

## Chapter 5 Internet- Electronic Mail (E-Mail)

### Topics Covered

- E-mail or Electronic mail • E-mail Programs • Parts of E-mail Message
- How an E-mail Travels? • Common E-mail Terms
- Creating an E-mail Account • E-mail Etiquettes

### INTRODUCTION

- Internet can be defined as a huge collection of computers interconnected with each other across the world through which people can communicate.
- There are different ways through which we can communicate on the Internet.
- In this chapter we will study about one of the Internet Communication services - **E-Mail**.

### E-MAIL or ELECTRONIC MAIL

- E-mail is the most popular communication service of Internet.
- It is a computerized method of sending and receiving (exchanging) digital messages from one computer to one or more other computers over the internet.
- Earlier, people used to send letters through postal or courier service. Sending letters through such means was very slow and took several days to reach the destination. Email is fast and convenient and has revolutionised the way in which the communication happens these days.
- In E-mail we can send text messages as well as we can send documents, pictures, audio files as an attachment.



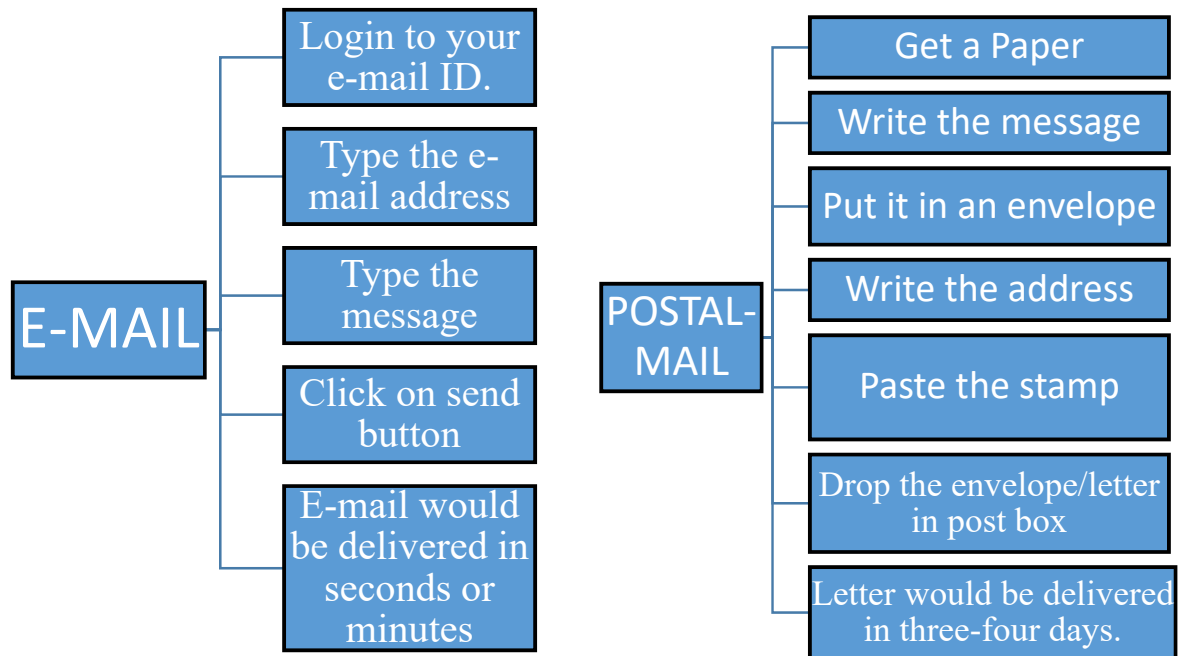
## HISTORY OF E-MAIL



### **Ray Tomlinson - Email Creator**

It was 1971 when Ray Tomlinson developed the first electronic mail for the ARPANET using the @ symbol, consisting of a program called SNDMSG for sending mail and a program called READMAIL for reading mail. Email is the most popular form of communication today. Nowadays you can't survive in this world without email because everything revolves around it.

## E-MAIL vs POSTAL MAIL



## ADVANTAGES OF E-MAIL

1. E-mail is extremely fast.
2. E-Mail is very easy and convenient.
3. E-Mail is very economical.
4. E-Mail saves your money.
5. Documents, pictures, sound files can be sent as an attachment with e-mail.
6. E-mail can be sent to one person or group of people.

