

Unit 10

Basics of Email

Electronic mail, commonly known as Email, is the most popular and widely used network service. It is just a paperless method of sending messages, notes or letters from one person to another or even many people at the same time via Internet. E-mail is very fast compared to the normal post and takes only few seconds to arrive at desired destination. The biggest advantage that it is cheap, especially when sending messages to other states or countries and at the same time it can be delivered to a number of people around the world.

Components of an E-mail Address As in the case of normal mail system, e-mail is also based upon the concept of a recipient address. The email address provides all of the information required to get a message to the recipient from anywhere in the world. Consider the e-mail ID.

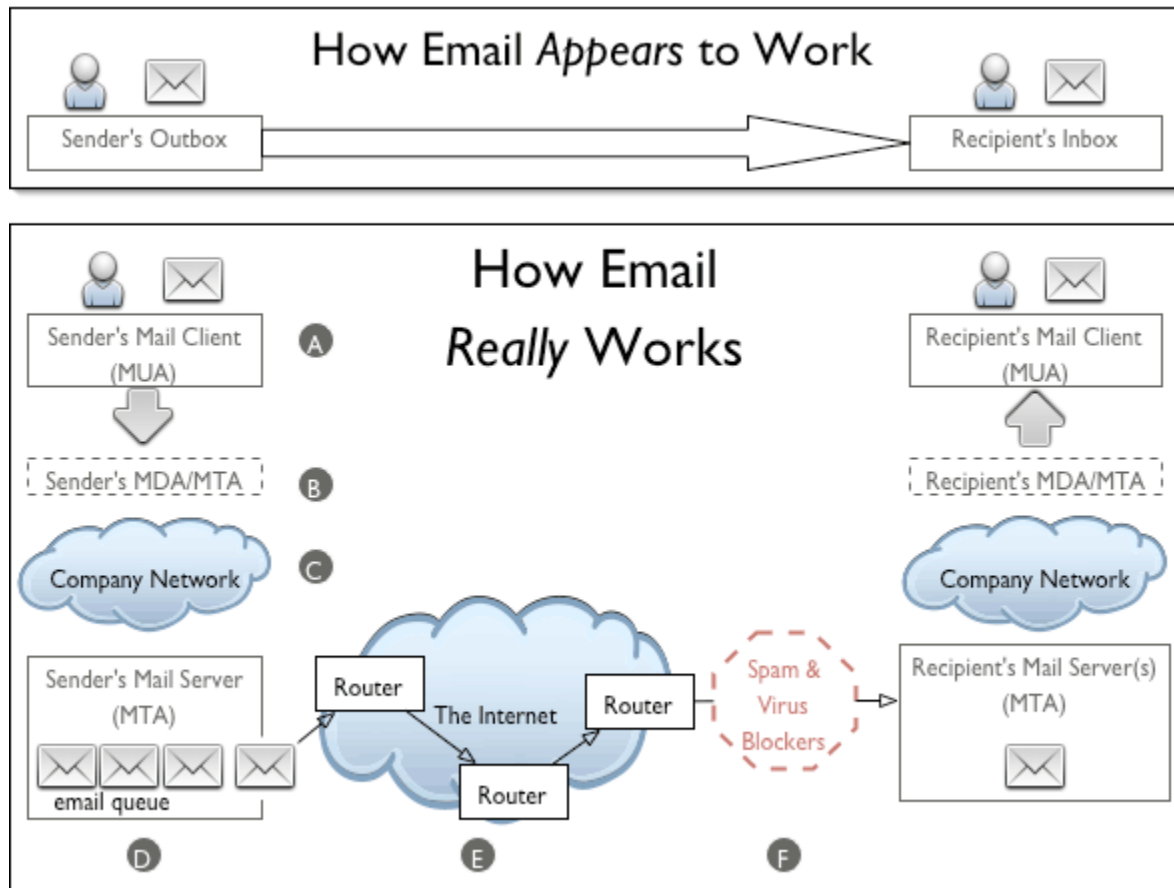
john@gmail.com

In the above example john is the username of the person who will be sending/receiving the email. Gmail is the mail server where the username john has been registered and com is the type of organization on the internet which is hosting the mail/ server.

(i) Features of E-mail:

- One-to-one or one-to-many communications
- Cheapest and fastest mail services
- We can send any type of data through mail idea, image, text, audio, video to anyone.
- Physical presence of receiver is not required
- Same email can be send to one or more users
- Email can be read anywhere in the world
- Instant communications
- Physical presence of recipient is not required
- Most inexpensive mail services, 24-hours a day and seven days a week
- Encourages informal communications

How Email Works



Composing and Sending Email

Before sending an email, you need to compose a message. When you are composing an email message, we specify the following things:

- Sender's address in To field
- Cc (if required)
- Bcc (if required)
- Subject of email message
- Text
- Signature

Once you have specified all the above parameters, it's time to send the email. The mailer program provides a Send button to send email, when you click Send, it is sent to the mail server and a message **mail sent successfully** is shown at the above.

Note-

- **You should specify the correct email address; otherwise it will send an error back to the sender.**

Reading Email

- Every email program offers you an interface to access email messages. Like in Gmail, emails are stored under different tabs such as primary, social, and promotion. When you click one of tab, it displays a list of emails under that tab.
- In order to read an email, you just have to click on that email. Once you click a particular email, it gets opened. The opened email may have some file attached with it. The attachments are shown at the bottom of the opened email with an option called **download attachment**.

Replying Email

- After reading an email, you may have to reply that email. To reply an email, click **Reply** option shown at the bottom of the opened email.
- Once you click on Reply, it will automatically copy the sender's address in to the **To** field.
Below the **To** field, there is a text box where you can type the message.
- Once you are done with entering message, click **Send** button. It's that easy. Your email is sent.

Forwarding Email

- It is also possible to send a copy of the message that you have received along with your own comments if you want. This can be done using **forward** button available in mail client software.
- The difference between replying and forwarding an email is that when you reply a message to a person who has send the mail but while forwarding you can send it to anyone.
- When you receive a forwarded message, the message is marked with a > character in front of each line and **Subject:** field is prefixed with **Fw.**

Deleting Email

- If you don't want to keep email into your inbox, you can delete it by simply selecting the message from the message list and clicking **delete** or pressing the appropriate command.
- Some mail clients offers the deleted mails to be stored in a folder called deleted items or trash from where you can recover a deleted email.