



Module 2 - Recap card

Messaging services

A messaging service allows users to send, receive, store, organise and manage electronic messages (e.g. Gmail, Outlook, Yahoo mail, etc.).

The main features and benefits

- Electronic messages are transmitted instantaneously, enabling **fast and efficient** exchanges.
- You can access your e-mails from anywhere, as long as you have an Internet connection, which offers great **flexibility**.
- You can easily **store and archive** important e-mail messages and retrieve them later.
- E-mail services offer **sorting, search and filtering** functions to organise messages efficiently in folders.
- Messaging services allow you to send **attachments**, making it easy to share documents, photos, videos and other files.



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The main features

- **Create an account** : fill in the fields with your personal details, choose the desired name for your e-mail address and use a strong password (combining letters, numbers and special characters).
- **Send an e-mail** : add at least one recipient, a subject and the text (formatting it with the available formatting tools, if necessary).
- **Reply or Forward an email** : you can choose whether to Reply or Reply All, including all the recipients of the original email, or Forward an email to a third contact.
- **Attach a file to an email** : by clicking on the icon, represented by a paperclip or a file.
- **Labels** : similar to folders, they allow you to organise and classify your emails more effectively, and can be customised to suit your needs.
- **Search for mail** : to find old mail.