

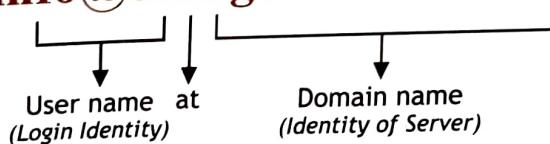
Electronic Mail (e-Mail) is an online mailing service provided on the Internet by which one can send messages to any person around the world through computing devices. It has become the fastest, easiest and cheapest means of communication for business, governance, administration, education, tourism, etc.



An individual who avails the service of Internet, must have a unique e-Mail address, i.e., (e-Mail ID) by which and to which messages are being sent & received and that can be accessed from anywhere at any point of time, with an internet connectivity.

Mails are received in a mailbox of an e-Mail recipient. No two e-Mail IDs can be identical. For example, a typical e-Mail address would look like: info@orangeeducation.com  
Generally, there are two parts of an e-Mail address: i.e., the login identity and the identity of the e-mail server, both are separated by @ (at the rate) symbol.

**info@orangeeducation.com**



**User Name:** An e-Mail address has a user identification (name) that contains some characters, here it is 'books'.

**@ (At):** The '@' i.e., 'at the rate' sign connects the user with the domain name i.e., second part.

### Advantages of an e-Mail

**Fast:** An e-Mail message can reach any corner of the world in seconds. e-Mail messages are delivered much faster when compared to any conventional system of sending letters.





**Cost:** For sending and receiving e-Mails, there is no fee. Once connected to internet, one does not need to pay for sending a message.



**Convenience:** An e-Mail message can be sent at any point of time from anywhere on the earth. e-Mail message does not require the person receiving the message to be present at his/her computer at that moment, unlike the telephone calls. The received messages are stored in the inbox of the account holder. One can receive and read the messages as per convenience.

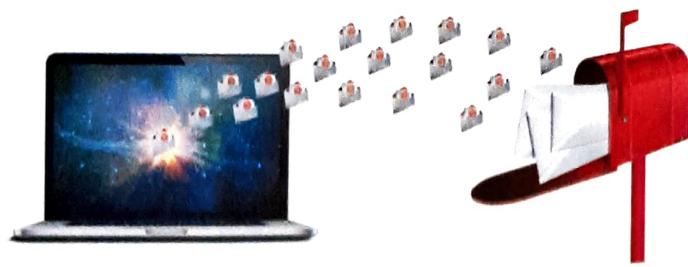


**Resource Saving:** An e-Mail does not require paper, envelope or stamp. It is digital in nature so wastage of natural resources are minimum.



**Maintenance of Record:** The sender or the receiver can always keep the records of the messages in the 'Sent Mail' section of the mail box or computer as soft copy.





**Reusable:** The e-Mail messages can be reused or forwarded to other recipients as and when required.



### Similarity between e-Mail and Postal Letters

- ❑ e-Mail can be said to be the advanced version of postal letter. Just as a postal letter is sent to a specific address, email is also sent to a specific address known as the e-Mail ID. The e-Mail ID is however shorter than the postal address.
- ❑ Both postal letter as well as e-Mail have specific sender, receiver and message.
- ❑ Earlier when the written messages were sent through postal services, most of the houses had a small mail box near their main gates in which the postman used to deliver the letters. In the similar manner, we have a mail box to which e-Mails get delivered. This mail box is known as an inbox.
- ❑ There is a channel (bus/train/aeroplane) through which postal messages traverse from one place to another and then get delivered by the postman. e-Mail messages also reaches to us through a channel known as the Internet.

### Limitations of e-Mail

- ❑ Although e-Mails are delivered instantly, the recipient may or may not read his/her mail at that point of time. This defeats the purpose of quickness of an electronic mailing system.
- ❑ Most of the web sites display advertisements during the usage which are called spam mails. There are many spams which are sent to the e-Mail accounts. It results in the increased size of mail box, which brings a significant decrease in the speed of usage and consumes extra time of a user who has to navigate through all the mails to search for the required one.
- ❑ A slight error in the address of the recipient may result into the non-delivery of the message or delivery to some other recipient.
- ❑ Since, e-Mail passes through various networks, sometimes it may be intercepted in between. A failure or fault in one of the links (of network) between the sender and receiver prevents delivery of the e-Mail, though the sender assumes that e-Mail has been delivered.



## E-MAIL SERVICES

There are two kinds of e-Mail services viz. web based and application based.

### Webmail

Webmail, or web-based e-Mail, is portable and accessible from any Internet enabled web browser. In such setup, e-Mail is accessed on a website. Some of the popular webmail are Gmail, Yahoo, Roundcube, SquirrelMail, etc. Some of the advantages of using webmail are:

- ❑ No need to install specific software for accessing e-Mail
- ❑ Saves storage space on the computer as the e-Mail is stored online

### Email Applications

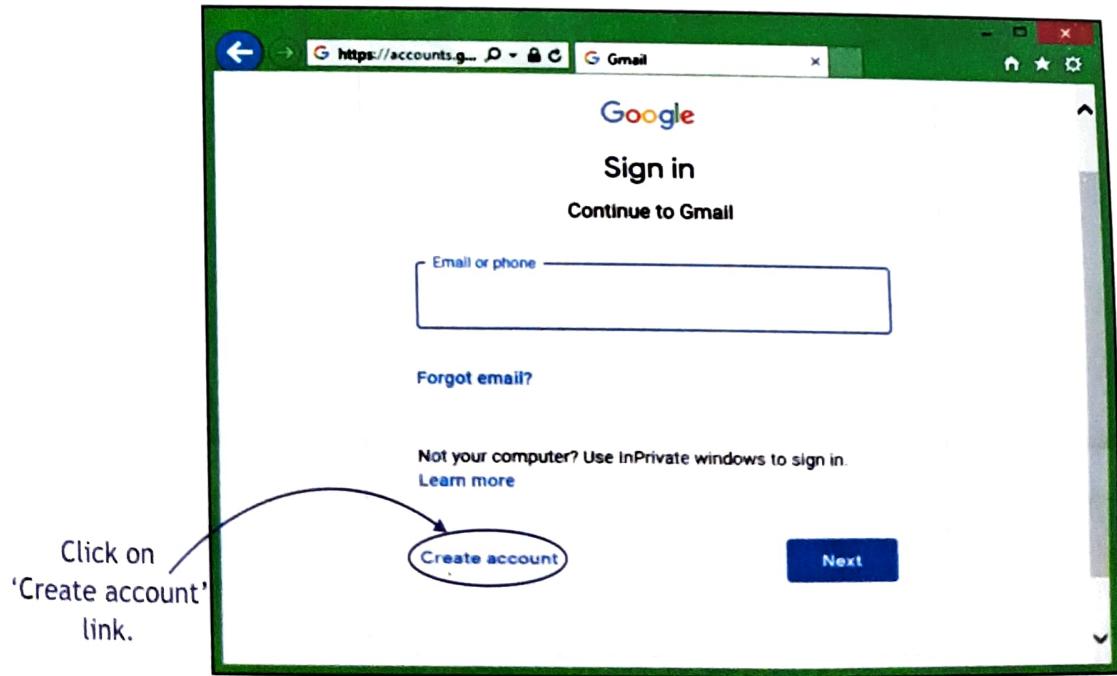
An e-Mail application is a dedicated application software installed on a computer or mobile device that is used to access services related to e-Mail. This application enables the user to store e-Mail messages on storage device of computer or mobile. Once the e-Mail is downloaded, it can be accessed offline also. Some common e-Mail applications are Outlook, Thunderbird, Apple Mail, etc. Some of the advantages of using an e-Mail application are:

