Email and FTP Services

- Creating, Sending Emails, Using Attachments, and FTP Services

- Presented by: [Your Name]

- Date: [Insert Date]

Introduction to Email

- • Email stands for Electronic Mail
- • Used to send and receive messages over the internet
- • Requires an email address and client (Gmail, Outlook, etc.)

Creating an Email Account

- • Choose a provider (e.g., Gmail, Yahoo, Outlook)

- • Fill in personal details (Name, DOB, etc.)

- • Choose a unique email ID and strong password

- • Set recovery options

Composing and Sending an Email

- • Click 'Compose' or 'New Mail'
- • Fill in:
-   - To: Recipient's email address
-   - Subject: Summary of the email
-   - Body: Message content
- • Click "Send"

Adding Attachments

- • Click the paperclip icon (🔗)
- • Browse and select files (documents, images, etc.)
- • Attach size limit: ~25MB for most services
- • Use cloud storage links for large files

Email Best Practices

- • Use clear subject lines

- • Be polite and concise

- • Check attachments before sending

- • Use proper formatting

Introduction to FTP

- • FTP = File Transfer Protocol
- • Used to transfer files between computers over the internet
- • Requires FTP client software (e.g., FileZilla)

Using FTP Services

- • Enter host (ftp.example.com), username, password

- • Use commands:

- - upload to send files

- - download to get files

- • Organize files in folders

FTP vs Email Attachments

- Feature | Email Attachments | FTP Services

- --------------|------------------|----------------

- File Limit | 25MB approx | Very large files

- Easy to Use | Yes | Requires setup

- Secure Transfer | Moderate | Secure (SFTP)

Conclusion

- • Email: Best for communication & small files

- • FTP: Best for large files & site management

- • Choose based on need and file size