

Com 111 Computer Applications

Chapter 5: Internet and E-mail

5.1. Internet

The Internet is a global system of interconnected computer networks that use the standard Internet protocol suite (often called TCP/IP, although not all applications use TCP) to serve billions of users worldwide.

It is a *network of networks* that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries an extensive range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support email.

5.2. Network

A computer network is the infrastructure that allows two or more computers (called hosts) to communicate with each other.

Definition

- *A network can be defined as a group of computers and other devices connected in some ways so as to be able to exchange data. -Each of the devices on the network can be thought of as a node; each node has a unique address.*
- *A computer network, often simply referred to as a network, is a collection of hardware components and computers interconnected by communication channels that allow sharing of resources and information.*

Advantages of Networks

- a) It allows the sharing of information held on disk drives to be accessed by all permitted users.
- b) It allows the sharing of resources such as printers, scanners and disk storage.
- c) Application programs can be stored on one computer and make them available to all users rather than having copies individually installed on each computer.
- d) Allows electronic messages to be sent between the users.
- e) It allows the connection of different types of computer which can communicate with each other.

Advantages of the internet

- a) It offers different ways of communicating and innovations are going on to make it faster, more reliable.
- b) The Internet is a virtual treasure trove of information. Any kind of information on any topic under the sun is available on the Internet.
- c) It is a source of entertainment where users can play computer games, visiting chat rooms or just surfing the Web.
- d) Many services are now provided on the internet such as online banking, job seeking, purchasing tickets for your favorite movies etc.
- e) Business (E-commerce) can be transacted over the internet.

Disadvantages of the internet

- a) Personal information such as name, address, credit card number etc. can be stolen by other culprits and misused.
- b) Unwanted e-mails in bulk (Spam), which provide no purpose and needlessly obstruct the entire system, can be sent on the internet.
- c) Computers attached to internet are more prone to virus attacks and they can end up into crashing your whole hard disk.
- d) Pornographic sites on the Internet that can be easily found by children which can corrupt their morals.
- e) Anyone can publish incorrect information online because there's no quality control

5.3.Connecting to the internet

Requirements for connecting to the internet

- a) **Computer or Electronic device**
- b) **Internet service provider** – an internet service provider provides you with a connection to the internet and the software you will need to navigate.
- c) **Telecommunication line** – a telephone line is required to connect you to the internet service provider.
- d) **Modem** – a modem converts a digital signal received from a computer into an analogue signal that can be sent along ordinary telephone lines, and back to digital at the other end.
- e) **Web browser** – a web browser is software used to view and download Web pages and various types of files such as text, graphics and video. Examples are Microsoft Internet Explorer or Mozilla Firefox, Google Chrome.

5.4. E-Mail (Electronic Mail)

E-mail or Electronic mail is a paperless method of sending messages, notes or letters from one person to another or even many people at the same time via the Internet. E-mail is very fast compared to the normal post. E-mail messages usually take only few seconds to arrive at their destination. One can send messages anytime of the day or night and it will get delivered immediately. You need not to wait for the post office to open and you don't have to get worried about holidays. It works 24 hours a day, seven days a week. What's more, the copy of the message you have sent will be available whenever you want to look at it - even in the middle of the night. You have the privilege of sending something extra even such as a file, graphics, images etc. along with your e-mail. The biggest advantage to using e-mail is that it is cheap, especially when sending messages to other states or countries and at the same time it can be delivered to a number of people around the world.

Although e-mail is faster and cheaper, it has many of the components of regular mail. It allows you to compose note, get the address of the recipient and send it. Once the mail is received and read, it can be forwarded, replied. One can even store it for later use, or delete. In e-mail even the sender can request for delivery receipt and read receipt from the recipient.