- ❑ It is accessible offline as it can easily store e-Mail on computer
- ❑ It sends immediate notification to a device
- ❑ It manages multiple e-Mail addresses in one application

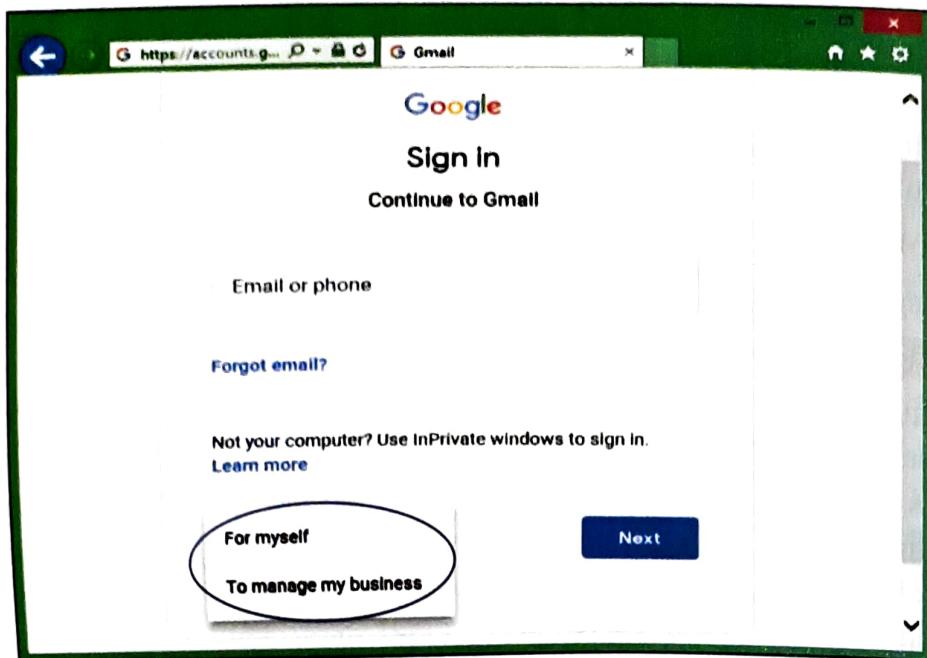
## CREATE AN E-MAIL ID

Open the web browser.

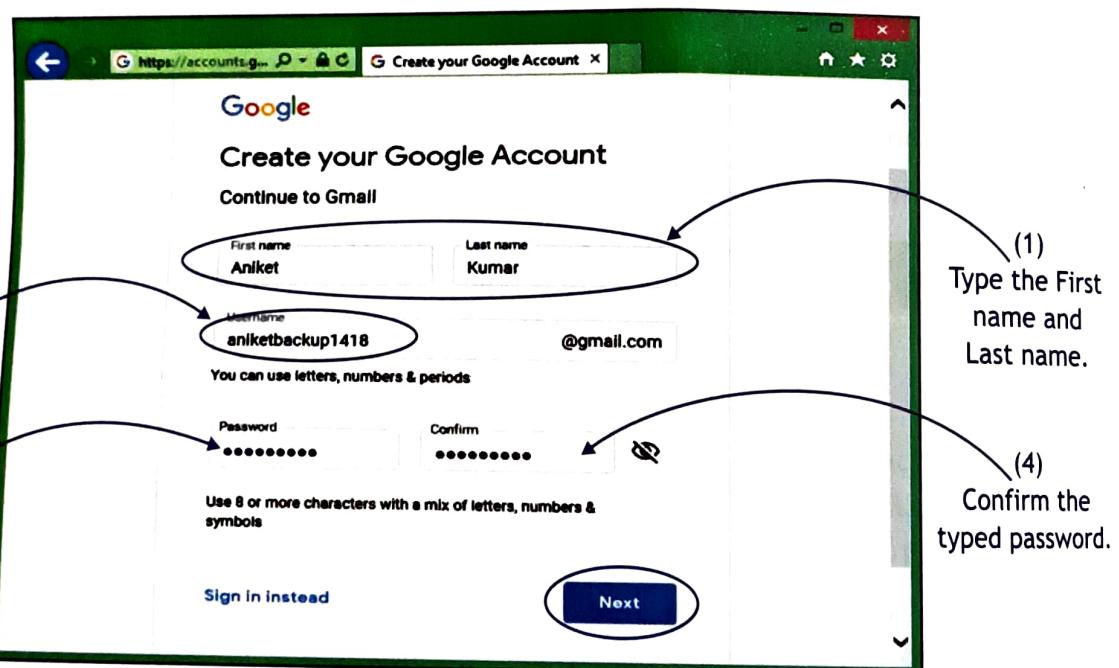
- ❑ Type www.gmail.com in the address bar and then press 'Enter' key.



- ☞ Click on 'For myself' to create a personal account or click on 'To manage my business' to create business account. Here, while creating a personal e-Mail account.



- ☞ A web page with several queries based fields (like; the First name, Last name, Username, Password) appears on the screen.