## E-MAIL PROGRAMS

You can create, send, receive, and manage an e-mail message by using different programs such as Windows mail, Outlook, Hotmail, and Gmail.



## E-MAIL ACCOUNT

One must have an e-mail account to use e-mail service. Email account act as a virtual address for e-mail messages. You can create your E-mail account using e-mail service providers like Yahoo.com, gmail.com and many more.

## E-MAIL ADDRESS

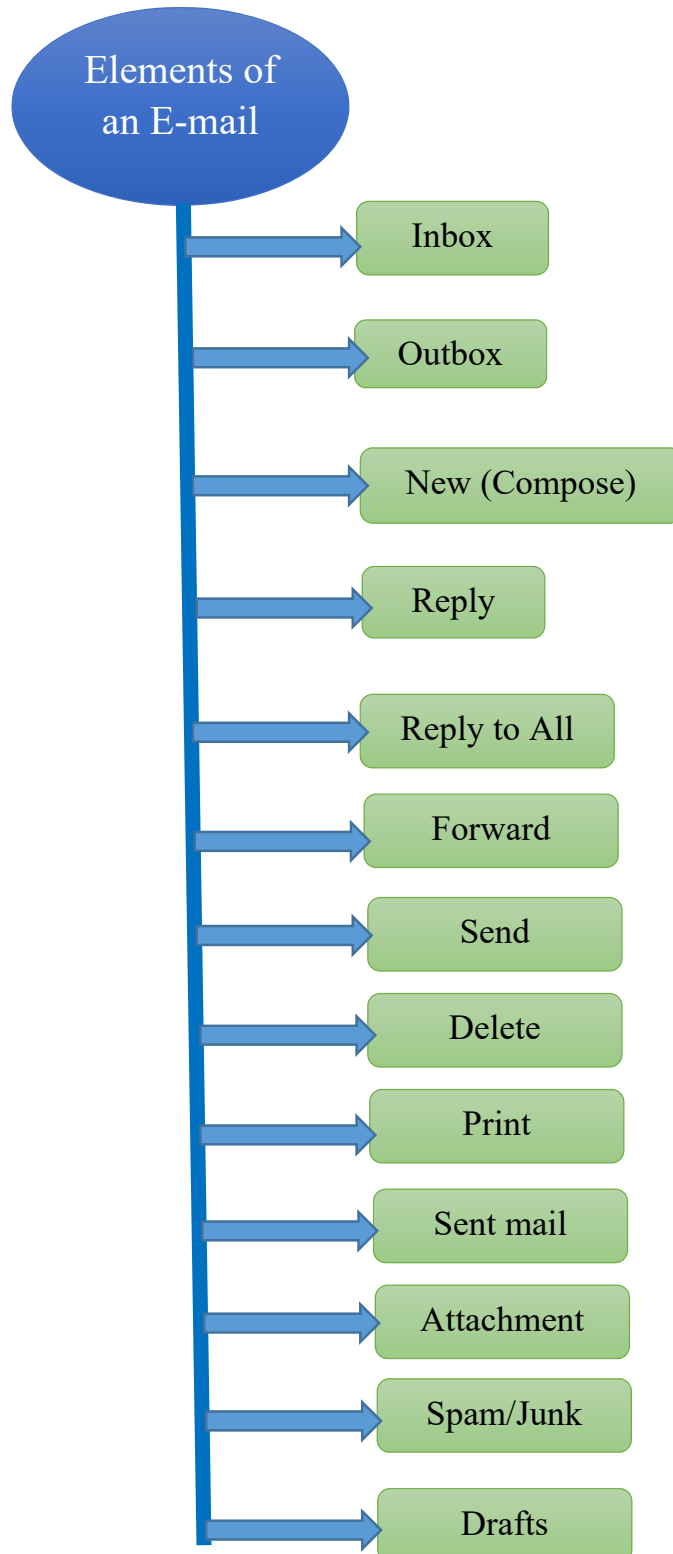
An e-mail address is a set of characters that uniquely identifies the location of your internet mailbox. All e-mail users have their own unique e-mail addresses to send and receive messages anywhere around the world.

## PARTS OF AN E-MAIL ADDRESS

An e-mail address is a combination of a **user name** and a **domain name**, separated by the @ symbol, which means **at**.



## ELEMENTS OF AN E-MAIL PROGRAM



## PARTS OF E-MAIL MESSAGE

**From:**  
minhasds@pmpublishers.in

• Sender

**To:**  
rajesh@pmpublishers.in

• Receiver

**Cc:**  
tminhas@hotmail.com

• Cc stands for Carbon Copy. A copy of the message will be sent to this person.