5.4.1. Features of E-mail:

- a) One-to-one or one-to-many communications
- b) Instant communications
- c) Physical presence of recipient is not required
- d) Most inexpensive mail service, 24-hours a day and seven days a week
- e) Encourages informal communication

5.4.2. Components of an E-mail Address

As in the case of normal mail system, e-mail is also based upon the concept of a recipient address. The email address provides all of the information required to get a message to the recipient from anywhere in the world. The syntax for Emails is

mailbox_name@mailprovider

- Mailbox is the recipient name of the mail on the destination computer, where finally the mail will be delivered.

- @ ampersand – Internationally accepted symbol for all emails
- Mail provider – the name of the Email service provider, ie the organization that is hosting the mail server
Common providers include; yahoo.com, Hotmail.com, gmail.com etc

Example, john@hotmail.com
jane@gmail.com
otieno@hotmail.com

5.5. Connecting to E-Mail

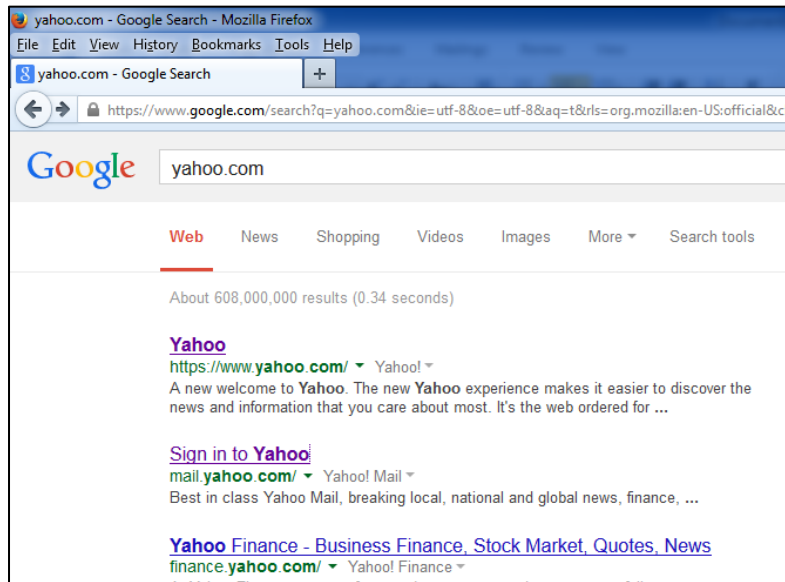
1. Double click the browser symbol to open it

Symbol	Browser Name
	Mozilla Fire-Fox
	Internet Explorer
	Google Chrome

2. Type in the name if the email provider at the Search engine prompt and then click search. Example type in Yahoo.com to search for Yahoo mail provider.



3. Click Sign in to Yahoo options to open the Yahoo.com mail Sign in form.



4. At the Sign In form below

<p>Yahoo makes it easy to enjoy what matters most in your world.</p> <p>Best in class Yahoo Mail, breaking local, national and global news, finance, sports, music, movies and more. You get more out of the web, you get more out of life.</p>	<div style="text-align: center;">YAHOO!</div> <div style="margin-bottom: 10px;"> <input type="text" value="Yahoo ID"/> </div> <div style="margin-bottom: 10px;"> <input type="password" value="Password"/> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Keep me signed in </div> <div style="margin-bottom: 10px; text-align: center;"> <input type="button" value="Sign In"/> </div> <div style="margin-bottom: 10px;"> I can't access my account Help </div> <div style="text-align: center; margin-bottom: 10px;">OR</div> <div style="margin-bottom: 10px; text-align: center;"> <input type="button" value="Create New Account"/> </div> <div style="text-align: center;"> Sign in with Facebook or Google </div>
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a). Have an Email Account

- Enter the email User Name
- Enter the Email Password
- Click Sign In Button

b). No Email Account

- Click the Create New Account Button

5. Enter the necessary information in the form provided use the Scroll bar to the right of the form to up and down the form.
At the end of the form click the Create Account Button.

