

REVISION

Name _____ Class-V/Sec ____ Date - 28.05.2020

In this document we will cover the following topics:

- Getting to know E-mail
- Traditional Mail/Postal Mail Vs E-mail
- History of E-mail
- Advantages of E-mail

E-mail

E-mail (Electronic Mail) is a way of sending and receiving messages across the Internet. It's similar to traditional mail /postal mail, but it also has some key differences.



E-mail is one of the most popular Internet services.

**History of E-mail****The Advanced Research Projects Agency Network**

Ray Tomlinson developed the first e-mail application for the ARPANET in 1971 consisting of a program called SNDMSG for sending an e-mail and READMAIL for reading an e-mail.

Advantages of an E-mail

- a) It's fast and convenient, as we can send messages anytime and anywhere during the day.
- b) Messages can be sent to a group of people, free of cost, quickly and easily.
- c) Documents, graphics, audio as well as video files can be sent as an attachment along with an e-mail.
- d) An e-mail can be sent to multiple people at the same time, giving you the option to include as few or as many people as you want.
- e) You don't have to be at home to get your e-mail. You can access it from any computer or mobile device that has an internet connection, anytime and anywhere.

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.

Traditional Mail /Postal Mail Vs E-Mail

A Traditional mail/Postal mail is addressed with the recipient's name, street address, city, state and zip code. It looks like this:

Mr XYZ
Shakti Vihar
Delhi-110034

An E-mail address is always written in a standard format. It includes a username, the @ (at) symbol, and the email provider's domain. It looks like this:
prince24@gmail.com

A Traditional mail/Postal mail is delivered to a home or post office box by a mail carrier like **India Post** in a sealed envelope or package.

An E-mail is delivered electronically across the Internet. It is received in the inbox of an e-mail service provider like **Gmail and Yahoo**.

A Traditional mail/Postal Mail takes longer to be delivered. It could take anywhere between a **few days and a few weeks**, depending on where it's being sent /delivered.

An E-mail is delivered **instantly** or usually within a **few minutes**.



Please refer to the link mentioned below for more information.

<https://youtube/1B5v6UKmDxw>

Let's Revise

Answer the following questions given on page 70 of the text book in the book itself or in any notebook (if you do not have the book)[Scanned pages of the book are attached below]

QE part 1) What are the advantages of an e-mail? (ANY3)

a) _____

b) _____

c) _____

QD part a) Differentiate between the following:-

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



POSTAL MAIL: First get a headed notepaper, find an envelope, go to the post office to buy the stamps, print the letter, put it in an envelope, and go to the postbox to drop the letter. Postal mail could take three-four days or more to be delivered.

ADVANTAGES OF E-MAIL

- E-mail is **extremely fast**. You can receive a message in a matter of seconds after it has been sent, irrespective of the geographical location of the sender and the recipient.
- E-mail is **convenient** because you can send messages anytime during the day and your recipient does not need to be at his or her computer and connected to the Internet.
- You can send a message to a group of people free of cost **quickly** and easily.
- You can send documents, graphics, sound files, or any file as an attachment along with your e-mail.
- E-mail is very economical because you do not have to pay to send messages no matter where in the world you send them. E-mail can also save money because you can send a message instead of placing a long-distance phone call.

E-mail Programs

You can create, send, receive, and manage an e-mail 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.



Gmail

E-MAIL ACCOUNT

You must have an **e-mail account** to use e-mail service. E-mail accounts are provided by the companies which provide e-mail service such as yahoo.com, gmail.com, and many more. The account gives you a unique e-mail address which others can send messages.

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

E-MAIL ADDRESS

You can send e-mail messages anywhere around the world if you have an e-mail address. All e-mail users have their own, **unique** e-mail addresses. The messages 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

User name

At

Domain 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.

- **Junk:** E-mail stores messages that the e-mail program considers unsolicited commercial mail.
- **Drafts:** It stores messages that you saved but have not yet finished composing.

Parts of E-mail Message

While sending or receiving an e-mail, you should understand several parts of message, like **From:**, **To:**, **Cc:**, **Bcc:**, and **Subject**.

From: minhas@ppublishers.in
 To: rajesh@ppublishers.in
 Cc: minhas@hotmail.com
 Bcc: rahama@yahoo.com
 Subject: Computer Books

Please send me the details of your computer books.

Thanks
 With Regards,
 Davinder Singh Minhas

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.

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.



BCC

Bcc stands for **blind carbon copy**. You can take the help of Bcc if you want to send the same message to several people, without showing them that others 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.



C. Fill in the blanks.

1. An is a unique address of each E-mail user.
2. Smileys are also called
3. can save time while typing the e-mail message.
4. A username is sometimes limited to characters.
5. section is the very short description of your E-mail message.

D. Differentiate between the following.

1. E-mail

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Postal mail

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2. To

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.....
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From

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.....
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3. Reply

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.....
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Forward

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.....
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E. Answer the following questions.

1. What are the advantages of an e-mail?

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2. Define the different parts of an e-mail address.

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3. What is the purpose of 'attachment' in an e-mail?

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4. Describe some etiquettes of writing a good e-mail.

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F. Application Based Question.

Ram needs to send his photograph urgently to his father who is out of station for some work. But he does not know which feature is used to send the photograph through e-mail. Help him.

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Lab
Send e-mail

To:
Cc:
Bcc:
Sub:
Plea:
in th:
Tha:
With:
Dav:

The follo

- Op
- de
- Ru
- Lo
- Ty
- ma
- se
- If
- pe
- To
- ad
- bo
- En
- le
- Ty
- Cl
- yc
- Cl
- th
- If
- co
- Cl
- th