SURFING NET AND E-MAIL

The Internet is a **global network** of computers. But in many ways, it resembles a small town with similar services.

✦ Let's say you want to **send** or **receive mail**, the Internet has **electronic post offices** that allow you to communicate instantly with **E-mails** where no papers, envelopes or stamps are required.

✦ The **World Wide Web** is like a **giant mall**, where you can shop, preview a movie, download music, watch TV programs and listen to radio stations from around the world.

✦ There are **online libraries** with millions of books and periodicals which you can use any time.

✦ **Chat rooms** on the Internet are equivalent to 24-hour coffee shops, with people online to chat anytime you want.

BLOGS

A blog is an easy-to-create web site that allows users to share their thoughts with the world. The word "blog" comes from "Weblog" because a blog consists of a signed and dated log of individual postings. The topic of the blog can be anything, from personal to professional.

Blogging can be an interactive activity. Readers can add comments to a blogger's postings, other persons can respond, and a conversation ensues. Lately, bloggers have become well-known commentators on the political scene, but blogging can encompass any topic or no topic at all.

Fig. 10.1: **www.blogger.com**

TWITTER AND MICROBLOGGING

Microblogging is a new form of communication in which users can describe their status in short posts distributed by small messages, mobile phones, e-mail, digital audio or the web. Some of the most notable services are Twitter, Tumblr, Plurk, Jaiku etc.

Twitter is an online social networking site (www.twitter.com) that allows users to send and receive text based messages known as tweets. Tweets are restricted up to 140 characters.

With a Twitter account, you can choose to follow other members and receive their tweets on your page. Moreover, other people can also follow you. Twitter has gained worldwide popularity and has become one of the top 10 most visited websites on the Internet. It has been described as "the SMS of the Internet".
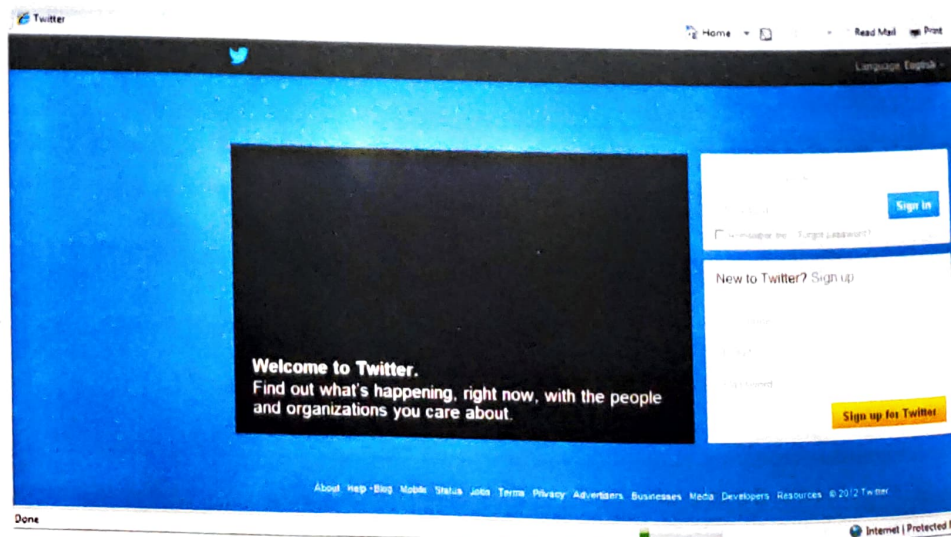
Fig. 10.2: **www.twitter.com** - Login Window

■❚ COMMUNICATION SERVICES ON THE INTERNET

The communication feature of the Internet includes various services like E-mail, chatting, Newsgroup, Mailing lists etc.

E-MAIL: Electronic Mail is a process of sending and receiving text based messages over the Internet. You must have an e-mail address to access e-mail on the Internet. The e-mail address is similar to your postal address. While sending an e-mail, we enter the e-mail address(s) of the recipient(s) so that the computer should know where to send it.

An E-mail address consists of two parts, separated by @ ('at') symbol. An E-mail address cannot contain spaces. E.g., kips@gmail.com.

