St Mary's Horsforth – Computing Knowledge Organiser Year 3 - Autumn 2 Unit 3.5 Email Enquiry Question: What information can I send in an email? Formatting bar where you can change how the message looks. Who is the email to be sent to? Who else will the email be sent to? What is the email BIUEEEE about? Click this button to 5ee 🛃 • 🗗 - × send the email. \setminus / Allows you to attach work and pictures to the email What should I already know? What will I know at the end of the unit? To have some knowledge and understanding To think about different methods of • • about sharing more globally on the Internet. communication. To introduce Email as a communication tool To open and respond to an email using an • . using 2Respond simulations. address book. To understand how we should talk to others in To learn how to use email safely. . • an online situation. To add an attachment to an email. • To open and send simple online • To explore a simulated email scenario. • communications in the form of email. To understand that information put online • leaves a digital footprint or trail.

| Key Vocabulary | | |
|----------------|---------------|----------------------|
| Address book | Communication | Password |
| Attachment | Compose | Personal Information |
| BCC | Email | Save to draft |
| CC | Inbox | Trusted Contact |