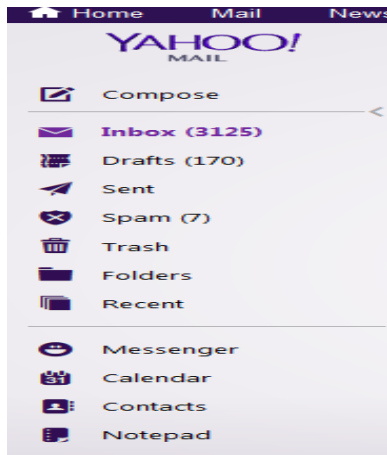
- Enter your First name.
- Enter your Surname
- Enter the Preferred Username (Yahoo proposes Usernames choose any if appropriate)
- Enter Password 8 – 32 Characters (Combine Characters, Numbers and Special Characters to make the password strong)
- Click the country field and select Kenya to insert the Kenya Flag Symbol and the **+254 code**

- Enter your Mobile number (leave out the first Zero)
- Enter the other required details appropriately.

5.6. Logging in to the created Email

Use the Username and password to log in into your Email Account/mailbox

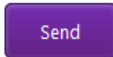

5.6.1. Mail Box Features



Compose	Click to open a new template for a mail
Inbox	Click to open the inbox to view list of the mails stored there
Draft	Used to store draft emails created.
Sent	Stores a copy of ALL sent emails
Spam	Stores spam mails (mail flagged or tagged as dangerous mails – virus)
Trash	Store a copy of deleted mails
Folder	Creates a folder for storing mails
Recent	Shows recent mails

New Mail Template Features

To	Enter the Email(s) of the recipients. If many recipients, separate the emails by a comma(.). REQUIRED
CC	Enter the Email to receive a copy of the email. Copied emails are expected to take action on the received mail. OPTIONAL
BCC	Enter the email to receive a copy of the mail just to be informed, not action required. OPTIONAL
Subject	A word or statement to indicate the reason / title of the email. REQUIRED

	Click to send the email
	Click to attach a file to the email

5.7. Forwarding Mail, Replying Mail

Emails can be forward to other recipients.

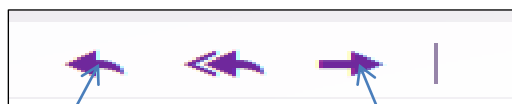
Select and click the relevant mail to open it

To forward:

- Click the forward button to open a new mail template with the current mail copied into it. Type in the recipient mail address to receive the mail
- Click send button

To Reply

- Click the reply to sender button
- Type in any comments as required
- Click Send button