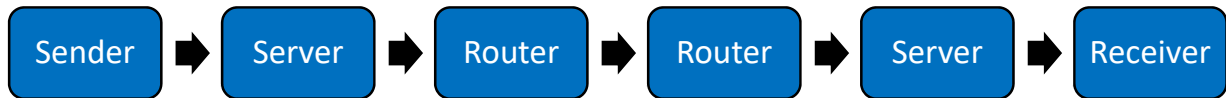
**Bcc:**  
rsharma@yahoo.com

• Bcc stands for Blind Carbon Copy. A copy of the message will be sent to this person without showing to others.

**Subject:**  
Computer Books

• A very short description of your message.

## HOW AN E-MAIL TRAVELS?



## HOW COMPUTERS EXCHANGE INFORMATION?



- Communication between two devices needs a set of rules called **Protocol**.
- **Internet Protocol (IP)** is the most important protocol used on the Internet.
- Your **email** is transmitted as packets using the Internet Protocol (IP).

### **What are Packets?**

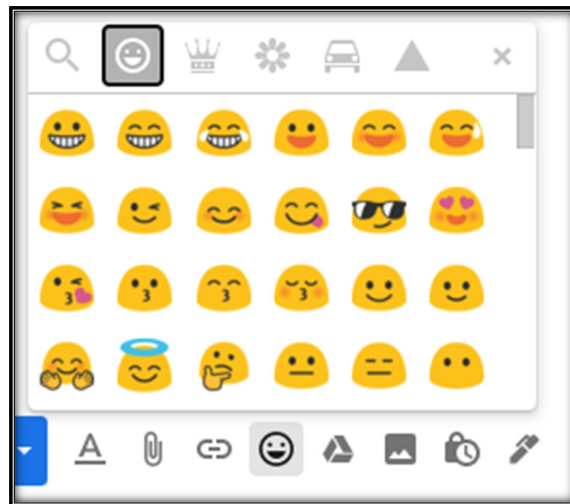
Packets are the small chunks of information which are broken by the Internet while sending the e-mail message from one computer to another. Each packet contains the address of the destination computer.

## COMMON E-MAIL TERMS

**SMILEYS:** Use Special Characters called smileys or emoticons to express emotions in messages.

|            |   |      |  |
|------------|---|------|--|
| Cry        | → | :'-( | <br> |
| Smile      | → | :-)  |  |
| Laugh      | → | :-D  |  |
| Sad        | → | :-(  |  |
| Wow        | → | :-o  |  |
| Wink       | → | ;-)  |  |
| Great!     | → | :^D  |  |
| Screaming  | → | :-@  |  |
| Tongue out | → | :-&  |  |
| kissing    | → | :*   |  |
| Angel      | → | O:-) |  |
| clowning   | → | :*)  |  |

## SMILEYS:



**ABBREVIATIONS:** Commonly used in messages to save time in typing.

|              |                     |            |                   |
|--------------|---------------------|------------|-------------------|
| <b>AISI</b>  | As I See It         | <b>BTW</b> | By The Way        |
| <b>AS</b>    | Another Subject     | <b>CU</b>  | See You           |
| <b>ASAP</b>  | As Soon As Possible | <b>DK</b>  | Don't Know        |
| <b>B4N</b>   | Bye For Now         | <b>IC</b>  | I See             |
| <b>BAK</b>   | Back At Keyboard    | <b>LY</b>  | Love You          |
| <b>BBIAB</b> | Be Back In A Bit    | <b>LOL</b> | Laughing Out Loud |
| <b>BBL</b>   | Be Back Later       | <b>SYS</b> | See You Soon      |
| <b>TC</b>    | Take Care           | <b>Gr8</b> | Great             |

**SHOUTING:** A message written in capital letters is annoying and hard to read. This is called shouting.

Example:-

WRITING IN ALL CAPITAL LETTERS CAN COME ACROSS AS SHOUTING.

