

Email Concept

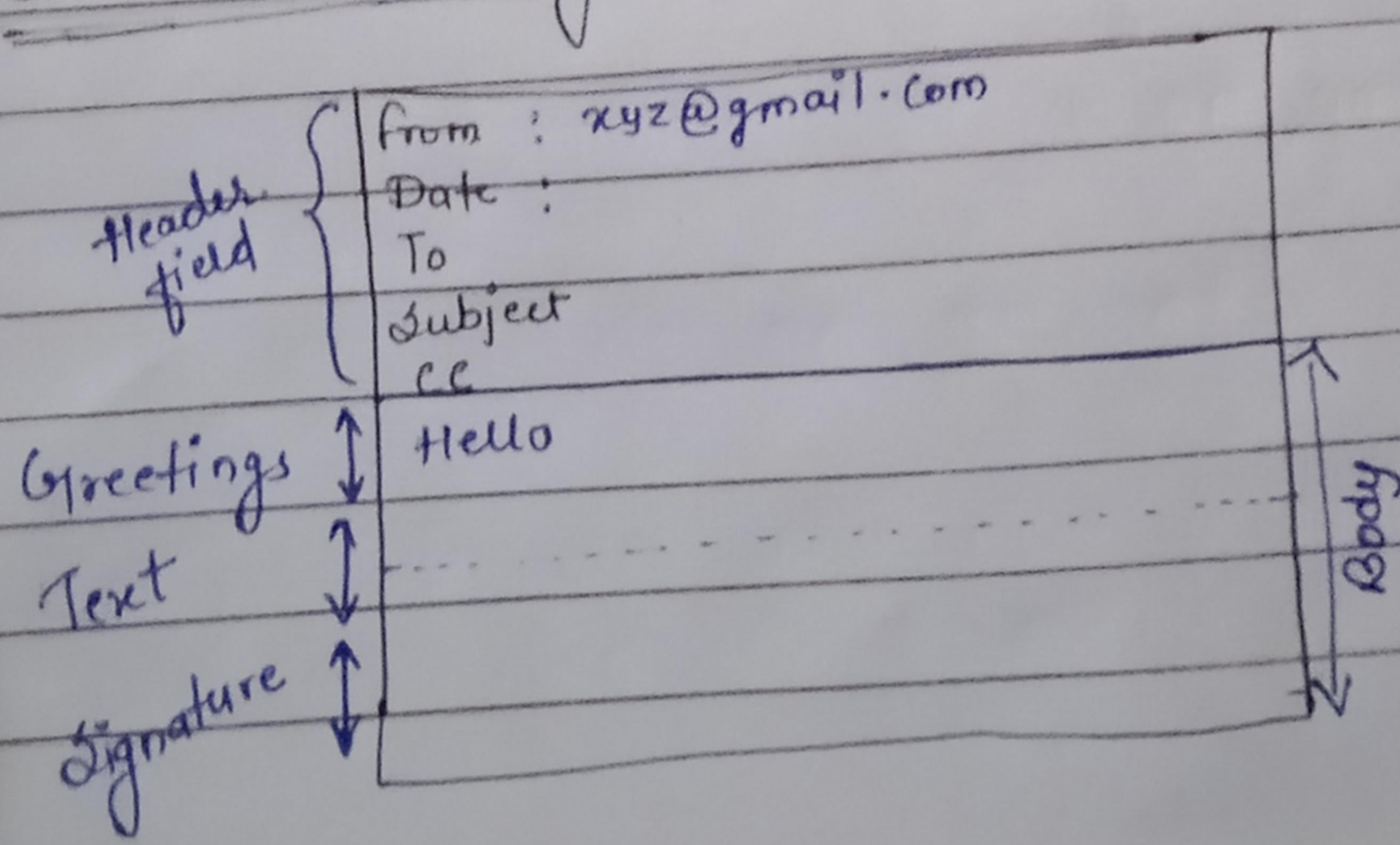
Email provides us services which allow us to send the message in electronic mode over the Internet. Email offers an efficient inexpensive & real time mean of distributing information among people.

