



Web and Internet

Class Six

Lab 10



Lab Objectives:

- Introduction to Email

Introduction

Do you ever feel like the only person who doesn't use email? You don't have to feel left out. If you're just getting started, you'll see that with a little bit of practice, email is easy to understand and use.



In this lesson, you will learn what email is, how it compares to traditional mail, and how email addresses are written. We'll also discuss various types of email providers and the features include with an email account.



Traditional Mail vs Email

Address

Traditional mail is addressed with the recipient's name, street address, city, state or province, and zip code.

For example, it will usually look something like this:

Elena M. Casarosa
202 Cedar Lane
Raleigh, NC 27601



Email addresses are always written in a standard format, but they look quite different from traditional mail.

An email address includes a username, the @ (at) symbol, and the email provider's domain. Usernames often include numbers and shortened versions of a name to create a unique email address, and will usually look something like this:

emcasarosa82@gmail.com

Delivery

Traditional mail in a sealed envelope or package is delivered to a home or post office box by a mail carrier.



Email is delivered electronically across the Internet. It is received by the inbox of an email service provider like Gmail, Yahoo, or Outlook.

Time

Traditional mail delivery could take anywhere between a couple of days, to a couple of weeks, depending on where it's being sent.



Email is delivered instantly, or usually within a few minutes.



Understanding email addresses

To receive emails, you will need an email account and an email address. Also, if you want to send emails to other people, you will need to obtain their email addresses.

It's important to learn how to write email addresses correctly because if you do not enter them exactly right, your emails will not be delivered or might be delivered to the wrong person.


Email addresses are always written in a standard format that includes a user name, the @ (at) symbol, and the email provider's domain.

The user name is the name you choose to identify yourself.





The email provider is the website that hosts your email account.

 **Merced Flores** <merced.flores73@gmail.com>
to me ▾

Hi Julia,

I'm absolutely available as a scientific consultant for v.

Some businesses and organizations use email addresses with their own website domain.

from: **Facebook** <security@facebookmail.com>

About email providers

In the past, people usually received an email account from the same companies that provided their Internet access.

For example, if AOL provided your Internet connection, you'd have an AOL email address. While this is still true for some people, today it's increasingly common to use a free web-based email service, also known as webmail.



Webmail providers

Today, the top three webmail providers are Google's Gmail!, Microsoft's Outlook.com (previously Hotmail), and Yahoo mail .

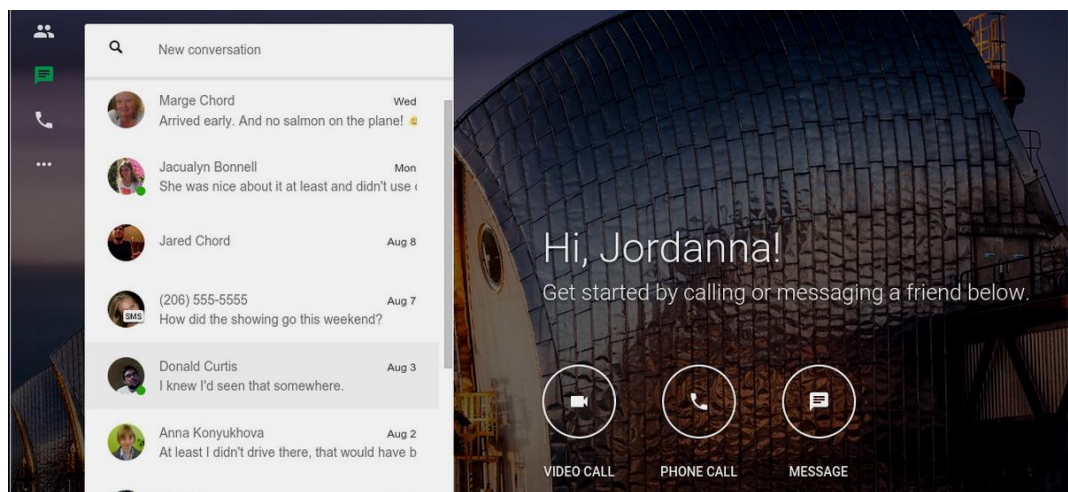
These providers are popular because they allow you to access your email account from anywhere with an Internet connection. You can also access webmail on your mobile device.



