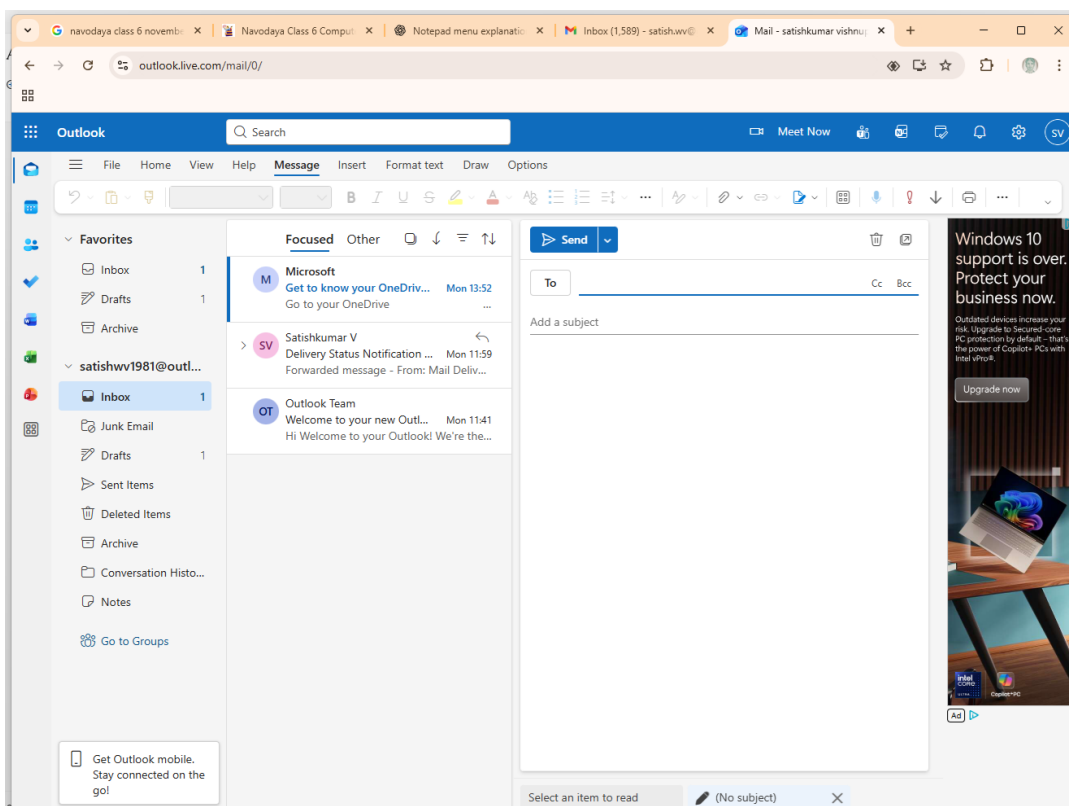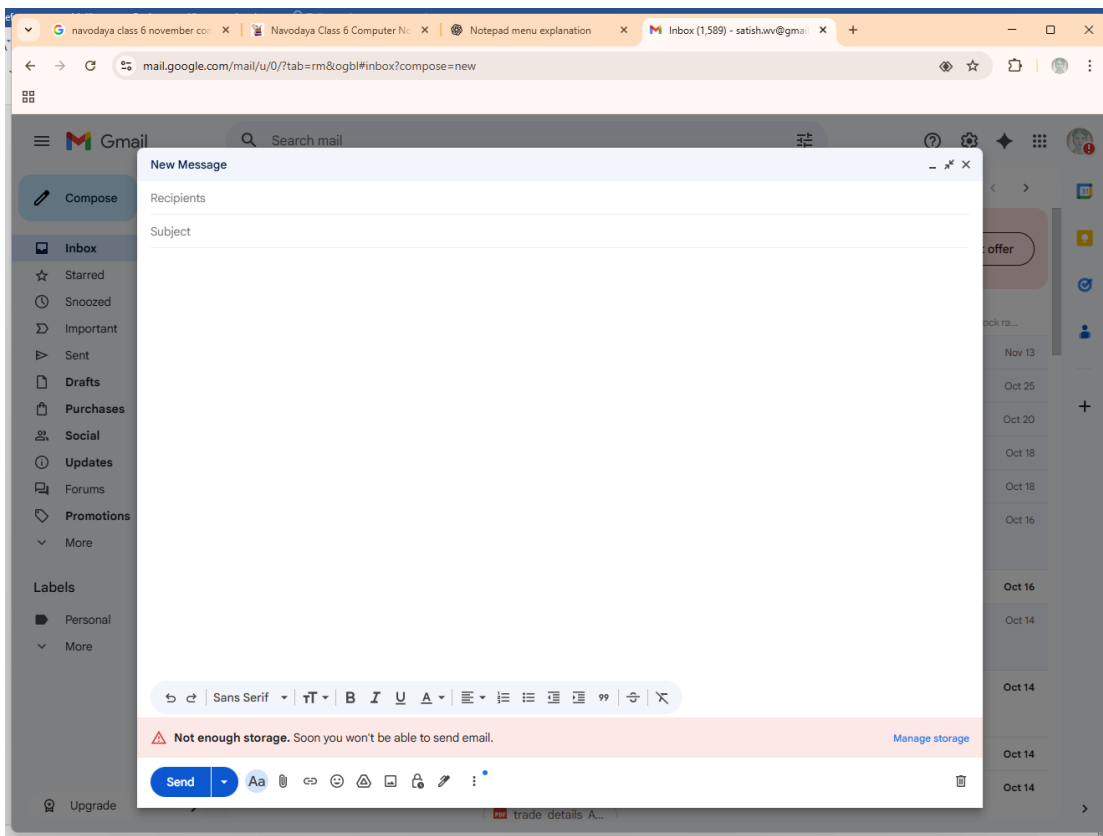# ELECTRONIC MAIL (E-MAIL)

