

Jose Perez

Instructor Earl Weidner

CIS-145

30 Feb. 2024

## Module 2 Summary

Chapter 2 has 2 sessions.

Session 2.1:

Email is the system that lets you send and receive electronic messages across the internet. Imagine it like sending virtual letters – faster and more convenient! Beyond sending messages, email allows you to attach files, organize messages in folders, and even reply to specific parts of a conversation. But beware! While cruising the email world, you might encounter uninvited guests – viruses. These malicious programs can harm your device. To combat them, antivirus software acts like a digital shield, protecting you from these threats. There's also spam, unwanted and often misleading emails, cluttering your inbox. But don't worry, most email providers have filters to keep your inbox clean. With this email know-how, you're ready to connect and communicate effectively!

Session 2.2:

A Google account unlocks a powerful suite of tools. Sign up for one to gain access to Gmail, your personal email hub for sending, receiving, and organizing messages. Build and manage your contact list to easily address emails. But Google goes beyond email! Explore a vast array of Google apps designed for creating documents, presentations, spreadsheets, and more. Collaborate and share your creations seamlessly, all within the Google ecosystem.