Reply to Sender

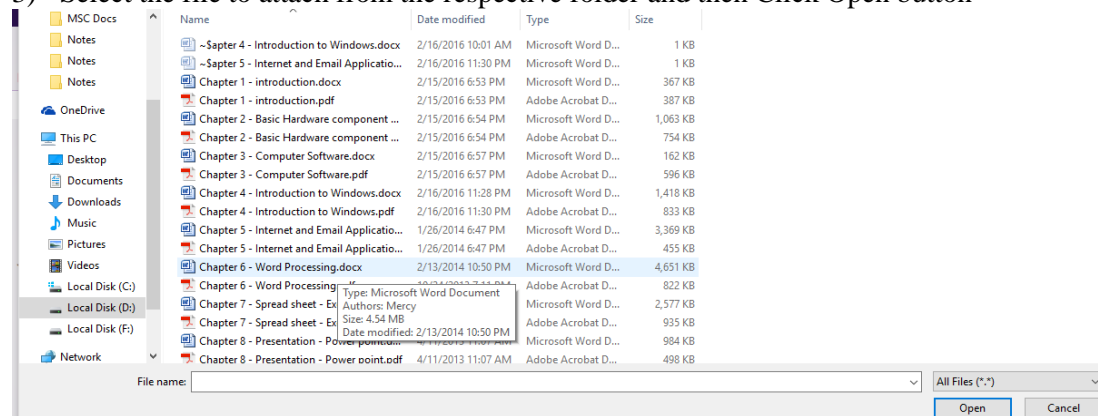
Forward

5.8. Sending Mail with an attachment

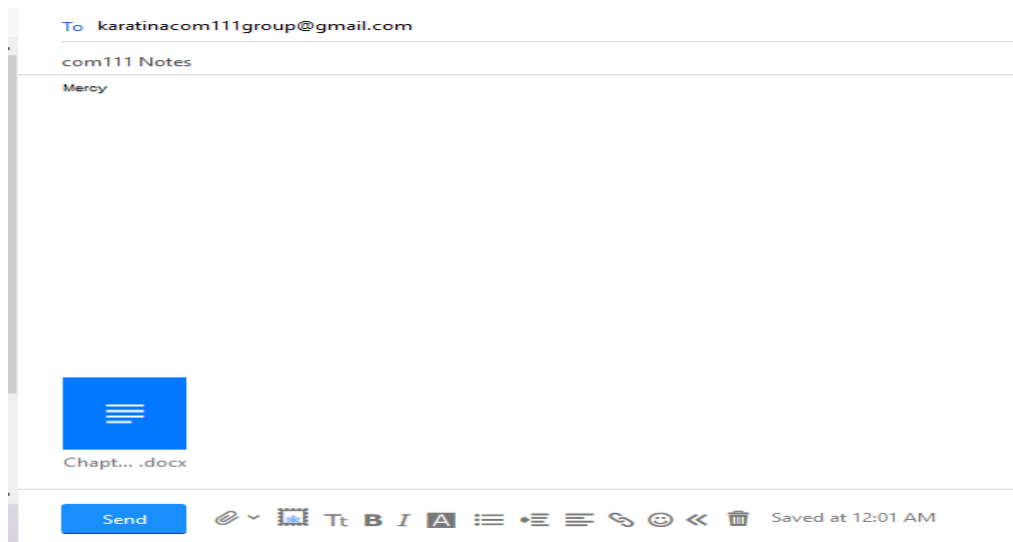
- 1) Create the mail
- 2) Select attachment icon next to SEND button



- 3) Select the file to attach from the respective folder and then Click Open button



- 4) Click Send Button once the attaching process for the attachment is complete.



5.9. Opening an Attachment

A mail with an attachment will have an Attachment icon (Staple pin) as shown below

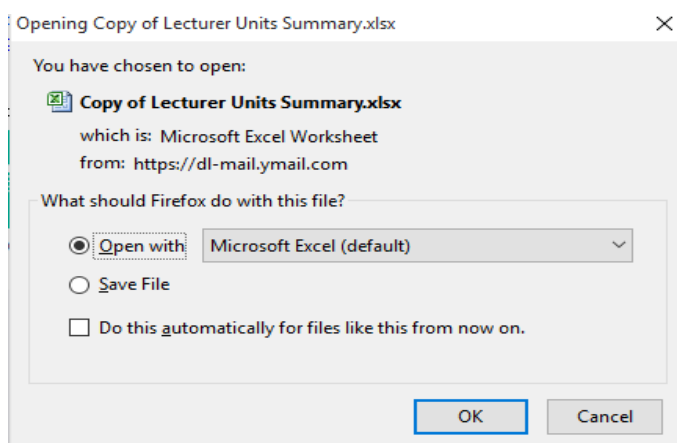


1. Double-Click the email to open it. The attachment will be placed at the bottom of the letter

2 Attachments | View all | Download all ▾



2. Double-click the attachment OR click Download all Link



3. Select Open with radio button.
4. Select the respective application program to open the attachment with (click down arrow to open the application to open with selection box
NB the symbol associated with the file will give you a clue on the application used to create it.
5. Click OK button to proceed to open the doc with the selected application ELSE Click Cancel button to exit from the window.