Meeting 13

E-mail

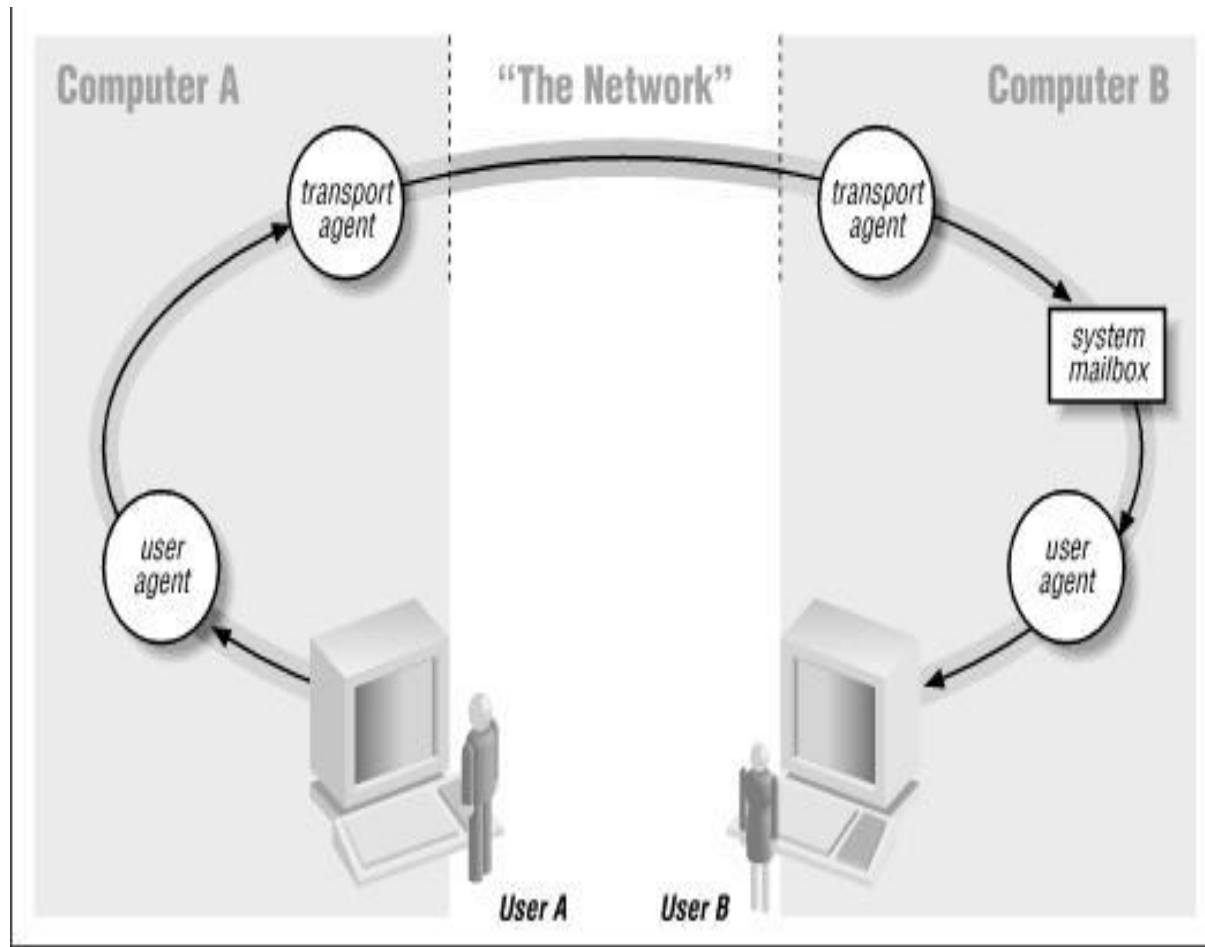# E-mail

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).*

E-mail

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.