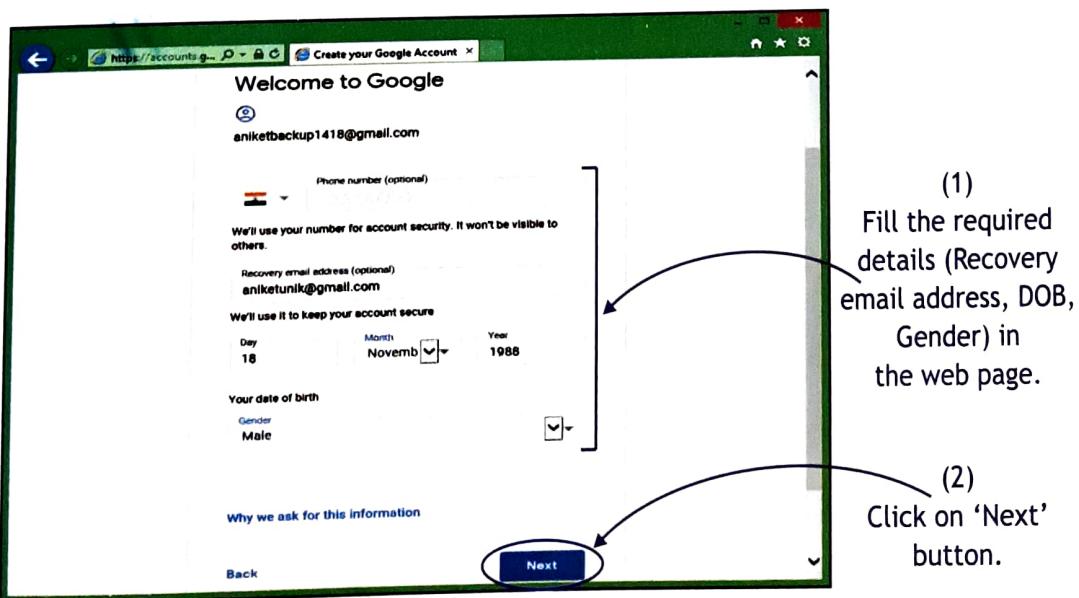
**Notes**

Username is a unique email account id and is a part of e-Mail address. The desired user name will be allotted as per the availability since it is unique. If the desired Username is already taken by other user; a message will be displayed 'That username is taken. Try another.'

Verifying your phone number' form appears as a new web page.

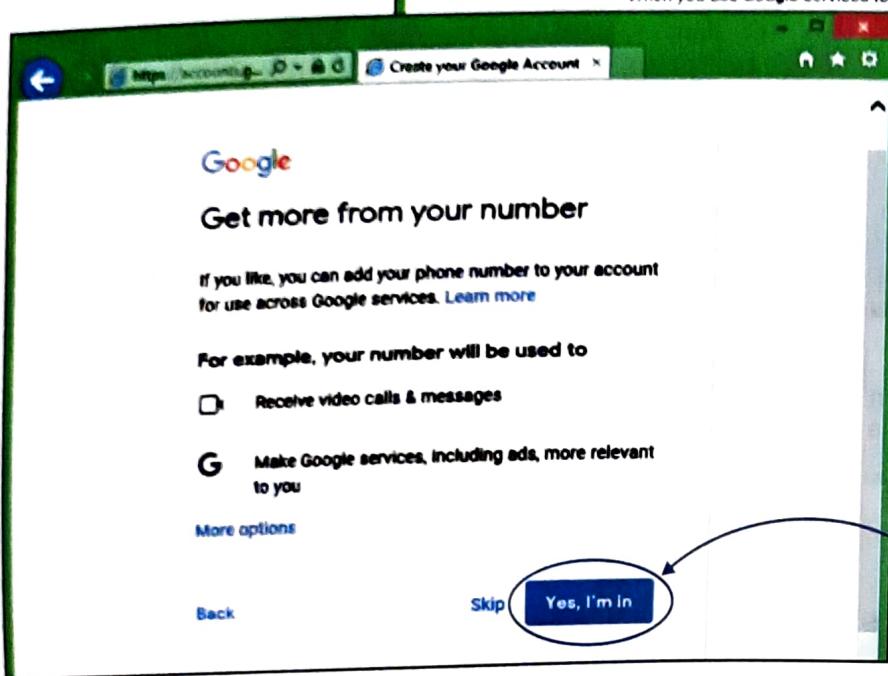


'Welcome to Google' web page loads in the web browser.



A web page containing 'Privacy and Terms' appears on the web browser.





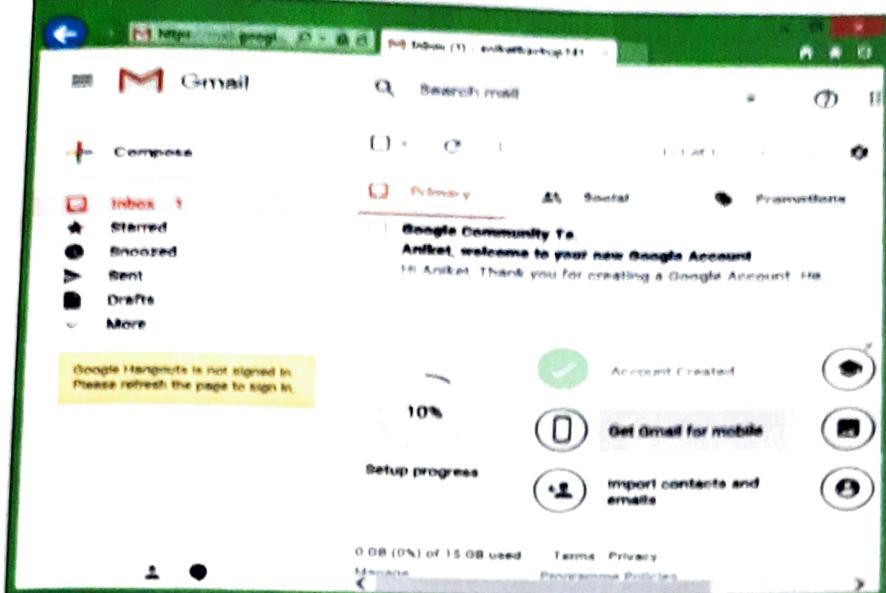
(1) If you agree with the given privacy & terms then click on 'I agree' button.

- ☛ Click on 'Yes, I'm in', if you want to link same phone number for all the services of Google or else click on 'Skip' button.



- ☛ Finally, click on 'Next' button. Gmail account opens with the inbox screen as:



