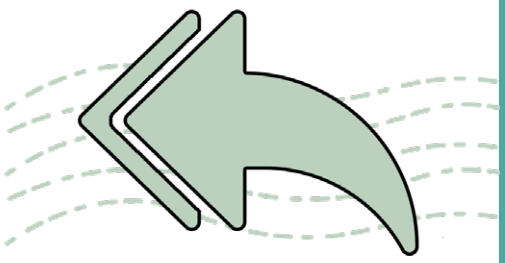
recipient



reply



reply all



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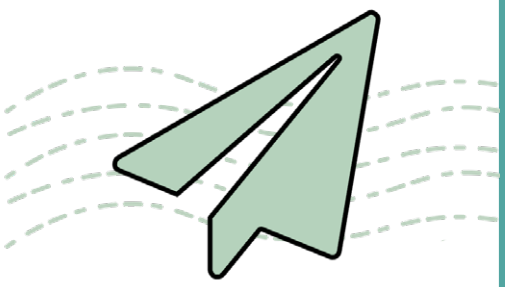
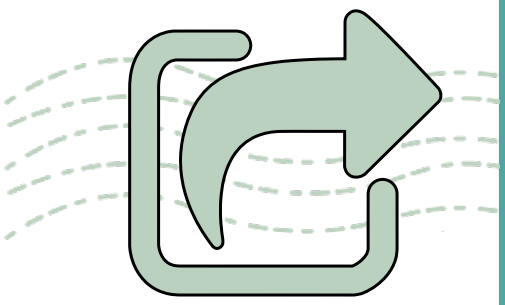


share



Simple Mail Transport Protocol (SMTP)

spam

subject

Communication and Collaboration

a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
r	s	j	o	c	a	r	u	x	c	q	t
w	p	h	i	s	h	i	n	g	u	v	a
a	a	p	m	e	e	m	y	c	m	u	r
r	m	v	u	m	x	w	e	n	e	n	s
d	t	y	n	a	e	b	h	n	n	l	h
t	r	e	c	i	p	i	e	n	t	r	a
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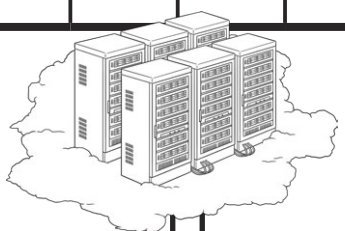

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a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
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r	m	v	u	m	x	w	e	n	e	n	s
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t	r	e	c	i	p	i	e	n	t	r	a
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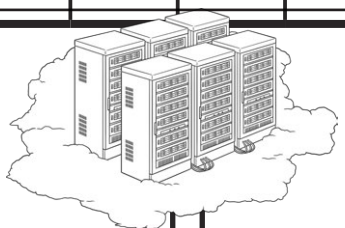

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Communication and Collaboration

a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
r	s	j	o	c	a	r	u	x	c	q	t
w	p	h	i	s	h	i	n	g	u	v	a
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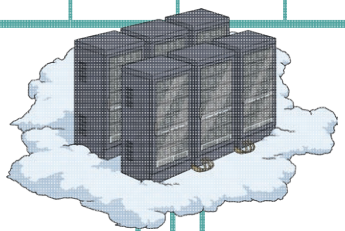

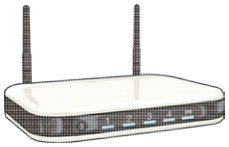

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a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
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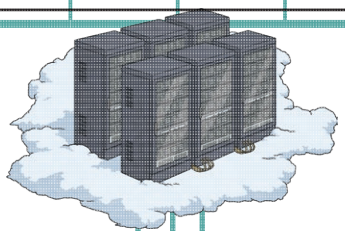

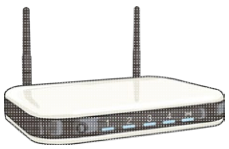

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a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
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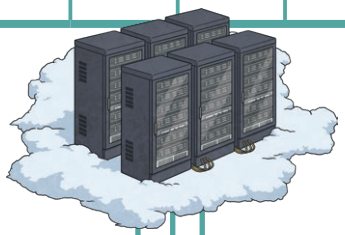

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a	f	s	x	i	n	t	e	r	n	e	t
o	t	d	o	p	f	a	i	t	i	b	e
f	e	t	e	g	s	s	e	n	d	h	d
o	m	h	a	s	h	i	n	b	o	x	i
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t	r	e	c	i	p	i	e	n	t	r	a
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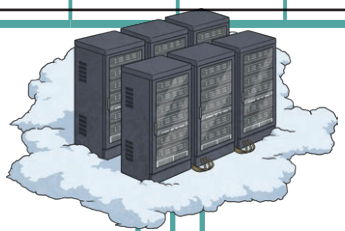

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