USER NAME	: It is the name of a person's account. This can be the real name of the user's or any other name.
DOMAIN NAME	: It is the location of the person's account on the Internet separated by a period(.) and then type of organization is mentioned.

An e-mail address identifies a location on the Internet where an e-mail can be sent. There are many sites on Internet which provide free e-mail facility.

The popular sites are: www.gmail.com, www.yahoo.com, www.rediffmail.com etc.

In the previous class, you have learnt how to create an e-mail account, compose and send e-mail, forward and reply e-mails to your acquaintances on the Internet. Let's learn more about maintaining a list of contacts when there are so many addresses.

COMPOSING AND SENDING E-MAIL

To write a mail, click on **Compose** button. It will open a new window wherein we can type the e-mail address of the person, subject of the mail and the text in the body.

After composing an e-mail, click the **Send** button on the toolbar.
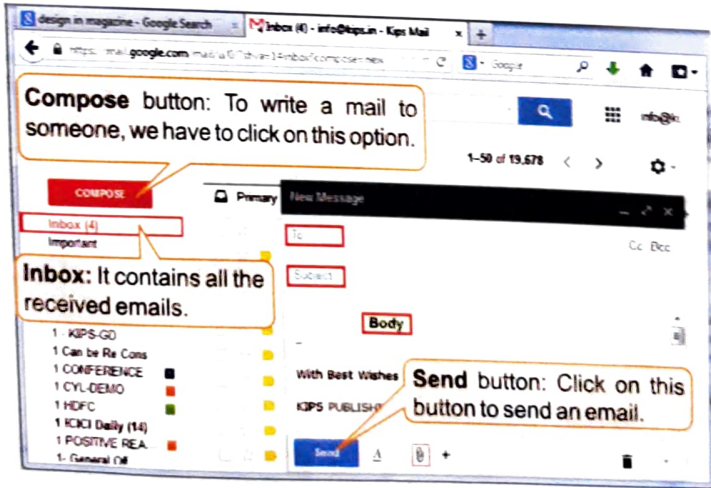
Fig. 10.3: www.gmail.com - Composing a Mail

💡 **tip** You can send the same mail to many persons by typing their e-mail addresses in 'To' box separated by commas.

ADDING A NEW CONTACT

Once you start using e-mail, you will have so many contacts that it would be very difficult to remember their e-mail addresses. Fortunately, every e-mail program provides an address book where you can store e-mail addresses.
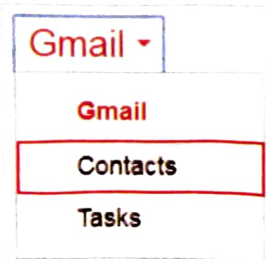
To add contact, follow these steps:

✦ Click on the **Gmail** drop-down arrow at the top left panel and select the **Contacts** option.

✦ Click on the **NEW CONTACT** button in the **Contacts** window.

✦ A form will appear. Enter the required information like Name, Company, e-mail address, contact number etc. of a person in the respective fields.

Fig. 10.4: www.gmail.com - Adding a New Contact

✦ Click on **Save Now** tab. The contact details will be added to the address book.

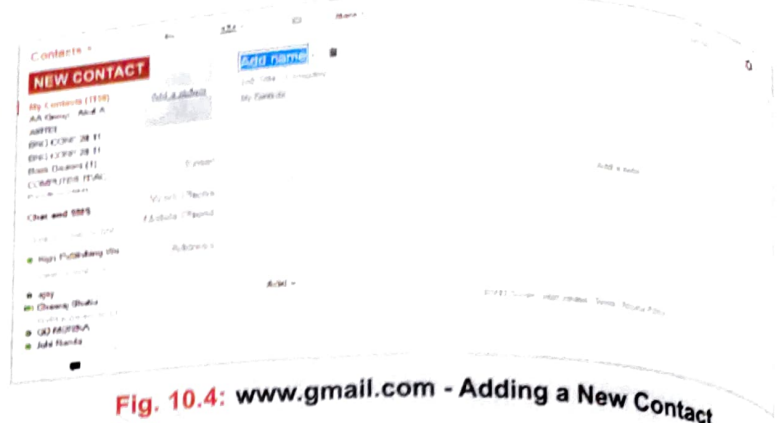✦ You can also add the required fields for entering the information by clicking on **Add** button.