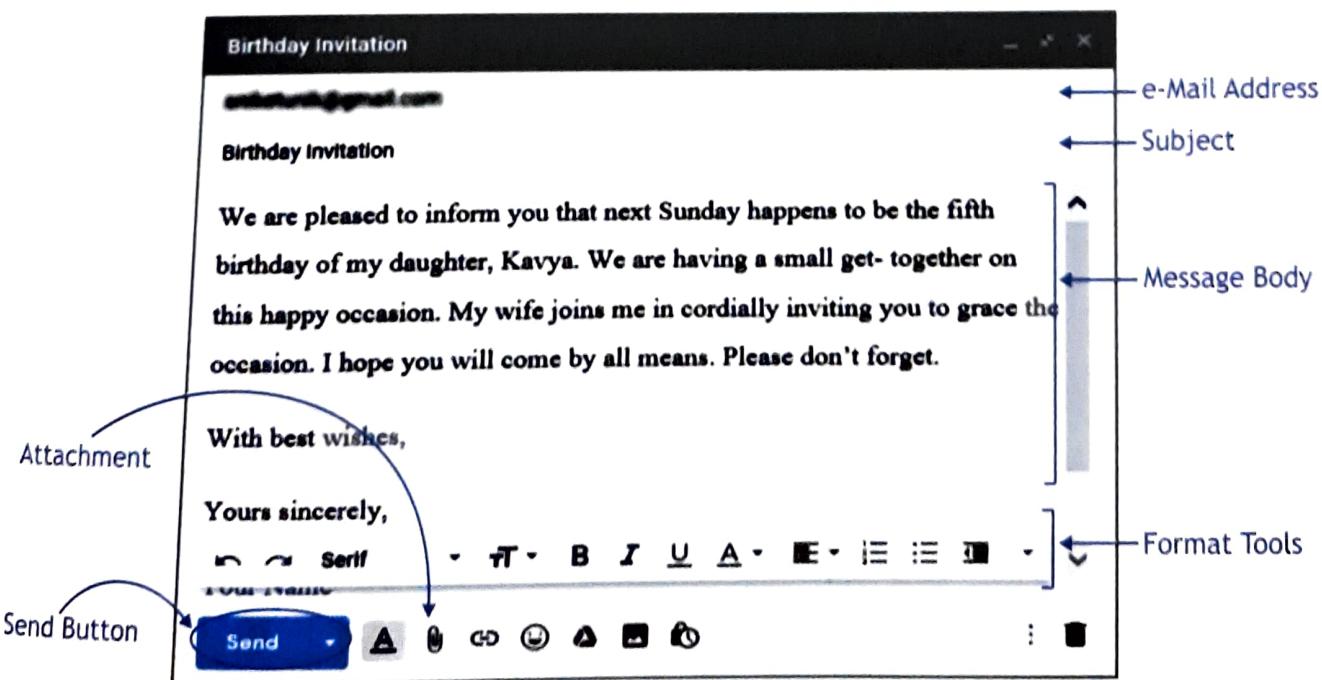


## COMPOSE & SEND E-MAIL MESSAGE

e-Mail message can be composed, typed or written in 'Compose' window. e-Mail address of the recipient/s, subject of the message can also be typed in the 'Compose' box or window along with the message in the body (e-Mail message). It also contain tools to format the text present in the message body of the 'Compose' box. *Text typed in the subject line cannot be formatted.* Additional file commonly known as 'Attachment' can also be attached/linked to the e-Mail message through 'Compose' window.

### To compose an e-Mail:

- ☞ Click on the 'Compose' button from the left menu pane.
- ☞ 'Compose' window will appear in the lower-right corner of the web page.



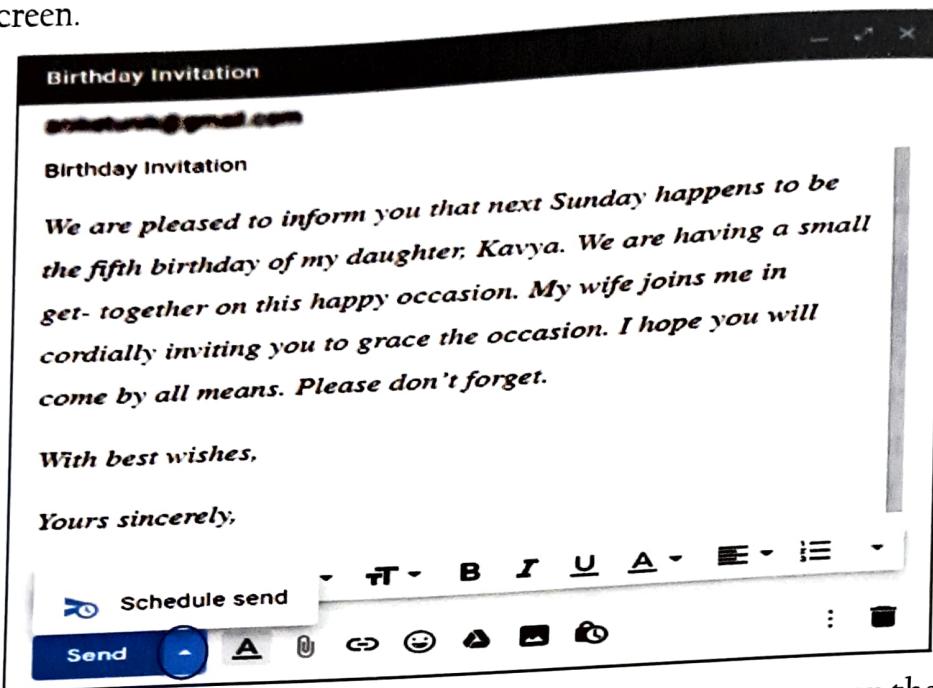
One or more recipients e-Mail address can be typed in the 'To' field, separated by comma.

- ☛ Type a relevant subject for the message.
- ☛ Type e-Mail message in the body field, then click on 'Send' button.

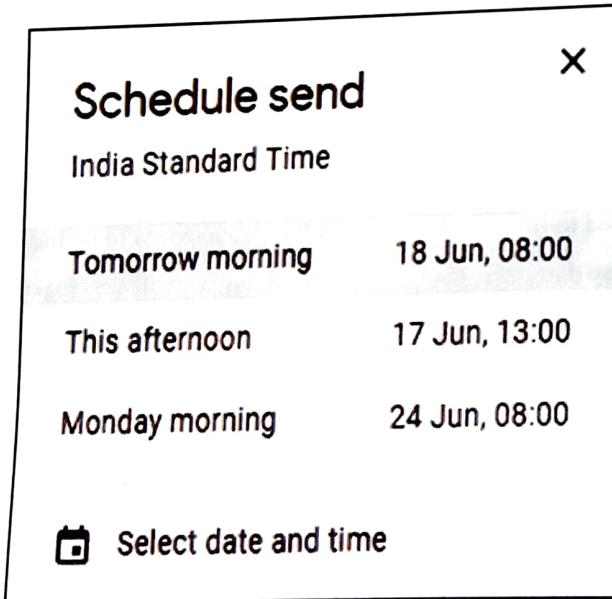
### Schedule Send

Schedule Send allows the user to compose e-Mails whenever they want and can schedule them to send at a later time.

- ☛ Click on the drop-down arrow next to the 'Send' button. 'Schedule send' option appears on the screen.



- ☛ Click on the 'Schedule send' option. A time-and-date selector appears on the screen which allows to set desired date and time contains few pre-defined date & time format.



- ☛ Select any pre-defined date & time or Set the desired date & time from 'Select Date and Time' option.



### Select date and time

June 2019 < > 17 Jun 2019

M T W T F S S

12.39

16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	

Cancel

Schedule send

- ☞ Click on 'Schedule send' button.



