

# Email

Guides to choosing and setting up your email account, writing and receiving messages, sending attachments, emailing multiple people simultaneously, and much more ...

## [What is email?](#)

Back to basics: what an email is anyway...

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## [What is a chat room?](#)

An explanation of this popular, digital way of meeting people online.

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## [What is instant messaging?](#)

An easy-to-read explanation of this very popular form of e-communication.

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## [Email safety tips](#)

Simple steps to keeping your personal information safe, avoiding scams and spam when using email.

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### [How to send an email](#)

A simple step-by-step guide to help you create and send an email.

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### [How to get an email account](#)

Here are the options and an overview of the process involved.

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### [What is spam?](#)

An explanation of this much-used term.

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### [How to send an ecard](#)

A guide to sending greetings cards and messages through email.

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### [What is phishing?](#)

An easy to understand guide on the fraudulent activity called 'phishing'

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## [Gmail](#)

A comprehensive range of guides to help you set up and use a Gmail account

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