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What is email?

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Email is short for 'electronic mail'. Similar to a letter, it is sent via the internet to a recipient. An email address is required to receive email, and that address is unique to the user. Some people use internet-based applications and some use programs on their computer to access and store emails.

Key benefits and features of using email

- It's quick – your recipient receives your email as soon as they go online and collect their mail.
- It's secure.
- It's low cost.
- Photos, documents and other files can be attached to an email, so that more information can be shared.
- One email can be sent to more than one recipient at a time.

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Next steps

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▶ What is Microsoft Outlook?

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