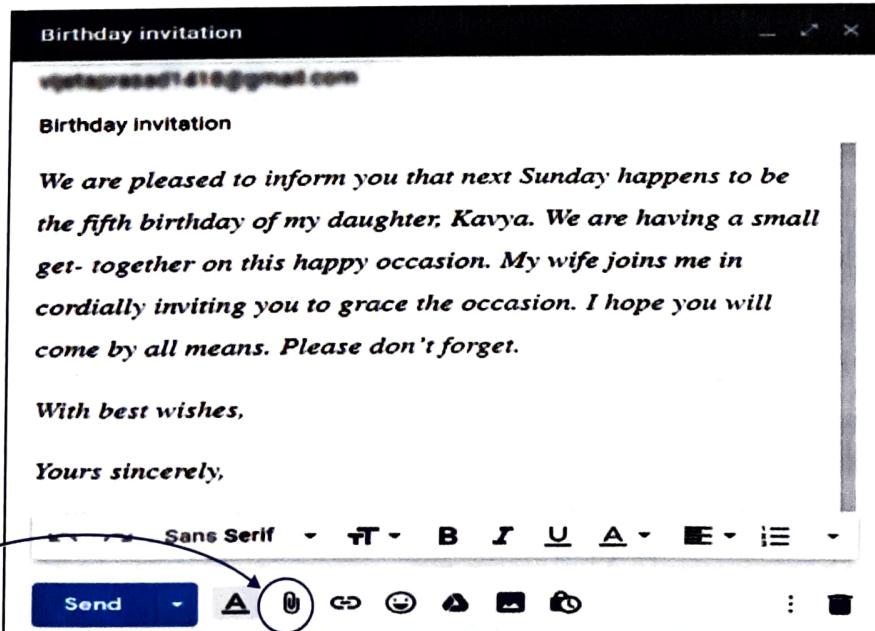
If the recipient you are emailing is already in one of your contacts, you can start typing that recipient's first name, last name or email address, and Gmail will display the complete contact below the To: field.

### ATTACHING FILE TO AN E-MAIL

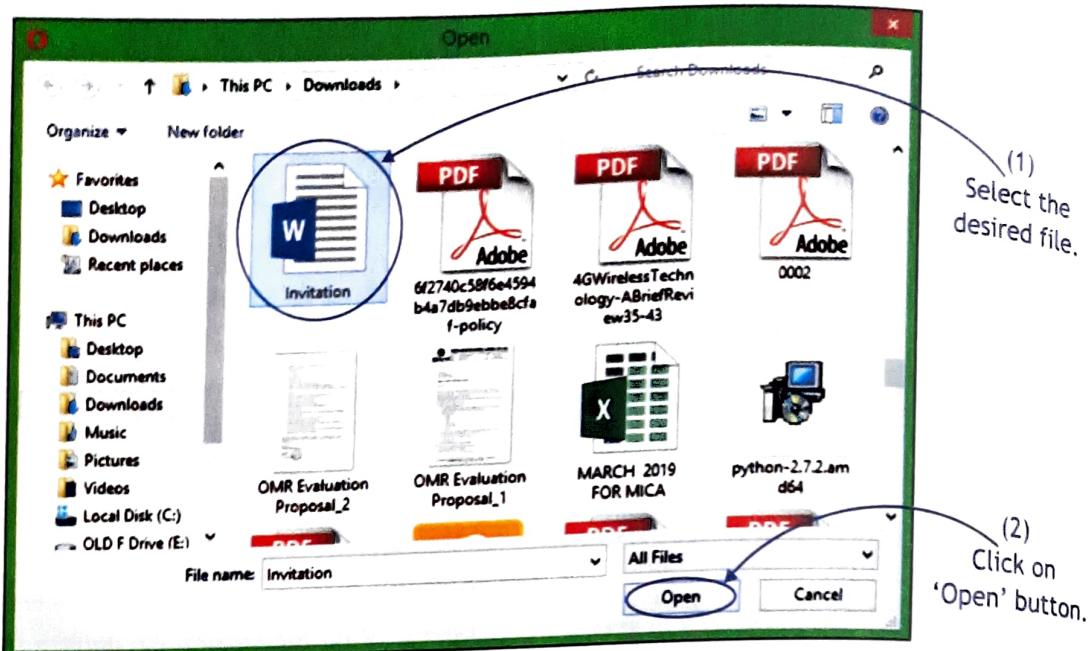
An attachment is simply a file (like an image or document) that is sent along with your e-Mail. For example, if you are sending an invitation, you might send Invitation Card as an attachment, with the body of the e-Mail being the cover letter. It is preferred to type/compose a message (about attachment) in the body of e-Mail.

To add an attachment:

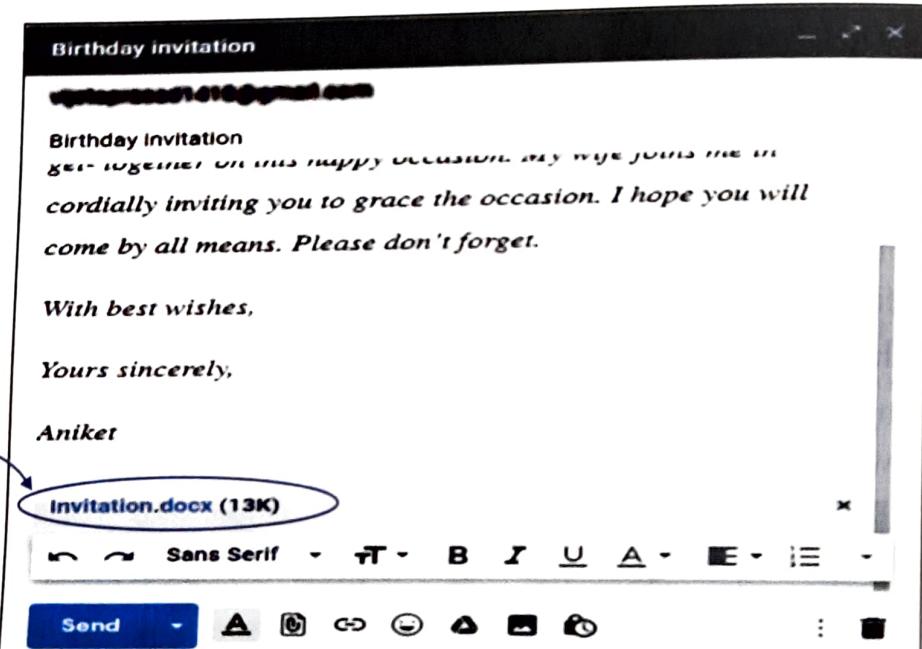
While composing an e-Mail, click the icon (looks similar to paper clip) at the bottom of the compose window to attach files in the message.



 'Open' dialog box appears on the screen.



 The attachment will begin to upload.



More than one file can also be attached however, acceptable summative size of all the attachments should not be more than 25 MB.

The e-Mail can also be sent before the attachment is uploaded. It will continue to upload the attachment and will be sent automatically once it's uploaded.