EDITING THE CONTACT DETAILS

After saving the contacts, you can also modify the details of a person entered in contacts, whenever needed. Follow these steps:

✦ Log into your e-mail account and click on the **Contacts** link in the top left panel of the e-mail window.

✦ Select the contact that you want to edit. A form will be displayed.

✦ Edit the details as per requirement.

✦ Click on **Save Now** tab to save the edited details.

DELETING A CONTACT

You can delete a contact from the Contacts list when you do not require it.

✦ Open the Contacts list.

✦ Select the contact that you want to delete.

✦ Click on the **More** drop-down arrow and select **Delete contact** option.
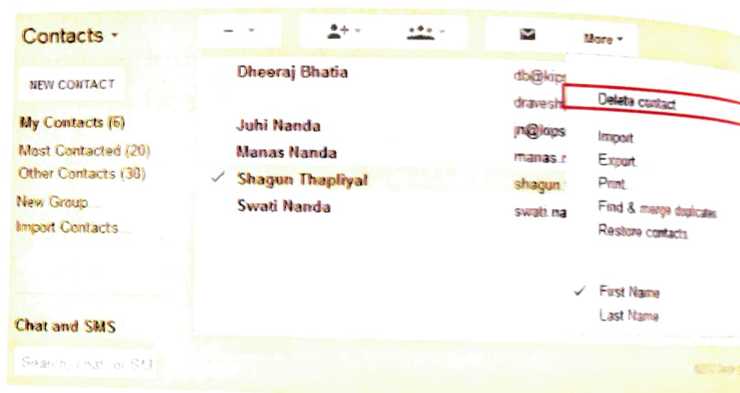

Fig. 10.5: www.gmail.com - Deleting a Contact

GROUPS

You can create groups wherein you can group and store one type of contacts. E.g., 'Family' with e-mail addresses of family members, 'Friends" with e-mail addresses of friends, 'Office' with e-mail addresses of office colleagues etc.

Creating groups of e-mail contacts is very easy and interesting.

✦ Click on the **Contacts** list.

✦ Click on the **Groups** tab. A drop-down list will appear.

✦ Select **Create New** option.

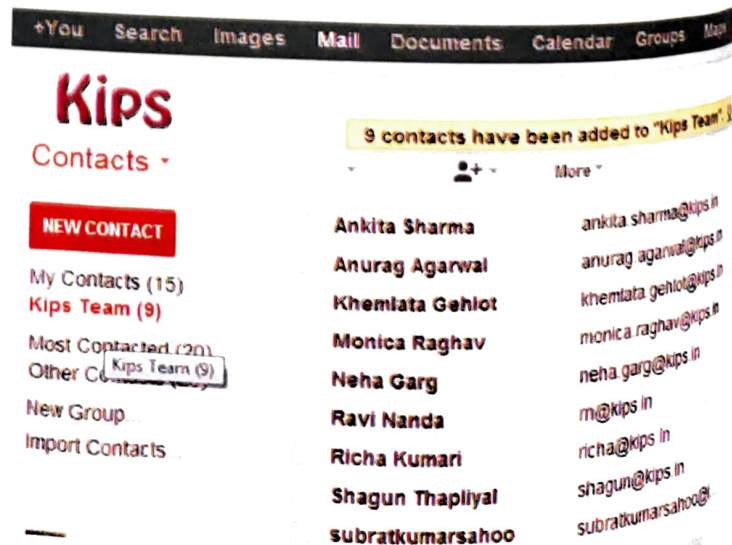✦ The **New Group** dialog box will appear. Enter the group name in the text box and click on **OK**.