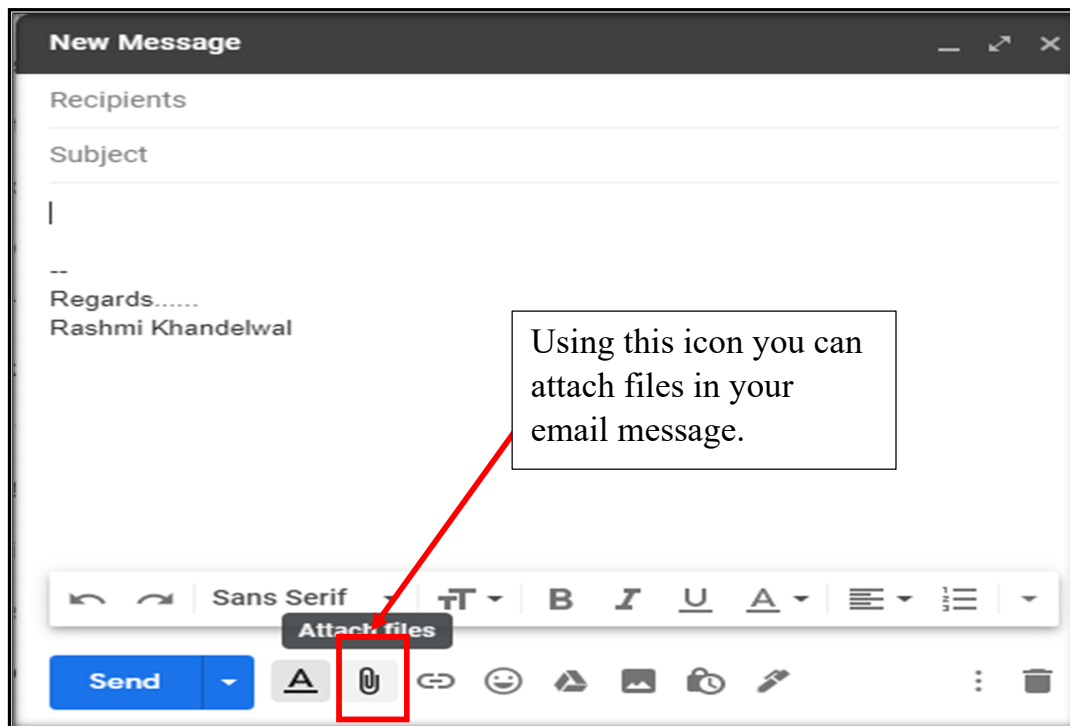
**BOUNCED MESSAGE:** A message that returns to you because it cannot reach its destination is called a bounced message.



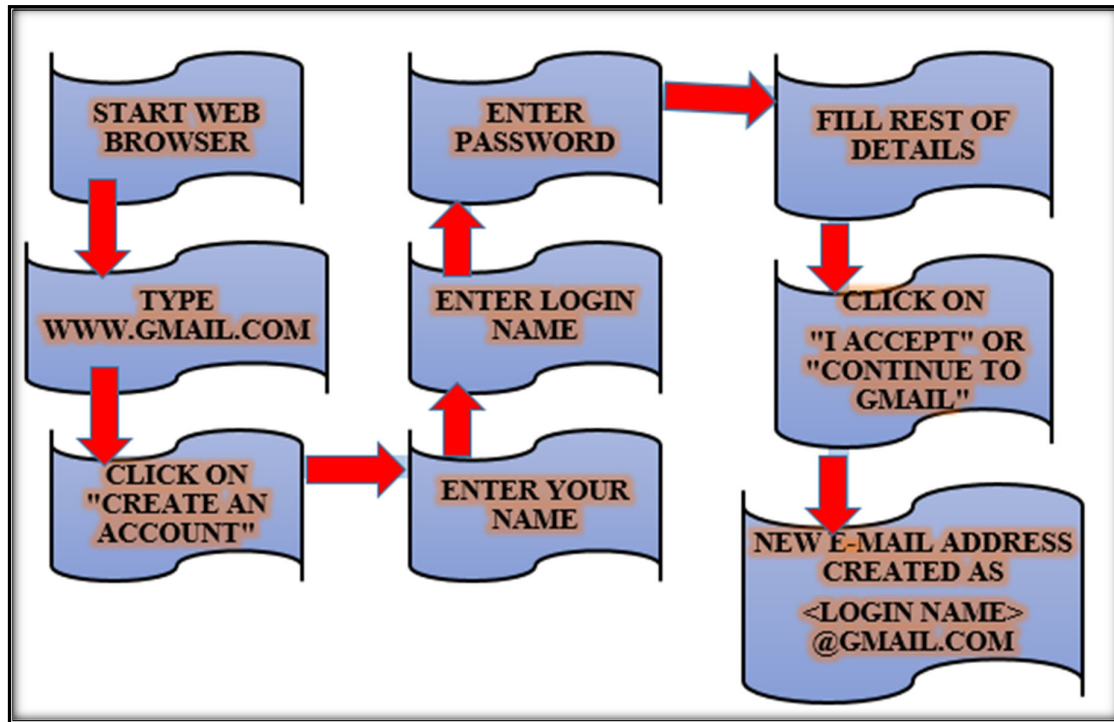
**SIGNATURE:** You can add information about yourself at the end of every message. This is called signature.