## MANAGING FOLDER

Folder in Gmail helps to manage & organize email messages properly. Different folders are:

**Inbox:** It is used to hold received e-Mail messages.

**Sent:** It holds the e-Mail messages that are sent to people/recipient.

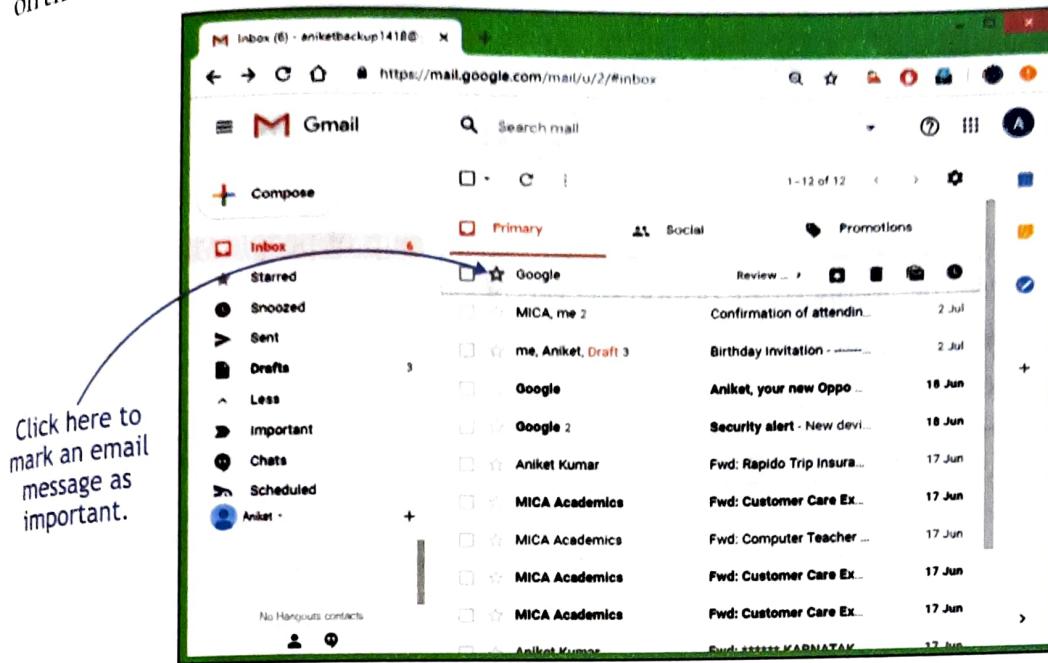


**Draft:** It is used to hold the message that is still in composing phase or not yet sent.

**Junk/Spam:** It holds unsolicited messages.

**Trash:** It stores the deleted email message upto 30 days. After 30 days, it will be permanently deleted from the e-Mail account and can't be recovered or restored.

**Starred:** It hold the e-Mail messages which is marked as most important emails. By default, starred messages are labeled with a yellow star. To mark an e-Mail message as important, click on the 'Star' display on the e-Mail message in the inbox.



## RECEIVING AN E-MAIL

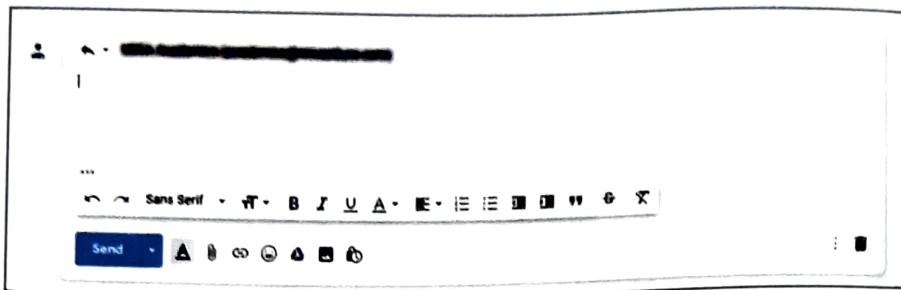
By default, all the received emails appear in the Inbox. e-Mail messages which are unread will appear in Bold format. Name of the sender, subject of the e-Mail and the first few words of the e-Mail body are visible. To read an e-Mail:

- Click on Inbox (if inbox section is not opened) and then click on the e-Mail you want to read.

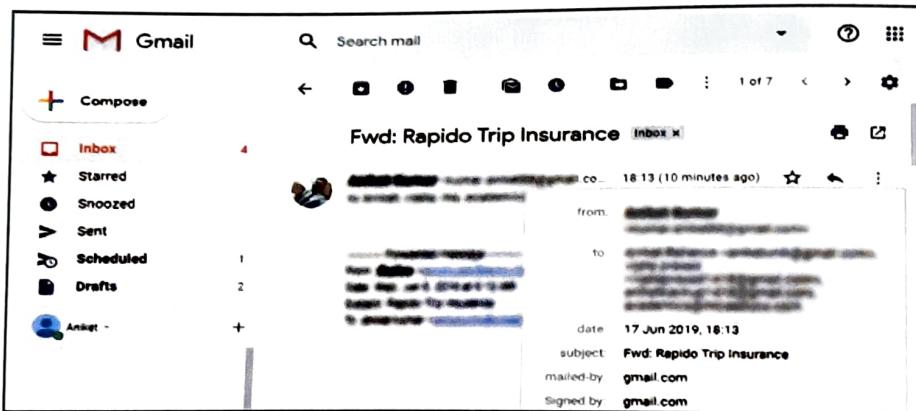
A screenshot of the Gmail inbox interface. The 'Inbox' section is open, showing several messages. A blue callout bubble points to the first message in the list, which is bolded. The message is from 'MICA Academics' with the subject 'Fwd: Computer Teacher candidate - Ripsy Midha applied on Indeed'. The message body starts with 'Fwd: Computer Teacher candidate - Ripsy Midha applied on Indeed'. A second window shows the full details of this message, including the recipient 'Ripsy Midha <ripsy\_midha\_als@rediffmail.com>', the date 'Date Mon, Jun 17, 2019 at 10 PM', the subject 'Computer Teacher (random) - Ripsy Midha applied on Indeed', and the recipient 'To <ripsy\_midha@mcaedu.ac.in>'. The message is from 'indeed'. Below the message, it says 'Ripsy Midha applied to Computer Teacher job in Ranchi, Jharkhand Current location Ranchi, Jharkhand'.

## REPLYING TO AN E-MAIL

When you reply to any e-Mail message, sender need not to worry about the recipient's e-Mail id as it will automatically appear in the To: field.



