

### 7.3.1 Let's identify Secured and Unsecured Websites



In order to identify secured and unsecured websites separately different methods are used. The main two methods are given below.

The address of the website starts with https.

e:g:  <https://moe.gov.lk>

After logging in to a website  symbol is displayed on the address bar.

e:g:  <https://moe.gov.lk>

### 7.3.2 Video Conferencing



Video conferencing is known as conducting discussions using video technology on the internet between two persons or a two groups who are geographically located at a distance from each other.

#### Advantages of conducting video conferencing

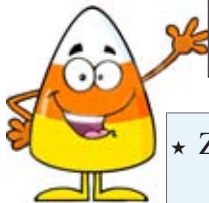
- The initial cost of conducting conferences can be minimized.
- There is no need to travel to the location of the conference and therefore there is no transport cost or waste of time.
- It can be quickly arranged.

What are the software and hardware required to conduct a video conference?

- A computer
- A web camera
- Internet connection and a software to conduct a video conference are required.



#### Examples for software used for video conferencing



★ Zoom



★ Skype



★ GoToMeeting



★ Webex



#### Activity 1 : See workbook 7.1

### 7.3.3

### E-mail

Brother, I need to send this letter to one of my friends. Can you post it?

What is e-mail?



It's easy if you send an e-mail.

E-mail means an easy way of sending a letter on the internet.



E-mail is electronic letters which are electronically exchanged between two people or among several people who have an e-mail address. Many things such as letters, photos, videos and documents can be sent as messages through e-mail.







### E-mail Account

First, a suitable service providing website should be selected to create an e-mail account. In most cases such websites provided free e-mail accounts.



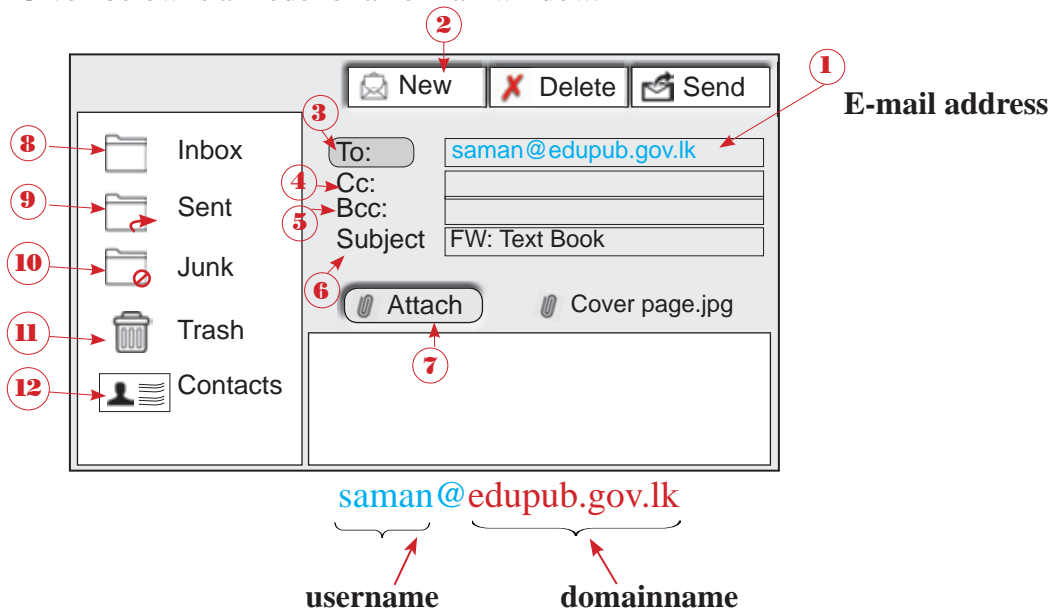
### The characteristics of E-mail



-  The ability to send copies of one e-mail message to several people at once.
-  When the letter couldn't be sent properly to the relevant e-mail account, it is notified with a reply message.
-  The ability to save e-mail addresses and retrieve them with the address book.
-  The time and date of the sent e-mail is automatically entered to the copy of the e-mail.
-  The ability to forward an e-mail message to another person.
-  The ability to attach data or information file easily into the e-mail (a photo, a document).

### 7.3.4 E-mail Window

Given below is a model of an e-mail window.



In the e-mail address [saman@edupub.gov.lk](mailto:saman@edupub.gov.lk), [saman](#) in the user name.

@ symbol is used to connect the username to the other part.

[edupub.gov.lk](#) after @ symbol is the domain name.

.lk means it is an e-mail address in Sri Lanka.

#### 2 compose/new

A new e-mail window can be obtained by clicking on Compose or New after logging on to the e-mail account

#### 3 To

Here, the e-mail address of the receiver is mentioned

#### 5 Bcc (Blind Carbon Copy)

The e-mail addresses in this section are not visible to people whose e-mail addresses are in To and Cc. But all the addresses in To and Cc are visible to people whose e-mail addresses are in Bcc.

#### 4 Cc (Carbon Copy)

The e-mail addresses of the people to which the copies of this letter should be sent, are mentioned.



## Examples

- ★ E-mail address of Amara - amara@yahoo.com
- ★ E-mail address Nayana - nayana@gmail.com
- ★ E-mail address Meena - meena@yahoo.com

Given below are e-mail addresses mentioned in To, Cc and Bcc of an e-mail message created to send a greetings message.

To: amara@yahoo.com    Cc: nayana@gmail.com    Bcc: meena@yahoo.com

Here, Meena can see both e-mail addresses of Amara and Nayana. Nayana can only see the e-mail address of Amara. Similarly, Amara can only see Nayana's e-mail address.

### 6 Subject

Here, the topic related to the e-mail address is mentioned  
Eg: Grade 7 student details)

### 7 Attachment

If there are files that should be attached to this e-mail address, it can be done by clicking on this tool.  
Eg: photos, videos, sound tracks

### 8 Inbox

This contains the e-mail messages sent by other people. Unopened e-mail messages are shown in a dark colour. The person who has sent the message and to whom it has been sent can be seen.

### 9 Sent

E-mails sent by you are contained here.

### 10 Junk/Spam

Unnecessary or spam e-mails are contained here.

### 11 Trash

Deleted e-mails are temporarily stored here. If needed, emails in the folder can be deleted.

### 12 Contacts

This contains the e-mail addresses and contact information.



## Activity 2 : See Workbook 7.2