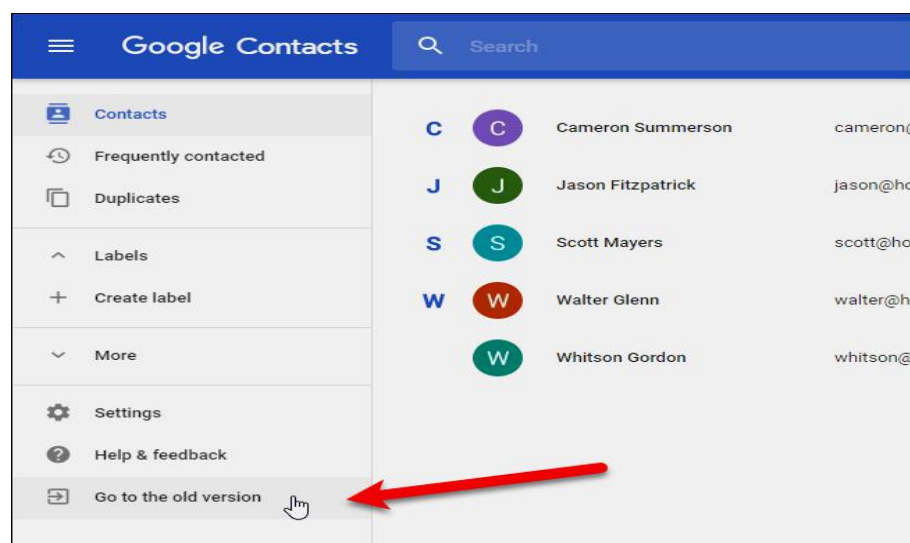
Email productivity features

In addition to email access, webmail providers offer various tools and features. The tools offered will vary by provider, but all major webmail services offer the following features:

- ✓ Instant messaging, or chat, which lets you have text-based conversations with other users

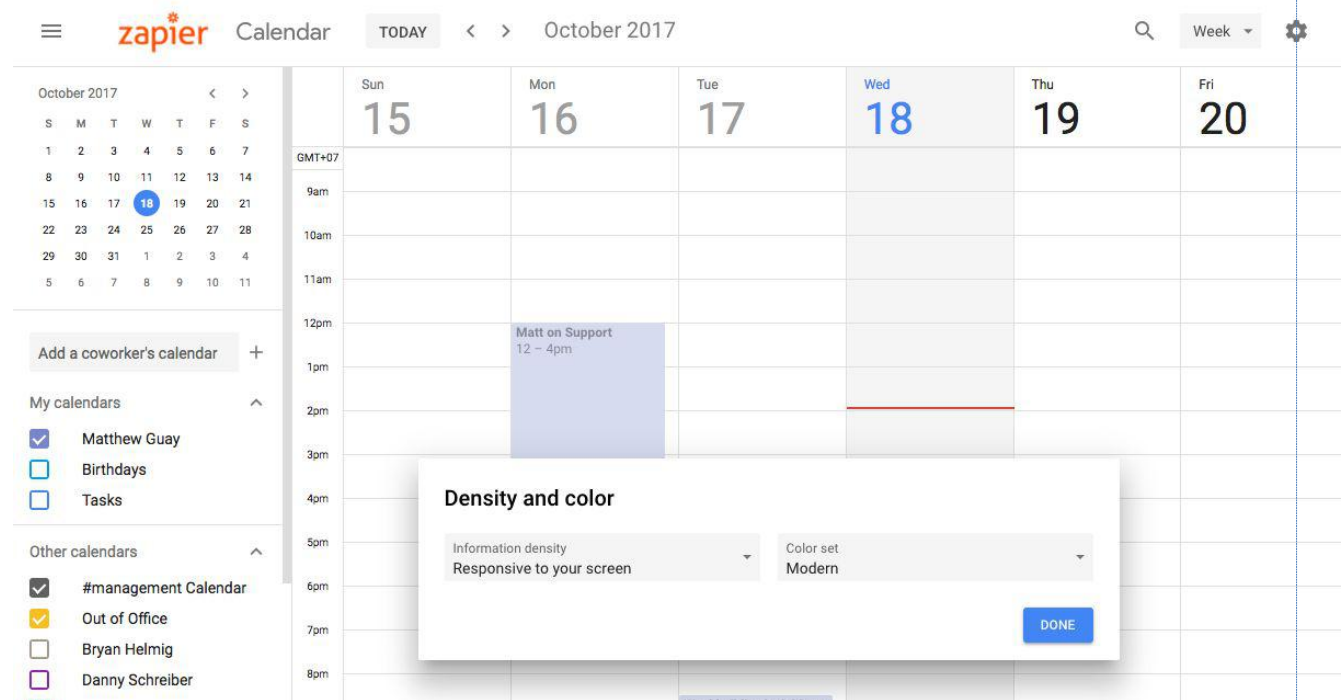


- ✓ An online address book, where you can store contact information for the people you contact frequently





- ✓ An online calendar to help organize your schedule and share it with others



- ✓ A public profile that you can use for basic social networking purposes, like sharing photos, previous work or school history, and status updates, among other things

