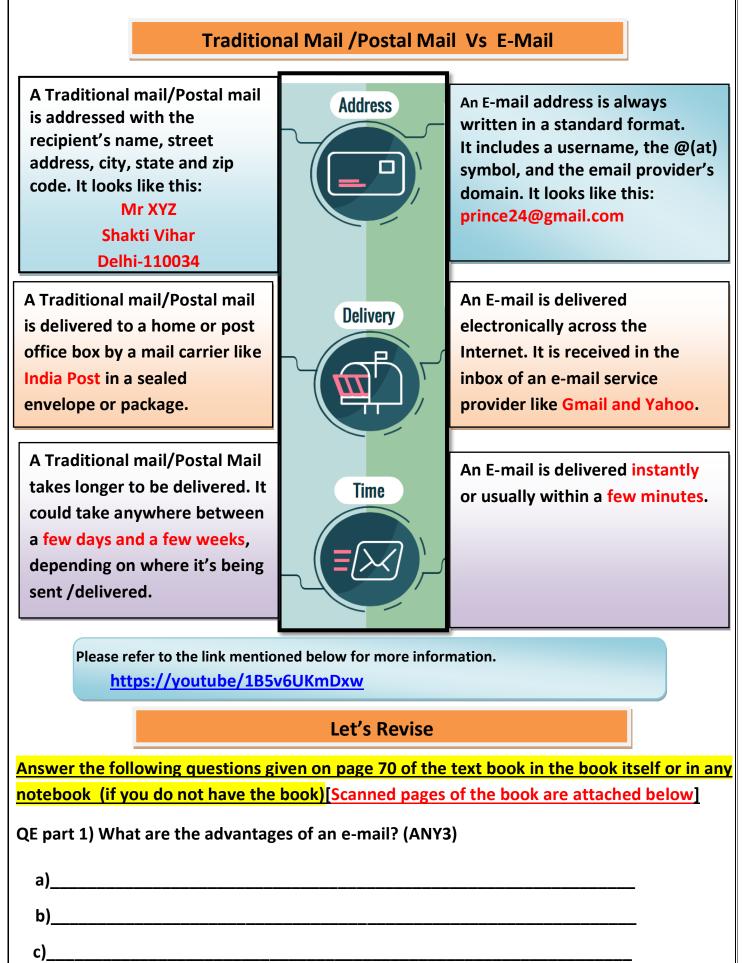


Page **1** of **8** 

To get a better idea of what e-mail is all about, take a look at the info graphic given below and consider how you might benefit from its use.



E-mail	Traditional mail/Postal mail
)	a)
)	b)
)	c)

# 5 »Internet – Electronic Mail (E-Mail)

### Topics Covered

\*E-mail or Electronic Mail \*E-mail Programs \*Parts of E-mail Message \*How does an E-mail Travel? \*Common E-mail Terms \*Creating an E-mail Account \*Netiquettes

For thousands of years, people have been using various means to communicate with each other. Today, e-mail has become one of the most popular sources of communication.

### E-mail or Electronic Mail

E-mail is the most popular service of Internet. E-mail enables us to electronically exchange messages with other Internet users, wherever they may be.

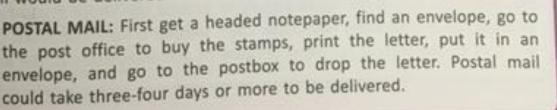
Today, almost anyone who has Internet access also has access to e-mail, so theoretically you can communicate with any Internet user in the world. This versatility has made e-mail one of the most popular Internet services.

#### HISTORY OF E-MAIL

Ray Tomlinson developed the first e-mail application for the ARPANET in 1971, consisting of a program called SNDMSG for sending mail and a program called READMAIL for reading mail. In the 1980s, such messages were exchanged between computers in offices and universities that had been linked together. By 1990, e-mail had gone worldwide, and today our lives without e-mail seems incomplete.

#### E-MAIL VS. POSTAL MAIL

E-MAIL: Switch on the computer. Log in to your e-mail ID, just type the e-mail address, compose your message, and press the Send button. E-mail would be delivered in seconds or in minutes.







ADVANTAGES OF E-MAIL ADVANTAGES OF E-MAIL E-mail is extremely fast. You can receive a message in a mather E-mail is extremely fast, irrespective of the geographical location of the geographi E-mail is extremely fast. You can not the geographical location of a first that been sent, irrespective of the geographical location of a first recipient. after it has been after it has been and the recipient. and the recipient because you can send messages anytime during the second to be at his or her company. pari and the recipient because you do be at his or her computer E-mail is convenient does not need to be at his or her computer and your recipient does not need to be at his or her computer An e ident and your to the Internet. connected to the Internet. You can send a message to a group of people free of cost quickly is you can send a message to a group of people free of cost quickly is dom You can send a message to to a You can send documents, graphics, sound files, or any file as an You can send documents. Your mus

along with your e-mail. along with your e-mail. E-mail is very economical because you do not have to pay to send them. E-mail can along the world you send them. E-mail can along the send them. E-mail is very economical world you send them. E-mail can also a message instead of placing and

nam

first

Don

nan

par me

stort at First

Gmail

no matter where in the work a message instead of placing a logit money because you can send a message instead of placing a logit

### phone call.

CETT

p

¢

CLUT

PAR PURLEHLES, PVT.