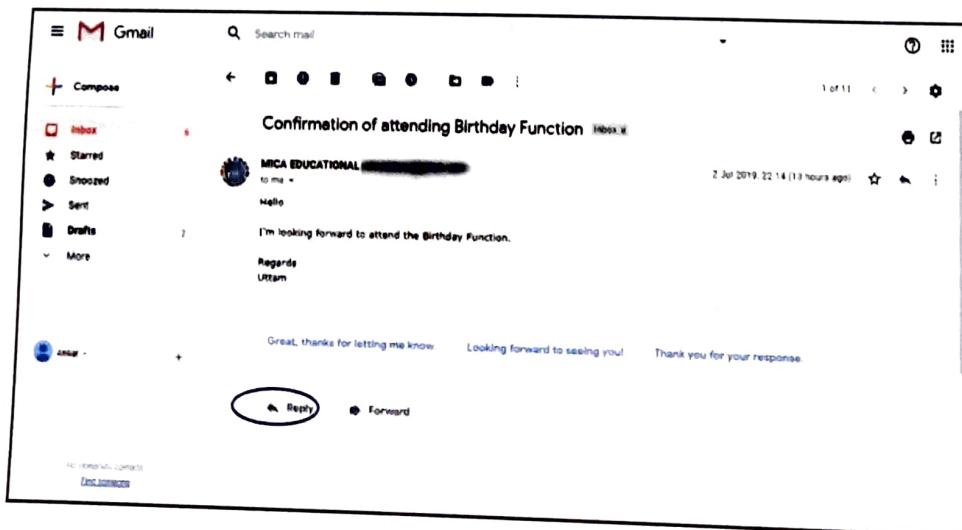
Sometimes you'll receive e-Mails where you're not the only recipient, and you'll need to decide whether you want to reply just to the person who sent the message or reply to all (the sender and all recipients). For example, if you're collaborating with a group of people via e-Mail, you'll probably want to use the 'Reply to all' option so everyone gets the message. However, if you want to send a more private message to the sender, you need to select the 'Reply' option so the message stays between the two of you.



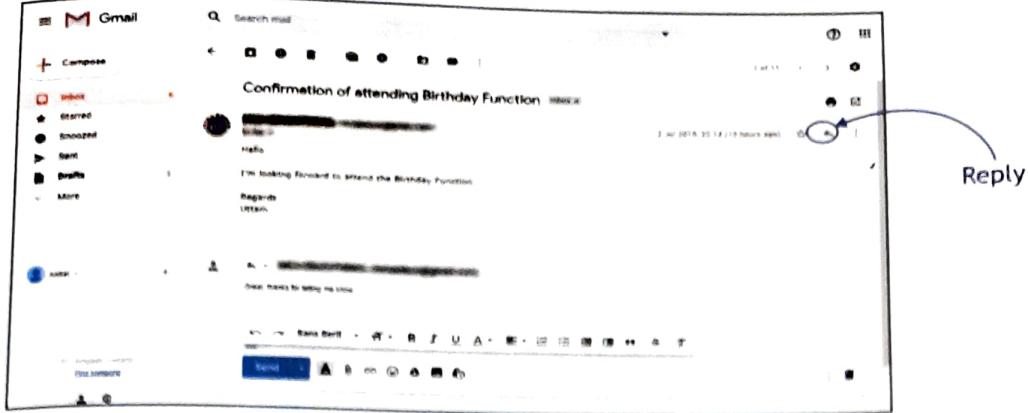
### To reply to an Email Message:

While viewing the message, click 'Reply' at the bottom of the message. If the received message was sent to multiple recipients, then 'Reply to all' option is also available to reply to all the recipients.

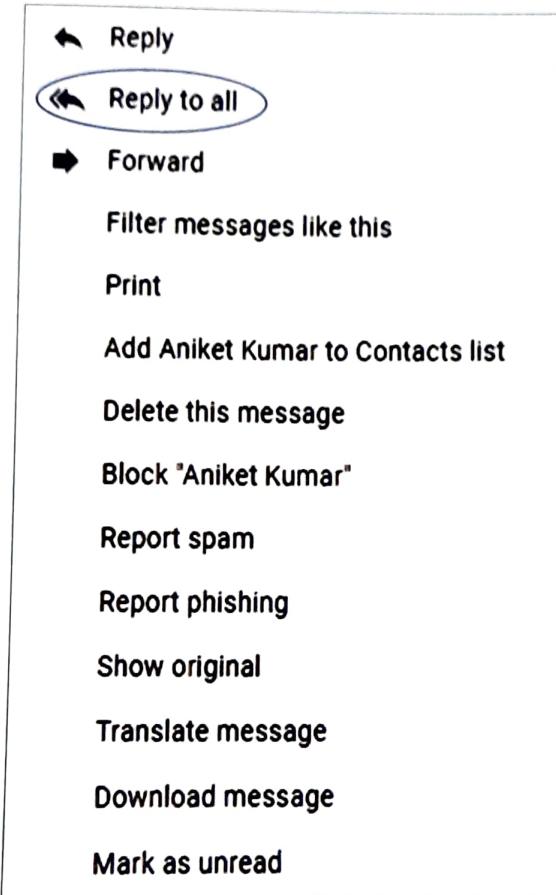
- ☞ Click 'Reply' arrow to respond to the message.



Type your message in the 'Body' field and then click 'Send' button.



**Reply to All**

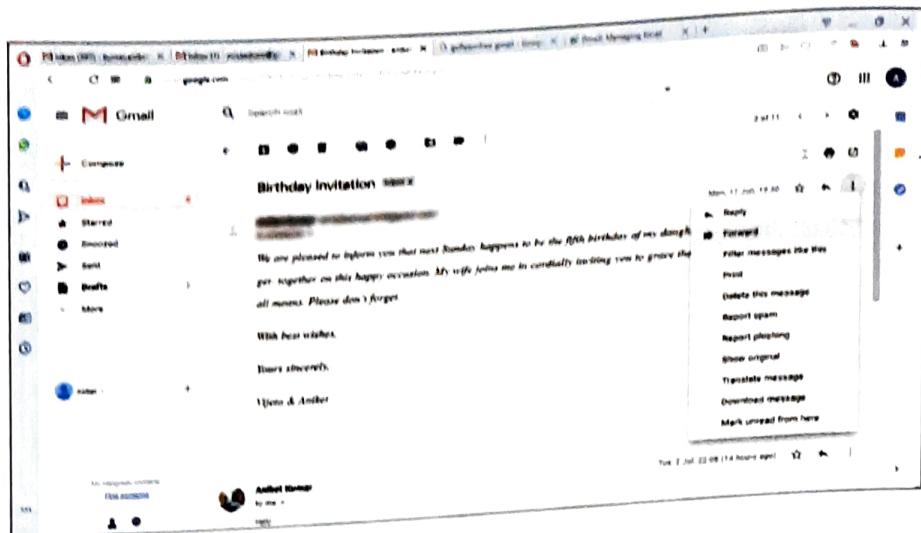


## FORWARDING AN E-MAIL

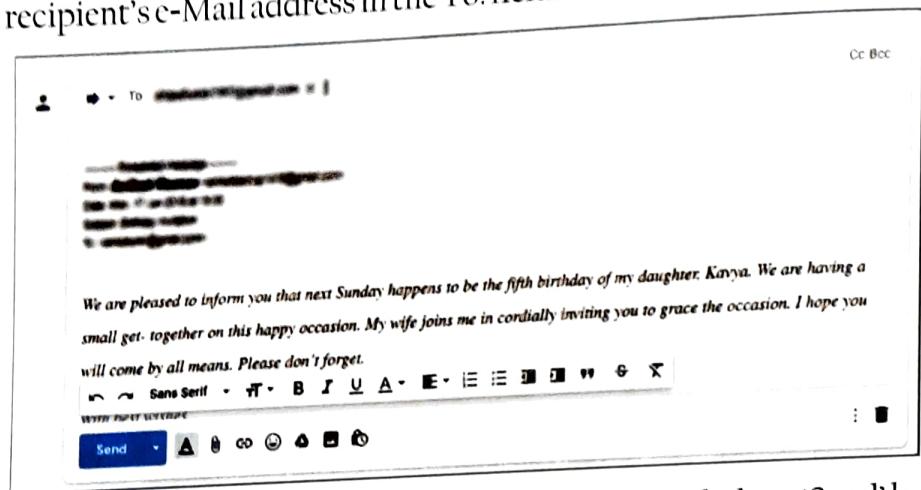
This basically works the same as replying, but it's used to send the email to someone who wasn't one of the original recipients.

