

# Email



**Electronic mail, or e-mail, is the most frequently used service on the Internet**

Seema Sirpal  
Delhi University Computer Centre

## Why use Email

- @ You can send a message **any time, any where.**
- @ You can send the same message to several people at the same time.
- @ You can **forward information** to co-workers without retyping it.

## Why use Email

@ You can save time. **E-mail is fast**, usually taking no more than a few minutes to be received.

@ You can e-mail electronic documents and the **recipients can then edit and return** revised versions.

@ You can **send messages around the world** as easily as to co-workers in the next office.

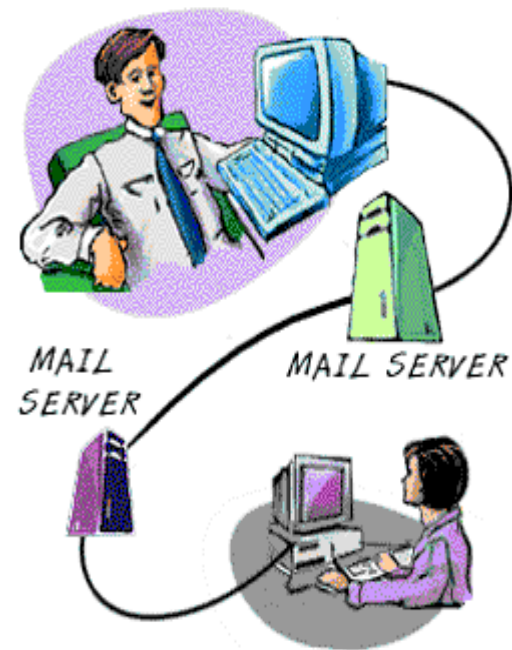
# How Email works on the Internet

Like a postal address, an **e-mail address** specifies the **destination** of an electronic message.

An **Internet** e-mail address looks like this: **user name@domain name**

The **user name** is a unique name that identifies the **recipient**.

The **domain name** is the address. Many people can share the same domain name.



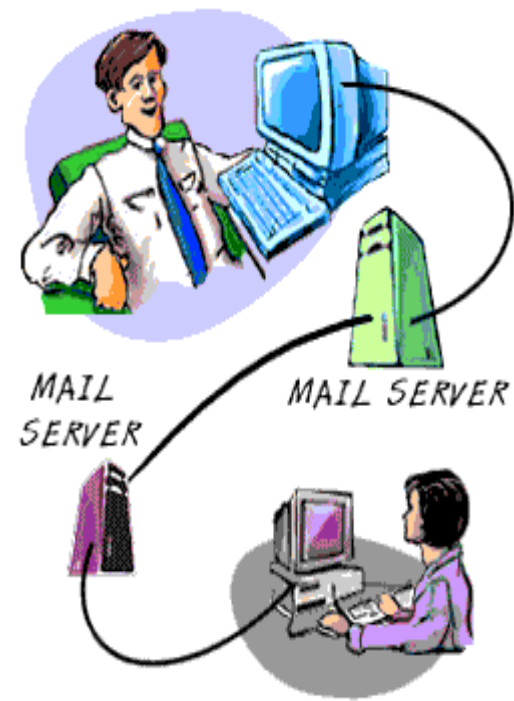
# How Email works on the Internet

- Ⓢ E-mail is sent and received through electronic "post offices" known as **mail servers**.
- Ⓢ To read your e-mail, you must retrieve it from the **mail server**.
- Ⓢ Once you enter the address of the recipient, compose your message, and click **Send**, your e-mail software handles the delivery.

# How Reliable is Email

@ If the message doesn't reach its destination the first time, the **mail server** sends it again.

@ If the message is not delivered, you usually receive a **message explaining the problem**, along with the full text of the original message. You can correct the problem--usually an incorrect e-mail address--and resend it.

