

Name: _____ Block #: _____ Chapter: **15**

Principles of Information Technology – Chapter 15 Electronic Communication and Collaboration

Instructions: Use your textbook to find the definitions. If you use the internet there is no guarantee that you will get the definition that is appropriate for IT. Draw a picture for at least 10 of the words to help you remember the definitions.

Address book	
Archiving	
Auto-respond option	
Contact group	
Credential	
Digital citizenship	
e-mail client	

e-mail server	
Internet message access protocol (IMAP)	
Junk e-mail	
Message header	
Netiquette	
Out-of-office message	
Post office protocol (POP)	
Simple mail transfer protocol (SMTP)	
Spam	

username	
Blog	
Carrier	
Cell	
Cellular technology	
Flaming	
Forum	
Instant messaging (IM)	
Multimedia messaging service (MMS)	

Really simple syndication (RSS)	
Short message service (SMS)	
Streaming	
Videoconferencing	
Voice over internet protocol (VOIP)	
Collaboration	
Comment	
Cyberbullying	
Digital footprint	

Emoticon	
Libel	
Online presence	
Online status	
Slander	
Social media	
Standard capitalization	
telepresence	