Email Address:- Every user is assigned with a unique name for his email account. Its name is known as Email address. Different users can send & receive message according to their email address.

For example

- The username & domain name are separated by @ symbol.
- Email address are not case sensitive.
- Space are not allowed in e-mail address.

Email Message Component



* Email header :- The first five line of an Email message are known as Email header.

- From
- Date
- To
- Subject
- CC
- BCC

→ From :- Indicates the Sender Address i-e who sent the email.

→ Date :- Date field indicate when the email was sent.

→ To :- To field indicate the recipient's address.

→ Subject :- The Subject field indicates the purpose of email. It should be precise & to the point.

→ CC :- (Carbon Copy) It includes those recipient address whom we want to keep informed.

→ BCC :- (Blind Carbon Copy)

If is used when we do not want one or more of the recipients to know that some one else was copied on the message.

- Greeting :- Greeting is the opening of the factual message.
- Text :- It represent the actual Content of the message.
- Signature :- This is the final part of an email message . It include name of sender, address & Contact number.

Sending & Receiving Secure Email

Emails are the messages that are distributed by electronic means from one computer user to one or more recipients through a network.

* Steps to Create account

① Go to google :- Open your internet browser.

Go to home page. (<http://www.google.com>)

Click on gmail at right corner

② click on "Create an account".

③ Setup :- To set your new account , google needs some information about you .

eg.
litter

Name	<input type="text"/> First name	<input type="text"/> Last name	
Choose your Username	<input type="text"/> @gmaile		
Create password	<input type="password"/>		
Confirm password	<input type="password"/>		
Birthday	<input type="text"/> Month	<input type="text"/> Day	<input type="text"/> Year
Gender	<input type="text"/>		
Mobilephone.	<input type="text"/>		

Or Address

Location etc.

It needs User name Should be unique, google may have to check the availability of any name that you decide on to make sure that no one already has it.

fill rest of the information & click on "Next step"

4. Verification :- To get next step you will need to accept google privacy & terms first, Once you read it "click on I Agree",

Verify your account before using it

phoneno

How should be send you Code

- Text message
- Voice call

Continue

fill it & click on Continue

5. Google mail dashboard is As you click on Continue redirected to Gmail dashboard & once you have read all the information your gmail is now ready to use.
→ you can see inbox, sent mail & trash, compose emails.