How E-mail works

Parts of E-mail

An email message is made up of several parts. They include:

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

Parts of E-mail

message body,
where you write your message

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

Parts of E-mail

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
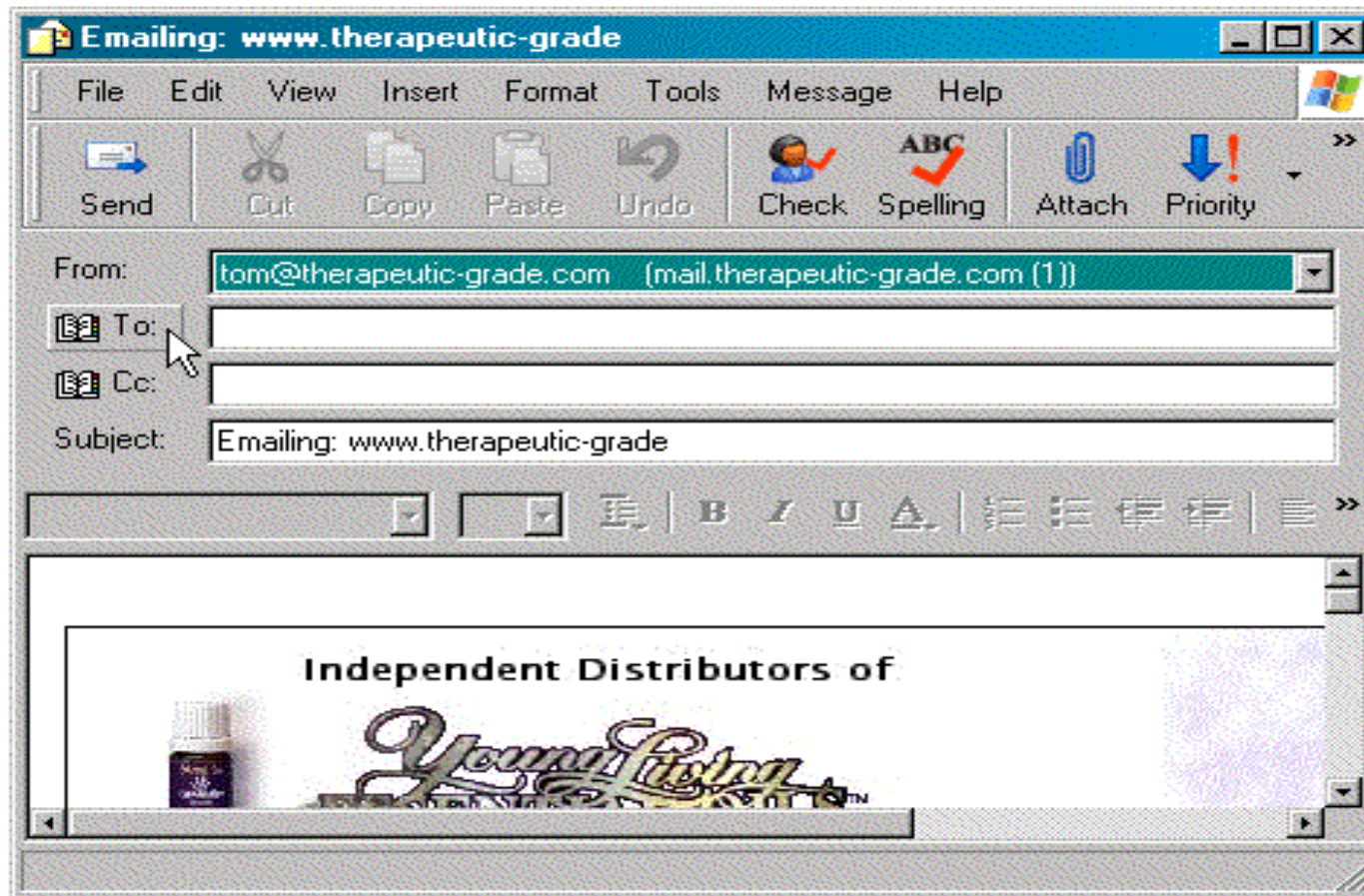Date   : The local time and date when the message was written
Cc   : carbon copy, adopted from business communication protocol when typewriters ruled the day

Parts of E-mail

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.

A Picture of an E-mail page

Exercises Meeting-13

1. What is Email ….

2. Explain how email works ….

3. Could you explain several parts of email ….

4. Give the 3 examples email address ….

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

References

- http://depts.alverno.edu/cil/mod2/whatisemail.html
- http://en.wikipedia.org/wiki/E-mail
- http://dragon.ep.usm.edu/~it365/module/Basics/Basics.htm