

# EMAIL QUESTIONS

**1. What does the term "Email" stand for?**

- a) Electronic Message
- b) Electronic Mail
- c) External Mail
- d) Express Mail

**2. What is the primary purpose of email?**

- a) To send physical letters
- b) To send and receive messages electronically
- c) To manage contacts
- d) To organize meetings

**3. Which of the following is an example of an email service provider?**

- a) Gmail
- b) Dropbox
- c) Google Docs
- d) Google Drive

**4. What is the full form of "SMTP"?**

- a) Simple Mail Transfer Protocol
- b) Secure Mail Transfer Protocol
- c) Standard Mail Transfer Protocol
- d) Send Mail Transfer Protocol

**5. Which field in an email is used to enter the email address of the main recipient?**

- a) CC
- b) From
- c) To
- d) Subject

**6. What does the "BCC" field stand for in an email?**

- a) Business Carbon Copy
- b) Blind Carbon Copy
- c) Basic Carbon Copy
- d) Backup Carbon Copy

**7. What is the purpose of the "CC" field in an email?**

- a) To send an email to the primary recipient only
- b) To send a copy to additional recipients and let everyone see who received it

- c) To attach files to the email
- d) To ensure encryption of the message

**8. Which of the following is NOT a component of an email?**

- a) Sender's Address
- b) Recipient's Address
- c) Subject
- d) Call to Action Button

**9. What is the main content area of an email called?**

- a) Subject
- b) Body
- c) Attachment
- d) CC

**10. Which of these would you typically attach to an email?**

- a) Email address
- b) A file like a document or image
- c) A list of recipients
- d) The subject line

**11. What is a good practice when writing an email subject line?**

- a) Make it lengthy and detailed
- b) Include only emojis
- c) Keep it short and relevant
- d) Leave it blank

**12. In an email, where would you find the sender's email address?**

- a) Subject
- b) From
- c) To
- d) Body

**13. What should you do when creating a strong email password?**

- a) Use your name
- b) Use simple words for easy recall
- c) Use a mix of letters, numbers, and symbols
- d) Keep it the same as your username

**14. Which of the following is the first step when creating an email ID?**

- a) Choose your email settings
- b) Verify your identity
- c) Choose an email provider
- d) Complete the setup

**15. Which of the following is a commonly used email provider?**

- a) Google Workspace
- b) Amazon Web Services
- c) Google Drive
- d) Google Sheets

**16. What is the typical file extension for an email attachment that contains a report?**

- a) .pdf
- b) .mp3
- c) .exe
- d) .html

**17. Which of these is the correct server for sending emails through Gmail?**

- a) smtp.gmail.com
- b) smtp.outlook.com
- c) smtp.yahoo.com
- d) smtp.protonmail.com

**18. Which of the following is an example of a custom email server used by businesses?**

- a) Yahoo Mail
- b) Google Workspace
- c) AOL Mail
- d) iCloud Mail

**19. What is the correct order of steps to create an email ID?**

- a) Choose an email provider → Enter personal information → Complete setup
- b) Enter personal information → Choose an email provider → Complete setup
- c) Choose an email provider → Enter personal

information → Verify identity → Choose settings → Complete setup

d) Complete setup → Enter personal information → Choose an email provider

**20. What type of file might you attach to an email as an attachment?**

- a) Text, image, video, or document
- b) Only a text file
- c) Only a spreadsheet
- d) Only a PDF file