

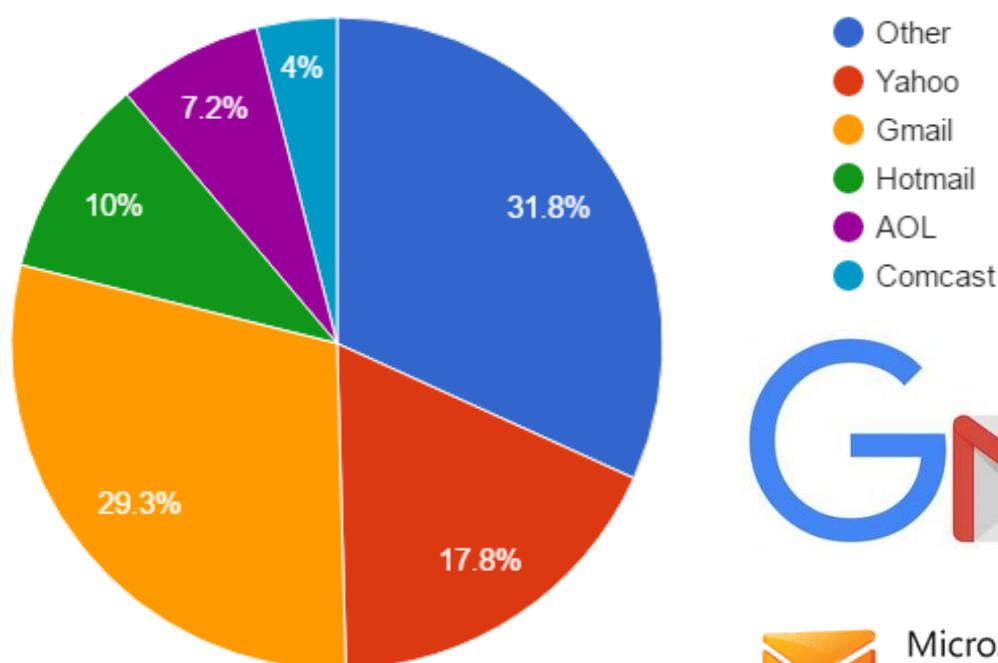


CHAPTER 12: EMAIL

Email

E-mail: Electronic Mail, email (or e-mail) is defined as the transmission of messages over communications networks.

There are many free companies that provide Email to customer. There are the best Email provider:



**YAHOO!®
MAIL**





Email Address

Top level Domain

thy.sothea@hotmail.com

User Name

"at" sign

Domain name

Creating G-mail account

- 1st: create a Google account
 - Gmail will redirect you to the Google account signup page.
- 2nd: you'll need to provide some basic information like
 - your name,
 - birthdate,
 - Phone number or account recovery
 - gender,
 - Location...
- 3rd: You will also need to choose a name for your new Gmail address
 - Once you create an account, you'll be able to start adding contacts and adjusting



Sending Email

1. Recipients are the people you are sending the email to.
2. **Cc** stands for carbon copy. This is used when you want to send an email to someone who is not the main recipient.
3. **Bcc**: blind carbon copy. Neither the main recipient nor the Bcc'd recipients can see the addresses in the "Bcc:" field. Blind carbon copying is a useful way to let others see an e-mail you sent without the main recipient knowing. This prevents the e-mail addresses from being captured by someone in the list who might use them for spamming purposes.
4. The subject should say what the email is about.
5. The body is the actual text of the email.
6. Send Button, when you are satisfied with your message, click Send to send it to the recipients.
7. Click the Formatting button to access formatting options.
8. An attachment is a file (such as an image or a document) that is sent along with the email message. Gmail allows you to include multiple attachments)

Responding to Email

- In addition to sending emails, you'll also be receiving emails from others.
- Once you've read an email, there are several actions you can take to respond to the email.