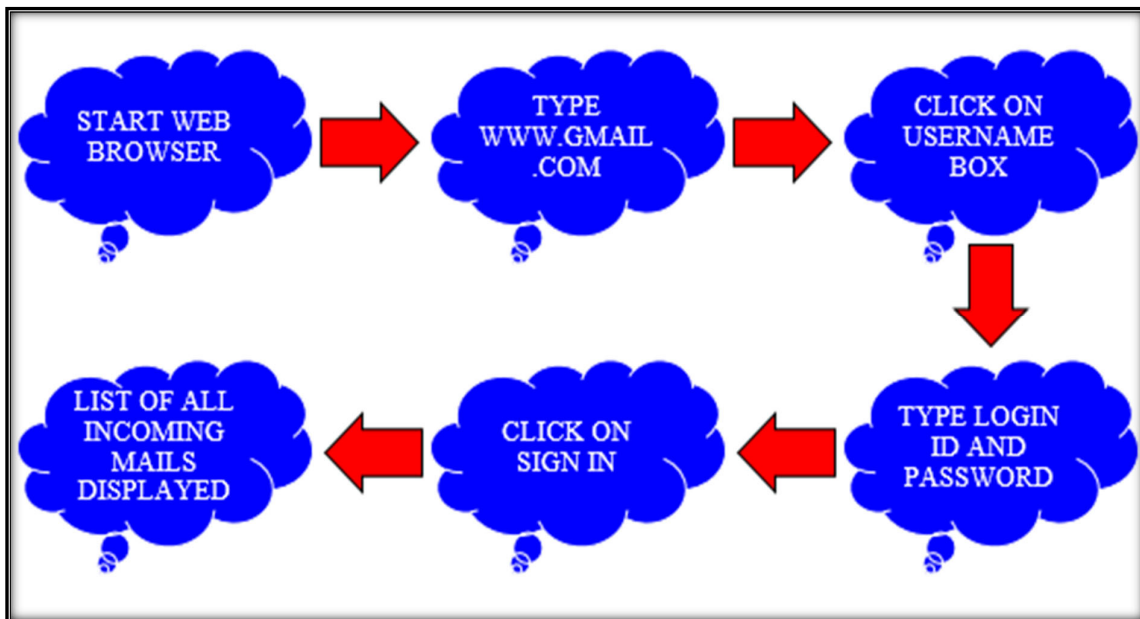
**ATTACHMENT:** You can attach a file as an attachment along with your email message.



