**E-mail**

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| **Parts of an E-mail** |
| **Header** |  |
| **Body** |  |
| **Attachments** |  |

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| **Ways to Respond to an E-mail** |
| **Reply** |  |
| **Reply to All** |  |
| **Forward** |  |

# Netiquette

1.
2.
3.
4.
5.

# Ways to keep you and your computer safe

* Spam
* Phishing
* Cyberbullying
* Passwords