While viewing the email message, click on 'More' drop-down menu next to the 'Reply' arrow. A pop-up menu appears on the screen.





- ☛ Click on 'Forward' option.
- ☛ Type the recipient's e-Mail address in the To: field.

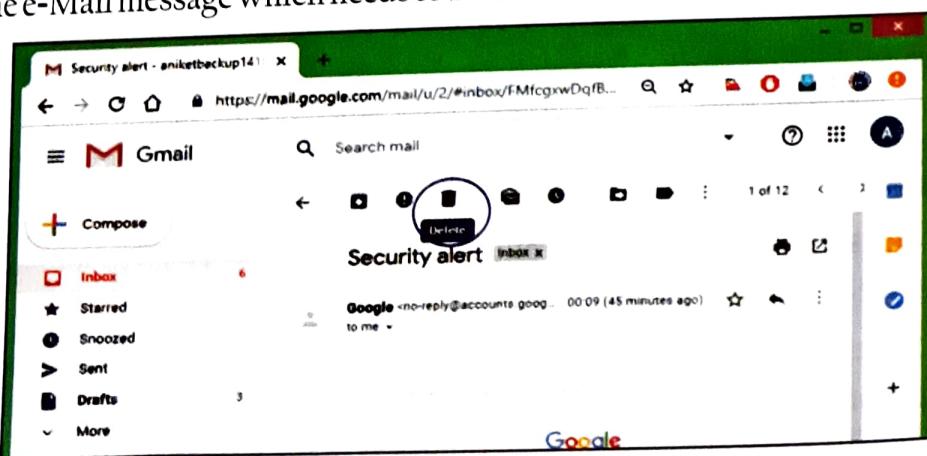


- ☛ Update the message (if required) in the 'Body' field and then click on 'Send' button.

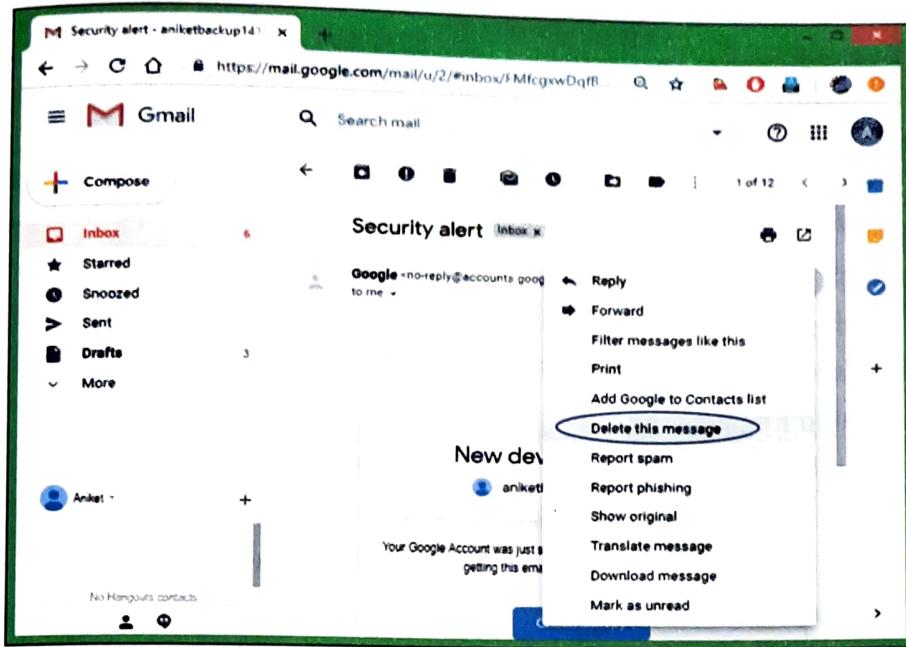
### Deleting an e-Mail

It is a good practice to delete unwanted, junk, unknown or old e-Mail messages. When an e-Mail message is deleted, it stays in 'Trash' upto 30 days. After 30 days, it will be permanently deleted from the e-Mail account and can't be recovered. To delete a message:

- ☛ Open the e-Mail message which needs to be deleted and then click on 'Delete' button.



- If the message is a part of a conversation, the entire conversation will be deleted. If it is required to delete one message from the entire conversation:
- Click the drop-down menu in the top-right corner of the message and then select 'Delete this message' option.



## Lab Assignment 'n Activity

- Create your email id.
- Sign in your email account.
- Compose an email message to invite your friends for a social cause i.e. 'To clean the Society' which is scheduled on 2nd October.
- Schedule the message to send at 6 pm on 1st October.
- Attach a Poster of 'Swachh Bharat Mission'.
- Ask your friend to send confirmation email about their participation.
- Receive & read the confirmation email message.
- Reply your friends about updated schedule.





**1. Fill in the blanks:**

- (a) ..... are received in the ..... of an e-Mail recipient.  
(b) e-Mail stands for .....  
(c) Content typed in the ..... line cannot be formatted.

**2. Select the most suitable alternative:**

- (a) Which of the following must be unique in an e-Mail id?  
(i) Body of the Message                          (ii) Subject  
(iii) User name                                      (iv) None of these
- (b) Gmail, Yahoo Mail are some popular service provider for:  
(i) Search Engine                                    (ii) Email Service Provider  
(iii) Web Browser                                    (iv) None of these
- (c) How many days deleted email message will present in Trash?  
(i) 30 days                                         (ii) 20 days  
(iii) 25 days                                         (iv) None of these

**3. Write short notes:**

- (a) File Attachment                                    (b) Webmail  
(c) Starred    (d) Schedule send

**4. Differentiate between:**

- (a) User name and Domain name                    (b) Replying and Forwarding

**5. Short Answer Questions:**

- (a) What is Managing folder?  
(b) What is Forwarding an e-Mail?  
(c) Define e-Mail applications.

**6. Answer the following questions:**

- (a) Discuss the similarities between e-Mail and Postal letters.  
(b) List the limitations of e-Mail.  
(c) What are the advantages of e-Mail?  
(d) Differentiate between Schedule Send and Send.

**7. Name the labeled parts of an E-mail address:**

info@orangeeducation.in