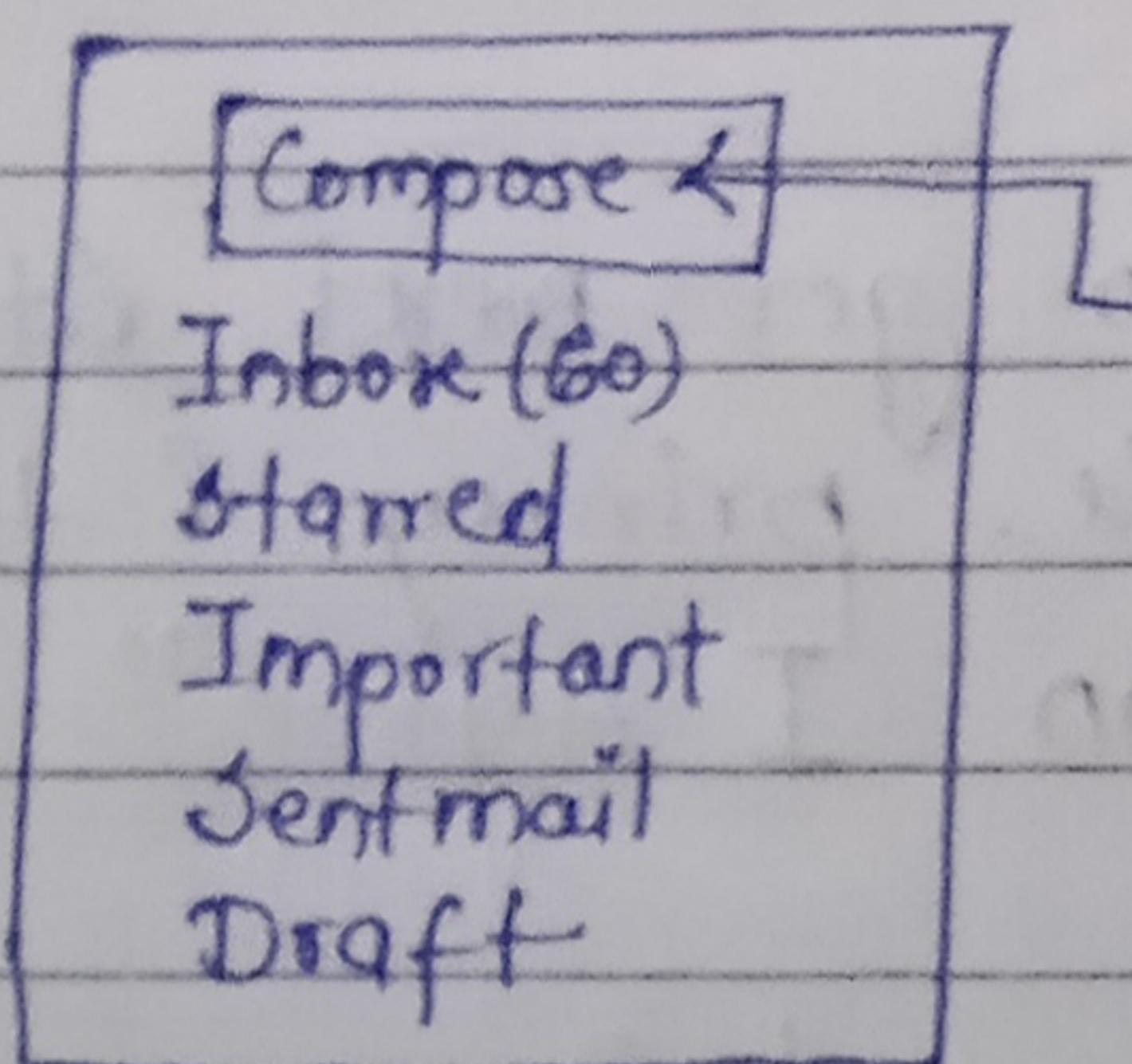
6. Show welcome page after ~~Gmail~~ account creation. "click on Next step button"

7. You have Created your free Gmail Account.

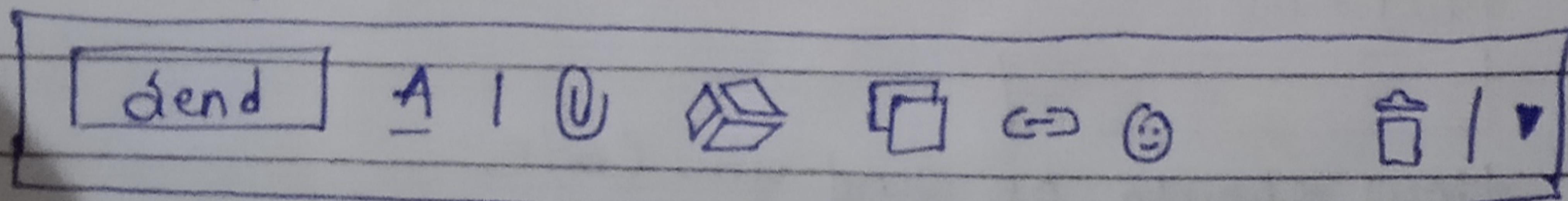
Steps to Attach a file

1. Open Gmail

2. click "Compose"



3. click Attach ①



4. Choose the file you want to upload

5. click open.

we can send up to 25 MB in attachment.