



Welcome to e-Buddies!

Thank you for becoming a part of e-Buddies! You are now matched with a friend online. You will communicate through e-mail. This handbook has some basic information about e-mail and your participation in e-Buddies that can help you.

The e-Buddies Commitment

e-Buddies agree to e-mail each other once a week for one year. You should check your e-mail at least once a week and e-mail your e-Buddy. Talk to your teacher or administrator about what days of the week you will check e-mail.

Fill out the information below, so you can look back later if you forget.

Your Name: _____

Your E-mail Address: _____

Your E-mail Password: _____

Your e-Buddies Username: _____

Your e-Buddies Password: _____

Your e-Buddy's Name: _____

Your e-Buddy's E-mail: ebuddy@ebuddies.org _____



e-Buddies Rules

Below are rules that you agree to follow while you are participating in the e-Buddies program.

As an e-Buddies participant, you agree to:

- E-mail your e-Buddy at least once a week.
- Always e-mail your e-Buddy at ebuddy@ebuddies.org.
- Stay active for at least one year from the beginning of the match.

You agree NOT to:

- Make plans to meet your e-Buddy in person.
- Harass, threaten, or embarrass your e-Buddy.
- Use bad language or curse words.
- Pretend to be anyone you are not.
- Exchange telephone numbers, e-mail addresses, instant messenger screen names, or mailing addresses.
- Send e-mail attachments.

If you do not follow the rules listed above, you may be removed from the e-Buddies program.



E-Mail Etiquette

Below are important rules to follow when you are e-mailing your e-Buddy. Your e-Buddy will be following these rules, too. This will make sure that you both are enjoying your experience in e-Buddies and are safe.

Be Respectful

- Treat your e-Buddy with respect.
- Do not use bad language or curse words.
- Be responsive. Your e-Buddy has taken the time to e-mail you. Do not respond with just a couple words.
- Respect your e-Buddy's time. They may not be able to e-mail you every day. Do not continue to send them a lot of e-mails in one day if they do not respond right away.

Be Comfortable

- You do not have to answer a question that makes you feel uncomfortable. Tell your e-Buddy if you are not comfortable talking about a certain topic.

Be Safe

- Do not share your personal information like address and phone number.
- Do not make plans to meet your e-Buddy in person.
- Tell your teacher or administrator if you are uncomfortable with anything your e-Buddy says.



E-mail Basics

Below is information about e-mail that you will need to be familiar with to e-mail your e-Buddy.

E-Mail Address - An e-mail address is the Internet location where e-mails can be sent. Your e-Buddy's e-mail address is ebuddy@ebuddies.org. E-mail addresses are like street addresses but for getting e-mails instead of letters.

Inbox - Your inbox is where new e-mails will show up. Here you will be able to click on an e-mail to read it.

Outbox - Your outbox shows all the e-mails you have sent. If you want to read an old e-mail that you sent, you can click on that e-mail here. Your outbox might be called "Sent Mail."

Compose Mail - Depending on your e-mail provider (Gmail, Hotmail, Yahoo, etc.), writing a new e-mail can be a little different. There should be a button that says "Compose Mail" or "New" to write a new e-mail. When you click this, a window will open with space to write your e-mail.

To - When you are writing an e-mail, at the top of the page is a "To" line. This is where you put the e-mail address of the person you want to send a message to. To e-mail your e-Buddy, you will put ebuddy@ebuddies.org.