# E-mail Programs

You can create, send, receive, and manage an email message by using different programs such as Windows Mail, Outlook, Hotmail, and Gmail.

The message can be simple text or can include an attachment, such as a word processing document, a graphical image, an audio, or a video clip.

### E-MAIL ACCOUNT

You must have an e-mail account to use e-mail service. E-mail and provided by the companies which provide e-mail service such as 12 smail.com, and many more. The account gives you a unique e-mail att which others can send messages.

Every e-mail account comes with its own e-mail address. An e-mail address set of characters that uniquely identifies the location of your Internet

# E-MAIL ADDRESS

You can send e-mail messages anywhere around the world if you have at any address. All e-mail users have the mail users have t address. All e-mail messages anywhere around the world if you have are sent to the correct recipiontal are sent to the correct recipient because of the uniqueness of the address

# parts of an E-mail Address

an e-mail address is a combination of a user name and a domain name that identifies the user so that he or she can receive messages. The user name and domain name are separated by the @ symbol, which means at.

your user name is a unique combination of characters that identifies you, and it must differ from other user names located on the same mail server. Your user name is sometimes limited to eight characters, and is often a combination of your first and last names, such as the initial of your first name and your last name.

Domain name is separated into two parts by a period (.). The first part is the name of the service provider such as yahoo, gmail, and many more. The second part depicts the type of website, for example - .com means commercial, .gov means government and many more.

# minhasds@gmail.com

Domain name At User name

An e-mail address cannot use commas, spaces, or brackets. Instead, hyphen and underscore can be used.

### ELEMENTS OF AN E-MAIL PROGRAM

- Inbox: Inbox stores your incoming messages.
- Outbox: Outbox stores outgoing messages that you have not yet sent.
- . New (Compose): Clicking this button allows you to write a new e-mail message to someone.
- · Reply: This button will allow you to send a reply to someone who has sent you an e-mail.
- · Reply to All: Sometimes you will receive an email of which you are not the only recipient. Pressing this button allows you to reply to all the e-mail addresses from that e-mail.
- Forward: This button will help you forward a message, that you have received, to someone else.
- · Send: Pressing this button will send the message that you have written to your e-mail server.
- Delete: This button allows you to delete the selected messages.
- Print: This button allows you to take a printout if your system is connected to the printer.
- Sent Mail: Sent mail stores outgoing messages that you have sent. .
- Attachment: It is used to send a file prepared in any program with your e-mail. .

IT PLANET - 5 (WINDOWS 10)

 Junk: E-mail stores messages that the e-mail program considers Junk: E-main second mail.
unsolicited commercial mail.
Drafts: it stores messages that you saved but have not yet is manhands@proputition composing Parts of E-mail Message From rajesh@proutesters a Toil mint as Oricinal Jon OE. While sending or receiving an e-mail, you rehammed within the Boc: Subject: Computer Books should understand several parts of message, like Please send me the details of your send books. From:, To:, Cc:, Bcc:, and Subject. Thanks with Regards.

#### FROM

It refers to a person who is sending the e-mail message; his or her e-mail address is written in this section.



## TO

The e-mail address of a person, who shall be receiving the e-mail message, should be written in this section.

Davinder Singh Minhas

From: minhutdeller

Resume

HO

The C

1. An

2. Th

3. T

4.

5.

6.

se

#### CC

Cc stands for carbon copy. It is an exact copy of the message. The e-mail address of a person, who is not directly involved but you would like the message to be sent to him too, should be written in this section.



### DUL

Bcc stands for blind carbon copy. You can take the help of Bcc if you want to send the same message is have also received the same message.

## SUBJECT

A very short description of your message is written in this section. For example, if you are sending a resume by e-mail, you can write Resume in the Subject section.

BLIEHERS PVT. LTD

( c.	Fill in the blanks.	and the second se	6
123	1. An 2. Smileys are also called		
	3	short description of your F.mai	La
	A username is sometimes limited to A username is sometimes limited to section is the very short description of your E-mail men section is the following.		
1000	5. Section is the follow Differentiate between the follow	Postal mail	Send
D.	Differentia		
	1. E-mail		
	2. To	From	
	2. 10	and the second s	
			1
	3. Reply	Forward	1000
			The
1			1000
E.	finswer the following questions.		
	1. What are the advantages of an e-ma	117	
			•
	2. Define the different parts of an e-mail address.		
	Sector Se		
	3 What has		
	3. What is the purpose of 'attachment' in an e-mail?		
	in an e-mail?		
	4. Describe		
	4. Describe some etiquettes of writing a	800d B-mail	
	writing a	good e-mail	
F.	nppillation and and and and and and and and and an	and the second se	
	Ram needs to Guestion	Sectore and the	•
	for some work of his photos		and the
	photograph through the does	Sently to his father who is out of state ow which feature is used to send the	•
	e-mail un not kn	nis father who is out of start	