E-MAIL

E-Mail stands for Electronic Mail. It is a facility on Internet to compose, store, send and receive messages to any part of the world. The convenience, simplicity and affordability of sending mails on Internet has totally changed the correspondence system.

E-mail is the fastest way of sending mails where the postal address details like Name, Address, City, State, Pin, Country etc. have been replaced by the e-mail address. The e-mail address is given in the format - **info@kips.in**. We can also attach photos, videos or other important data along with our message.

The popular sites, which provide the facility to send or receive mails are: www.yahoo.co.in, www.gmail.com, www.rediffmail.com etc.

USING E-MAIL

To use e-mail facility on the Internet, first we have to create our personal e-mail account. We have to select a username (e-mail address) and provide a secret code (password) along with our particulars like Name, Address, Date of Birth, Interest, Qualification etc. You have already learnt about all this in the previous class.

Some of the commonly used features are as follows:

COMPOSING AND SENDING MAIL

To write a mail to any one, we have to click on this option (or any other similar option). It will open a new window wherein we type the e-mail address of the receiver, subject of the mail and the text in the Body.

After composing an e-mail, click the **Send** button on the toolbar.

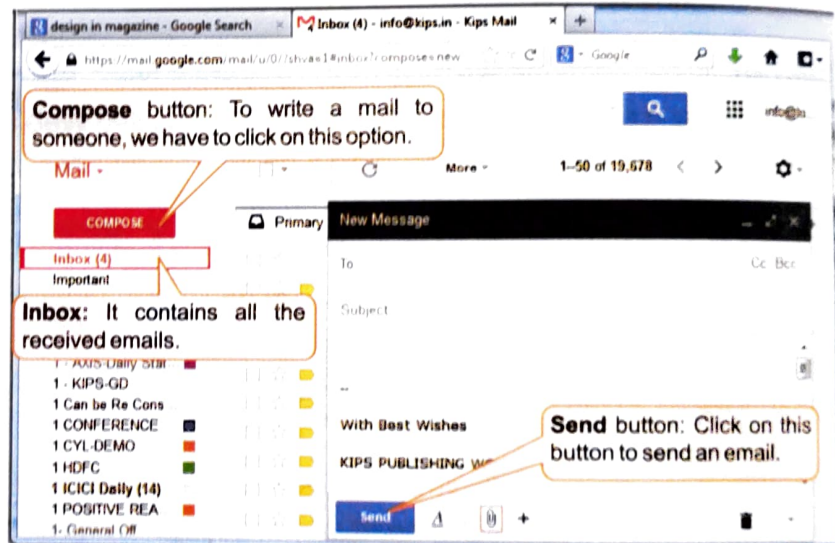**tip** We can send the same mail to many persons by typing their e-mail addresses separated by commas.

Fig. 12.2: Composing and Sending Email

ATTACHING A FILE

E-mail provides the facility to attach files for high speed delivery anywhere in the world. Attaching a file to an e-mail is an easy way to send important documents or files which can be photographs, videos, music, letters, text etc. To attach a file to an e-mail, follow these steps:

✦ Click on **Attach a file** option under the 'Subject' field.

✦ Browse through your files and click the name of the file you would like to attach.

✦ Click on **Open**.

NOTE

Always remember, you cannot send executable files or messages larger than 25 MB.

REPLYING AND FORWARDING E-MAIL

The **Reply** option is displayed when we open any mail. It is used to reply a received e-mail. We can simply type in our reply and click on **Send** button.

The **Forward** option is used when we want to send the same or any received mail to number of persons at the same time.

ADDING A SIGNATURE TO A MAIL

A signature is a bit of personalize text (such as contact information or a favourite quote) that is automatically inserted at the bottom of every mail you send. To create a signature follow these steps:

✦ Click the **gear** icon ✿ ▾ in the upper right, then select **Settings** option.

✦ Enter your new signature text in the box at the bottom of the page next to the **Signature** option.
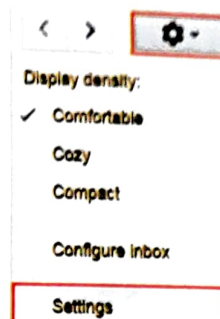
✦ Click on **Save Changes** tab.

Fig. 12.3: **Adding Signature**

Fig. 12.4: **Signing Out**

LOGOUT / SIGNOUT

Click this button, once you have finished reading or sending the e-mails. This option brings you out from your e-mail account.
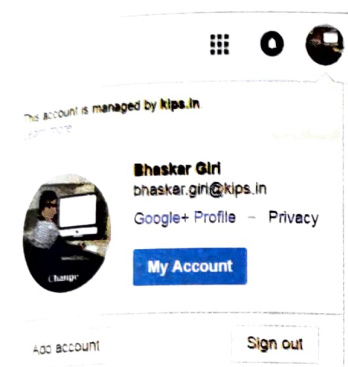
Points At a GLANCE

✦ Internet is a 'network of networks' that consists of millions of computers spreadsheet across the world.

✦ In India, internet services started on 15th August 1995 through government owned company VSNL.

✦ A chat is an online conversation over the Internet. Some of the popular chat software are: Google Talk, Skype, Windows Live Messenger.

✦ Social networking websites function like an online community of internet users. E.g., Facebook, Linkedin etc.

✦ E-mail stands for Electronic Mail. It provides the facility to attach files for high speed delivery anywhere in the world.

✦ A Signature is a bit of personalize text that is automatically inserted at the bottom of every mail.