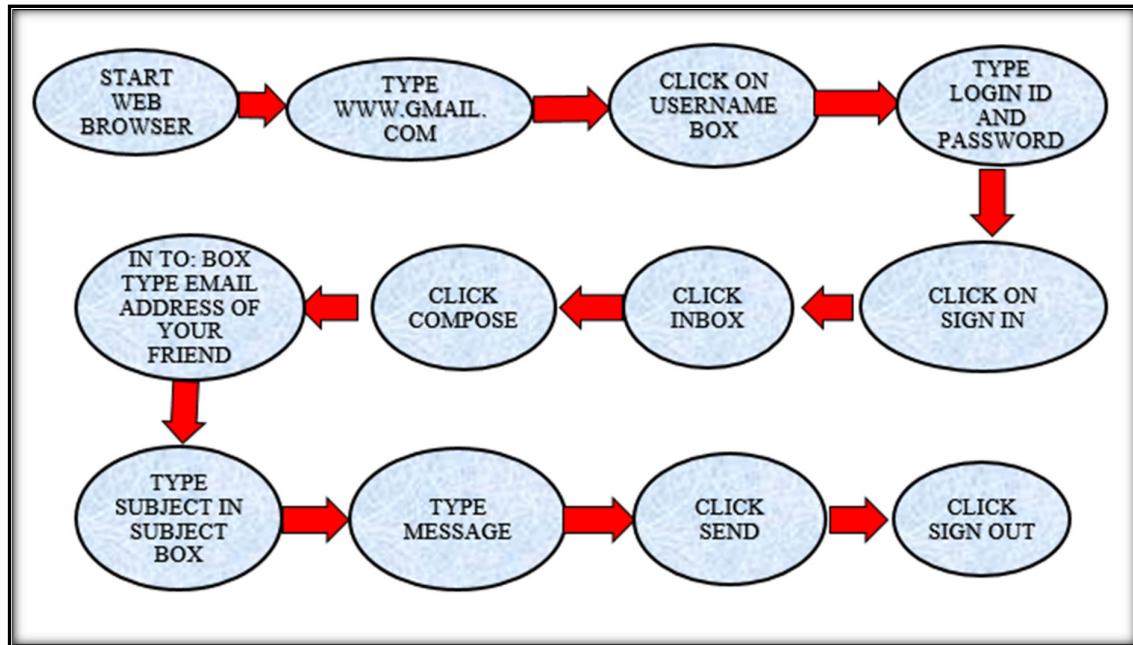
## CREATING AN E-MAIL ACCOUNT IN GMAIL



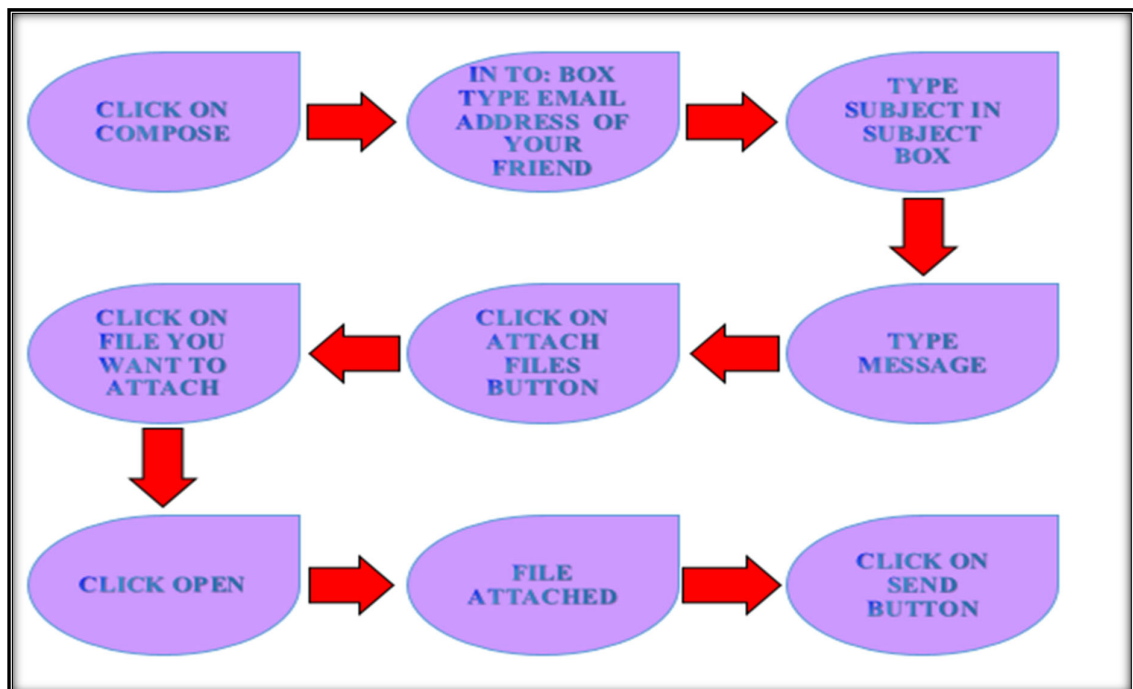
## RECEIVING E-MAIL IN GMAIL



## SENDING E-MAIL IN GMAIL



## ATTACHING A FILE IN GMAIL



## **E-MAIL ETIQUETTES**

- ❖ Message should have subject line.
- ❖ Message should not be in capital letters.
- ❖ Should use smileys for funny comments, abbreviations and acronyms for phrases.
- ❖ Be careful about the message you are writing.
- ❖ Open only those attachments that come from trusted sources.
- ❖ Do not click on web links sent by unknown person.
- ❖ You should always log out from e-mail.
- ❖ Don't respond to spam mails, just delete it.