Email (Electronic Mail) is a method of sending and receiving messages through the Internet. It is one of the fastest and most widely used communication tools in the world.

• Advantages and Disadvantages of Social Media / Social Sites

Advantages

- Fast communication with friends, family, and people worldwide.
- Sharing information such as photos, videos, documents.
- Educational content available through pages, groups, and communities.
- Business promotion through ads and pages.
- Online meetings and collaboration through platforms.
- News and updates available instantly.

Disadvantages

- Privacy issues — personal data may be misused.
- Cyberbullying or online harassment.
- Addiction leading to reduced productivity.
- Fake news spreads quickly.
- Security risks such as hacking or phishing.
- Mental stress due to comparison and social pressure.

• Creating a Gmail Account

Steps to create a Gmail account:

1. Open a browser and go to the Gmail site (mail.google.com).
2. Click on Create account.
3. Choose For myself or For work.
4. Enter your details:
   - First name
   - Last name
   - Username (your email address)
   - Password
5. Click Next.
6. Enter phone number (for verification).
7. Enter recovery email (optional).
8. Set your date of birth and gender.
9. Agree to Google's Terms and Conditions.
10.   Your Gmail account is created.

• Features of Gmail Account

- Free email service with large storage (15 GB shared with Google Drive).
- Spam filtering automatically removes unwanted emails.
- Labels & Filters help organize emails.
- Search bar to quickly find emails.
- Chat & Meet options for messaging and video calls.
- Drafts to save unfinished emails.
- Starred and Important sections for priority emails.
- Sent Mail, Trash, Spam, All Mail folders.
- Two-step verification for security.
- Integration with Google services (Drive, Photos, Calendar, Docs, etc.).

- Compose Mail

Composing a mail means writing and sending a new email.

Steps:

1. Click Compose button.
2. A new message window appears.
3. Fill in the fields:
   o To: Recipient's email address
   o Subject: Title of the email
   o Message body: Main content
4. Add attachments if required.
5. Click Send.

- Upload & Attachment

Attachments are files you send along with your email.

Steps to attach a file:

1. In the Compose Mail window, click on the paperclip icon (Attach files).
2. Select the file from your computer (image, document, PDF, etc.).
3. The file uploads and appears in the email.
4. Now send the email.

- Downloading

Downloading means saving email attachments to your device.

Steps:

1. Open the email containing the attachment.
2. Click on the Download icon next to the attached file.
3. The file is downloaded to your system (usually in the *Downloads* folder).

• Forwarding and Reply

Reply

Used to respond to the sender of an email.

- Open the email.
- Click Reply.
- Type your message.
- Click Send.

Forward

Used to send the same email to another person.