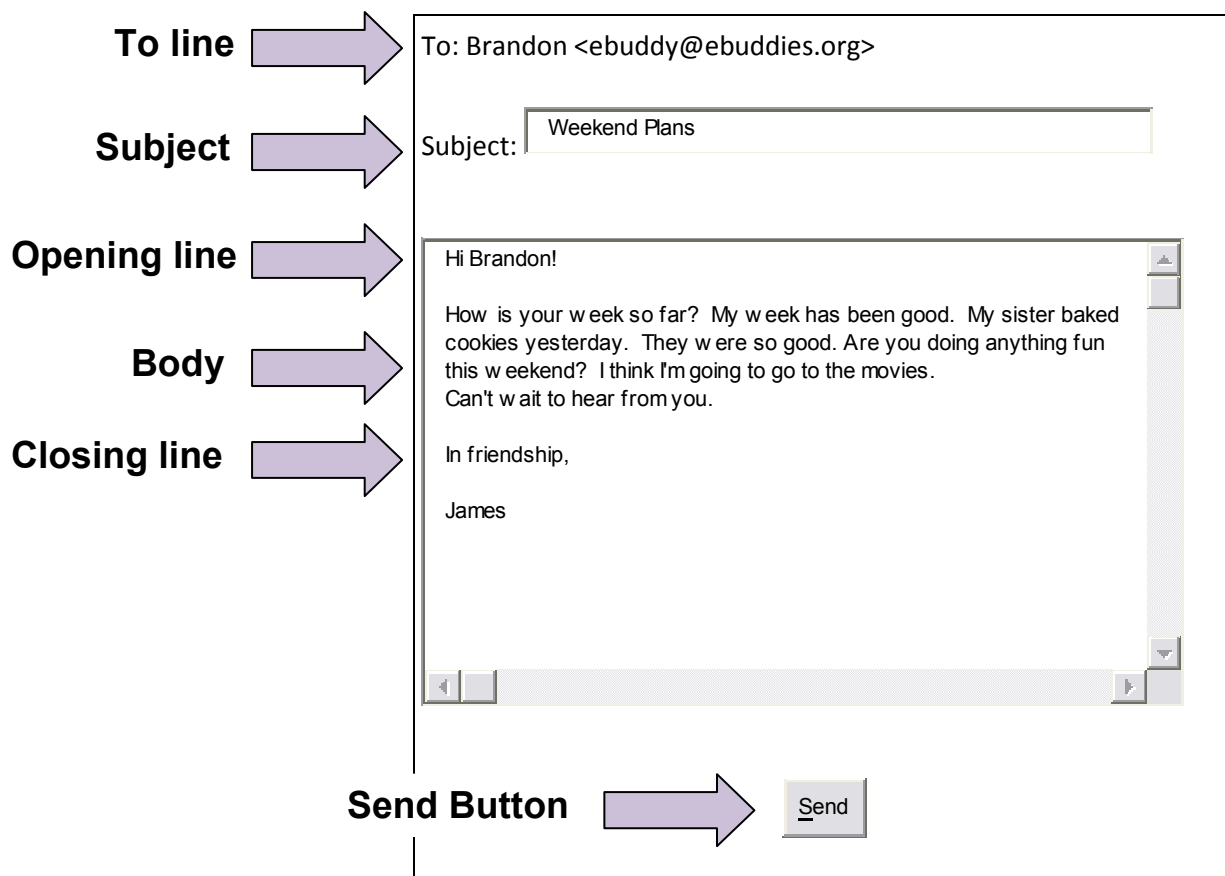
Subject - This is the subject of the e-mail. It is always good to put what the e-mail is about. For example, if you are writing your e-Buddy about your weekend plans, your subject could be "weekend plans."

Body - The body of the e-mail is where you will write your e-mail. This is a box located below the subject line. You should always include an opening and closing line in your e-mail.

Opening Line - The opening line to your e-mail is your greeting. Some examples are "Dear Ashley," "Hello!," "Good morning," etc.

Closing Line - Your closing line is how you end your e-mail. This can be "Your e-Buddy," "In friendship," "Have a good day!," etc. You should put your name below the closing line.

Below is an example of what it might look like when you are writing an e-mail.
The parts of the e-mail are labeled.



To line → To: Brandon <ebuddy@ebuddies.org>

Subject → Subject:

Opening line → Hi Brandon!

Body → How is your week so far? My week has been good. My sister baked cookies yesterday. They were so good. Are you doing anything fun this weekend? I think I'm going to go to the movies. Can't wait to hear from you.

Closing line → In friendship,
James

Send Button →



E-mailing Your e-Buddy

Now that you have been matched with your e-Buddy, it is time to send an e-mail. To e-mail your new e-Buddy, e-mail ebuddy@ebuddies.org.

The first e-mail should be short and simple to introduce yourself and ask some questions in an effort to start to get to know your e-Buddy. Use the next page to draft your e-mail message.

Example Introductory E-mail:

Dear Mandy,

Hello! My name is Sarah and I am your e-Buddy. One of my favorite things to do is watch movies. My favorite kind is action movies. What kinds of movies do you like to watch? I can't wait to hear from you. Have a great day!

Your e-Buddy,
Sarah

After you send your first e-mail, check your e-mail for a response from your e-Buddy. Then you can begin e-mailing back and forth.

Remember, you should e-mail your e-Buddy at least once a week.



E-mail Draft

Here is a checklist that will help you draft your first e-mail.

- Write an opening line (For example: Hello!)
- Introduce yourself
- Write something about yourself
- Ask your e-Buddy something about him/herself
- Write a closing line (For example: Your e-Buddy,)
- Finish with writing your name at the bottom

Use this space to write out your e-mail to your e-Buddy.



Conversation Starters

Below are suggestions for what you can write about to your e-Buddy to get a conversation started. Remember, don't just write about yourself - ask your e-Buddy questions about him/herself, too.

Getting to know each other

How big is your family?
Do you go to school, or work?
What do you like to do?
How do you spend your free time?
What makes you laugh?

Weather and Geography

What kind of weather do you have where you live?
What is the weather like right now? Cold, rainy, etc.
What is your favorite season?
What is the landscape like where you live? - do you have mountains, beaches, etc.?

Hobbies

Do you play any sports?
What kind of TV shows do you watch?
What kind of books do you read?

Miscellaneous

What country do you want to visit the most?
If you could have any job, what would it be?
What is your favorite holiday?
What is your favorite food?
What do you like to do on vacation?