Exercise Meeting 13

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Class   : 12.2B.17

Question

1. What is Email …

   Electronic mail, often abbreviated as email,email, or eMail, is any method of creating, transmitting, or storing primarily text-based human communications with digital communications systems. Unlike conventional mail, email is much faster (conventional mail is sometimes called "snail mail" by email users)

2. Explain how email works …

   Email has both similarities and differences with more conventional postal services. First, messages are posted electronically to individuals at specific addresses much like conventional mail. The address denotes the computer that the individual employs as a mail server. A mail server is like a local post office: it is a computer that sends and receives electronic mail for a specific network.

3. Could you explain several parts of email …

   1) Header It contains information about the sender, the routing and the time of the message. The header always contains a subject line. This is a very important part of the message and you should always include a subject line. Some folks sort their messages by subject, so it is rude to not include a subject! The subject line indicates the purpose or content of the Message.

   The message header usually includes at least the following fields:

   From : The e-mail address of the sender

   To : The e-mail address of recipient

   Subject : Topic of message

   Date : The local time and date when the message was written

   Cc : carbon copy, adopted from business communication protocol when typewriters ruled the day

2) Message body, where you write your message

3) Signature, which identifies the sender. This part is optional and must be set up inside of your email software.

4) Bcc: Blind Carbon Copy when recipient does not need to know who else got a copy of the message. May or may not appear in sender's file copy depending on e-mail software used.

4. Give the 3 examples email address …

1) bambang12@gmail.com

2) Jajang890@email.com

3) Baban566@email.com

5. Could you explain how to attach file to email …

1) On your Android phone or tablet

2) open the Gmail app

3) Tap Write

4) Tap Attach

5) Tap Attach file or Insert from Drive

6) Select the file to attach.