Name _____ Date _____ Class _____

Chapter 18 Technology in the Workplace

Section 18.2 Internet Basics

Reading Activity—Summarize/Paraphrase

Directions Summarize this excerpt from the textbook on the lines.

Intranets and Extranets

Unlike the Internet, the intranet is closed to access by the public. An intranet is a computer network used by an organization. It works like the Internet, but its access is restricted to authorized users. A company might keep its employee directory and code of ethics on an intranet. An extranet is an extension of the intranet of a company or organization. It gives authorized users controlled access to the intranet. This semi-private network allows more than one company to access the same information. With an extranet, companies can share information and collaborate.

Chapter 18

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