**Using Email Top Tips**

**5 tips to help you feel more confident using email** 

You can create a free email address through services like Google Gmail, Yahoo or Microsoft Outlook. 

New emails are in your **inbox**. You can **reply** to emails that you receive or start a brand new email.

Be polite. Start emails with a greeting like Hello and the person's name. End emails with your name.

Sign out of your email account when using shared computers, tablets or smartphones. 

**Spam** or **Scam** emails are trying to steal from you or trick you. Delete spam or scam emails.

To learn more good things like this, go to **www.goodthingsfoundation.org.au/learn**

