EMAIL STUDY NOTE

What is Email?

- **Email** is a system for sending and receiving messages electronically over the internet. It is a widely used communication tool in both personal and professional settings.

- Emails can include text, images, links, documents, and other attachments. They allow individuals or groups to send messages instantly to anyone with an email address.

- **Email** stands for **Electronic Mail**. It is the digital equivalent of traditional paper mail but with a much faster and more efficient delivery system via the internet.

- **Example:** Gmail (Google Mail), Outlook.com (Microsoft), Yahoo Mail, Zoho Mail, iCloud Mail (Apple), Proton Mail (Privacy-Focused Email), AOL Mail, Custom Email Servers (Business/Corporate - e.g., Google Workspace, Microsoft Exchange) and Fast Mail

Components of an Email

Sender's Address

- The email address of the person or organization sending the email.
- Appears in the "From" field.
- Example: john.doe@example.com

Recipient's Address

- The email address of the person to whom the email is being sent.
- Appears in the "To" field.
- Example: jane.smith@example.com

CC (Carbon Copy)

- This field allows the sender to send a copy of the email to other recipients who are not the main addressees.
- All recipients can see who has been included in the "CC" field.
- Example: manager@example.com

BCC (Blind Carbon Copy)

- Similar to "CC," but the recipients listed in the "BCC" field cannot see who else has received the email. This is often used to protect recipients' privacy.
- Example: hr@company.com

Subject

- A brief line that summarizes the content of the email. A good subject line should be clear, concise, and relevant to the message.
- Example: "Meeting Rescheduled to 2 PM"

Body

- The main content of the email, where the sender communicates the purpose or message. It can be formatted in paragraphs, bullet points, or numbered lists for clarity.
- Example:
  "Dear   John,
  I wanted to let you know that our meeting has been rescheduled to 2 PM. Please confirm if this time works for you."

Attachments

○ Files (documents, images, videos, etc.) that are included with the email. Attachments can be added to the email through the "Attach" button in most email clients.

○ Example: A report file attached to the email: financial_report.pdf.

Steps for Email ID Creation

1. Choose an Email Provider:

Popular providers include Gmail, Yahoo, Outlook, and others. Visit their website to begin the sign-up process.

2. Enter Personal Information:

Fill out basic information such as your name, username, and password.

Username: This will be your email address (e.g., johndoe@gmail.com).

Password: Make sure it's strong and secure.

3. Verify Your Identity:

Some email providers ask for a phone number or a

secondary email for verification and security purposes. This helps recover your account if you forget your password.

4. Choose Your Email Settings:

Configure your preferences for email display (theme, signature, etc.), and choose how you'd like to receive notifications.

5. Complete the Setup:

Once the information is filled in and you've verified your account, you'll be able to access your inbox and start sending and receiving emails.