- Open the email.
- Click Forward.
- Enter the recipient's email address.
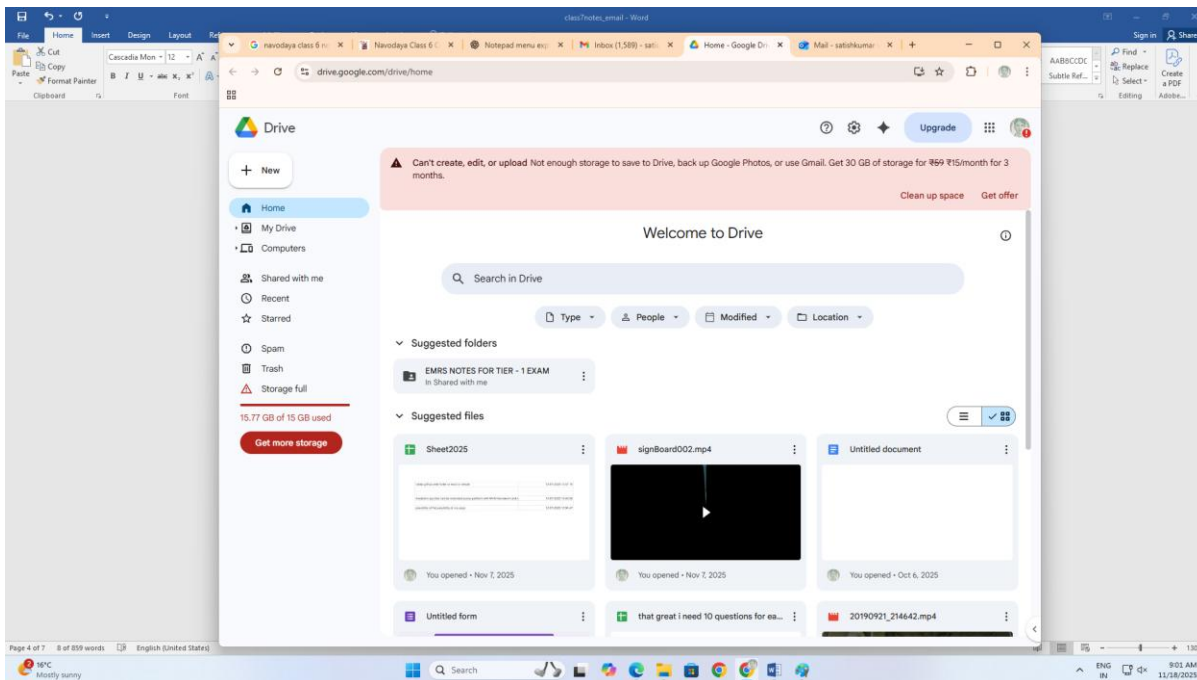- Add your message (optional).
- Click Send.

• Recipient

The person who receives the email.

Types:

- To: Main recipient(s).
- CC (Carbon Copy): Secondary recipients who should also see the email.
- BCC (Blind Carbon Copy): Recipients who receive the email secretly. Other recipients cannot see their addresses.

GOOGLE DRIVE

Google Drive is a cloud storage service provided by Google. It allows users to store files online, access them from any device, share them with others, and collaborate in real-time.

• Create New Folder

Steps:

1. Open Google Drive (drive.google.com).
2. Click on the New button (left side).
3. Select Folder.
4. Type the folder name.
5. Click Create.
   A new folder will appear in your Drive.

• New File Upload

Used to upload a single file from your computer.

Steps:

1. Click New.
2. Select File upload.
3. Choose the file (PDF, image, document, audio, etc.).
4. Click Open.
   The file will upload to your Google Drive.

• New Folder Upload

Used to upload an entire folder with multiple files.

Steps:

1. Click New.
2. Select Folder upload.
3. Choose the folder from your computer.
4. Click Upload.
   Google Drive will upload all files inside that folder.

• Google Sheet

Google Sheets is Google's online spreadsheet application.

Features:

- Works like Microsoft Excel.
- Used for calculations, tables, charts, and data analysis.
- Supports formulas and functions.
- Allows multiple people to work together in real time.
- Automatically saves changes in the cloud.

To create:

1. Click New.
2. Select Google Sheets (Blank Spreadsheet).

• Google Form

Google Forms is used to create:

- Surveys
- Tests
- Registration forms
- Feedback forms
- Quizzes

To create:

1. Click New.
2. Select Google Forms.
3. Choose Blank Form or a template.
4. Add questions, options, images, and settings.
5. Responses are collected automatically and can be viewed in Sheets.

• How to Create a Sharable Link?

1. Right-click any file or folder in Google Drive.
2. Click Get link.
3. Choose access level:
   - Restricted — Only specific people can open.
   - Anyone with the link — Anyone who has the link can view/edit.
4. Choose permission:
   - Viewer
   - Commenter
   - Editor
5. Click Copy link.
6. Share the link anywhere (email, WhatsApp, etc.).

- Remove a File from Google Drive

Steps:

1. Right-click the file or folder.
2. Click Remove.
3. The file moves to Trash.
4. To permanently delete:
   - Go to Trash.
   - Right-click → Delete forever.