Fig. 10.6: www.gmail.com - Creating a New Group

NEWSGROUP AND MAILING LIST

NEWSGROUP

A newsgroup is an internet community, which is dedicated to the discussion of a particular topic of interest. Newsgroups are nearly about current events and they cover everything from computers to research, politics to humanities etc. on the Internet. You can join a newsgroup at any time to become a part of a huge conversation between thousands of people.

Fig. 10.7: **A Newsgroup Site**

MAILING LIST

A mailing list is a system by which a group of people can have a discussion via e-mail. The idea is that a person can send a message to one central address. That message is then processed by a program which automatically sends a copy of the message to each subscriber on the list in the form of e-mail message. Subscribing and unsubscribing to mailing list is easy. Each list has a special administrative address. You have to send only a message to that address saying that you want to subscribe or unsubscribe.

E-GREETINGS

An E-greeting is an electronic greeting card that you can send over the Internet to convey your wishes to a friend or relative. There are many sites on the Internet which provide the facility of sending free E-cards, like

**www.123greetings.com,
www.hallmark.com,
www.archiesonline.com,
www.americangreetings.com**
etc. Follow these steps to send an e-card:

Fig. 10.8: **An E-card Site- www.123greeting.com**

✦ Visit an e-card site say: **www.123greetings.com** and click on **Happy Birthday** option.

✦ Click on the desired card to send. Click on **Personalize** button.

✦ Scroll and access different pages to view different card-design. Click on the desired card.

✦ The card design will be displayed. Click on the **Play** button to view animation effect and music etc.

✦ Click on **Send this e-card** button.

Fig. 10.9: **Selecting E-card**

- A new web page opens up. Specify recipient's details.
- Add your personalized message.
- You can also preview the animation by clicking on **Preview** button.
- If you wish, you can change the card by repeating the above steps.
- Click on **Send Now** button.
- A confirmation message will appear that your card has been sent.

On sending the card, the recipient will receive an e-mail with a link to the e-card provider's webpage. On clicking that link, the card will open up. Remember that the card is not sent through your e-mail but only its link.
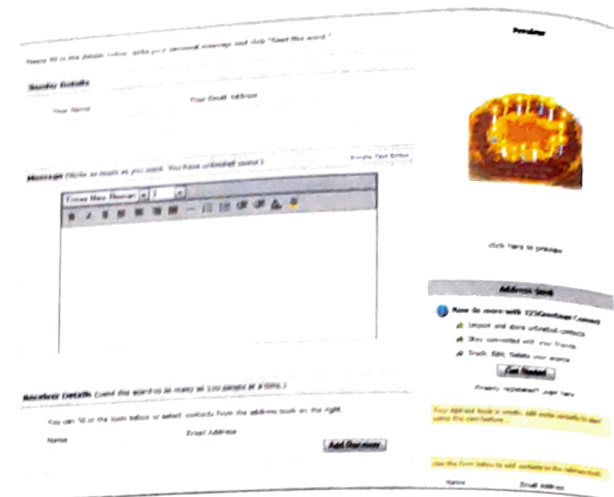
Fig. 10.10: Specifying Message and Recipients E-mail

Points At a GLANCE

- Tim Berners-Lee is the founder of World Wide Web.
- A blog is an easy-to-create web site that allows users to share their thoughts with the world.
- Twitter is an online social networking site that allows users to send and receive text based messages known as tweets.
- An e-mail address consists of two parts, separated by @ symbol.
- Every e-mail program provides an address book where you can store the e-mail addresses.
- Apart from the message, users can also send other type of computer files with the messages which are called attachments.
- A newsgroup is an internet community, which is dedicated to the discussion of a particular topic of interest.
- An E-greeting is an electronic greeting card that you can send over the Internet to convey your wishes to a friend or relative.

Brain DEVELOPER

Fill in the blanks:

A .... allows users to share their thoughts with the world.

.... is a new form of communication in which users can describe their status in short posts.

Tweets are restricted upto .... characters.

A .... in e-mail is a text which is automatically added to your outgoing mail.

.... is a process of sending and receiving text based messages over the Internet.

Larry Page and Sergey Brin are the founders of ....

TS
- Google
- 140
- Blog
- E-mail
- Microblogging
- Signature