



Lesson 8 – Email

(Student Book B – Pg 8 - 10)

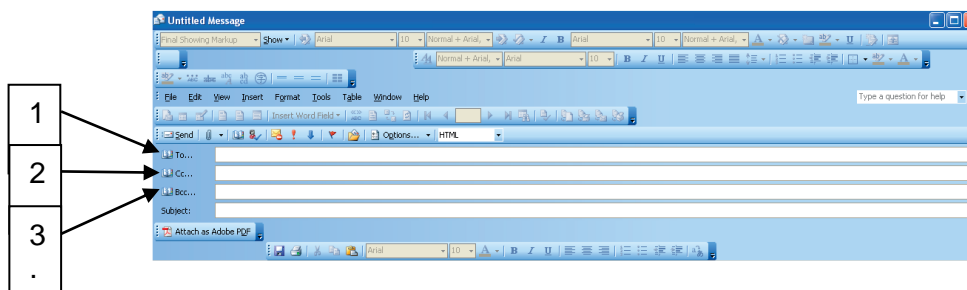
Starter – What is email short for?

Email is short for electronic mail.

1. Explain the store and forward system.

Store and forward are telecommunication method, which sends information to an intermediate station, at the intermediate station your emails will be stored and sent later, to the destination. If the email has not been sent to the destination, then the mail will be sent to another intermediate station. The intermediate station will confirm the integrity of the message from the email before forwarding it.

2. Explain the different fields highlighted in the picture below.



1: To: is where you put the email address that you are sending the mail to.

2: Cc is short for Carbon Copy which means you can copy the email and send it to multiple email address, so they all get the same email.

3: Bcc means Blind Copy Carbon means you can send a group an email without their knowledge.



3. List five positive and negative aspects of using email.

Positive:

1. Sending emails to someone is very simple and people need little training on how to learn this skill.
2. Emails are available for everyone if they have an internet connection and an email account.
3. Emails can be sent anytime of the day and 365 days in a year.
4. Images and files can be attached to an email.
5. An advantage with emails is you can carbon copy an email to sent to other emails addresses.

Negative:

1. Disadvantage the person you can sending emails to must have an account and you do to.
2. Another downfall you must know the person's email address to send them messages.
3. Spam can be an issue because it can block out the important messages, if you don't filter the spam.
4. You will have to wait a long time to receive emails because they are not instant like text messages.
5. Emails can carry viruses and spread to the address book.



4. Explain the following email protocols used.

Acronym	Protocol	Description
SMTP	Simple Mail Transfer Protocol.	SMTP is used when an email is delivered from an email client. For Example, the web version of Outlook to an email server or when an email is delivered from one email server to another.
POP3	Post Office Protocol 3.	POP3 makes it so that anyone can check their emails from any computer, if they have configured their email program correctly for it to work with the protocol.
IMAP	Internet Mail Access Protocol.	IMAP gives you access to your email account on any devices from anywhere in the world.

5. Use the space below to draw a diagram showing how email works. Use some of the key terms you have learn.

> Favourites	Focused Other Filter	Select an item to read
Inbox	Microsof	
Drafts	Interview	
Sent Items	Microsoft	
Deleted Items	Interview	
Junk Email	Microsoft	
Archive	Interview	
Notes	Microsoft	
	Interview	
	Microsoft	
	Interview	



6. Explain how you would add an attachment to an email message. Use bullet points rather than writing a sentence / paragraph.
- Click new message or compose to begin the email.
 - To attach an attachment, look for the paper clip which is at the bottom with send button and bin button.
 - Once the paper clip is clicked you want to locate your attachment on your computer and click it.
 - Now you will be returned to your email which you are going to send.
 - Click send, to send the email with the attachment.

Plenary –

- a. What does BCC stand for and how does it work?
 - b. Who invented email?
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- a. BCC stands for Blind Carbon Copy.
 - b. Emails were invented by Ray Tomlinson.