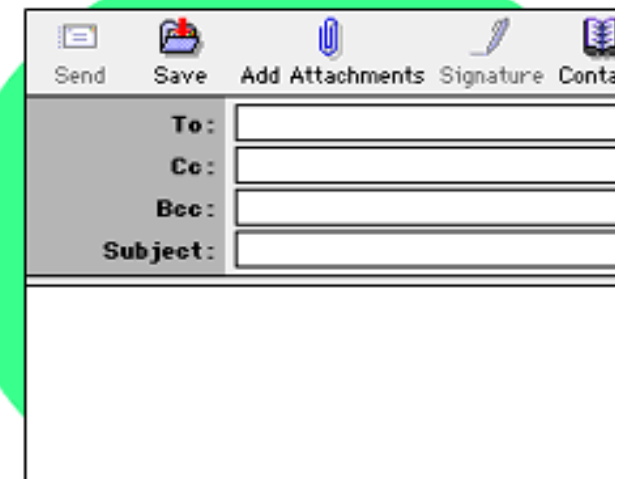


# Anatomy of an Email message

@ **To** contains the e-mail addresses of the **recipients**. This is a mandatory entry.

@ **CC**, short for **Carbon Copy**. This is optional.

@ **BCC:**, short for **Blind Carbon Copy**, contains the e-mail addresses of other recipients who receive copies, but their names and addresses are hidden from the other recipients. This is optional.



The image shows a screenshot of an email composition window. The window has a toolbar at the top with icons for Send, Save, Add Attachments, Signature, and Contact. Below the toolbar, there are four input fields for the email header: To:, Cc:, Bcc:, and Subject:.

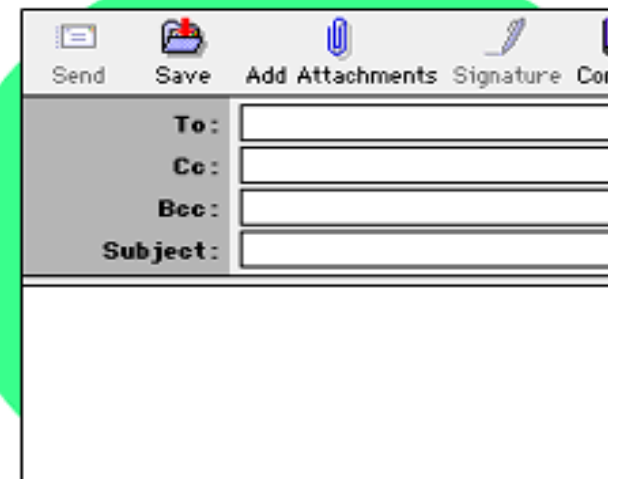
To:	<input type="text"/>
Cc:	<input type="text"/>
Bcc:	<input type="text"/>
Subject:	<input type="text"/>

# Anatomy of an Email message

@ **Subject** contains the **main topic** of the message. Keep this brief. Recipients see this in their summary of incoming e-mails.

@ **Attachment** contains the **names of files** that you may be sending, for example, a word-processing document or a spreadsheet.

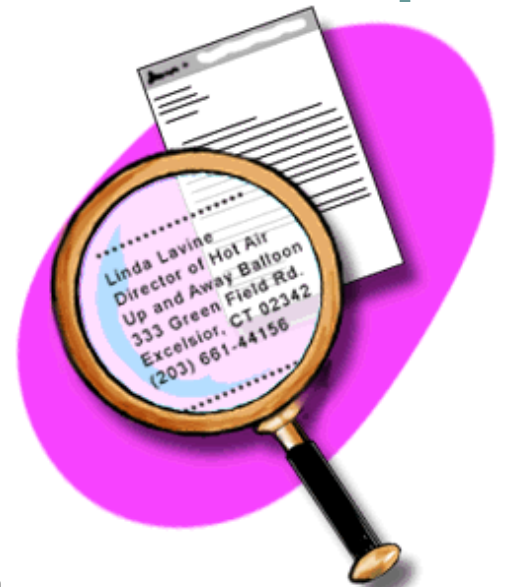
@ **Body** contains the **message** itself,





# Signatures

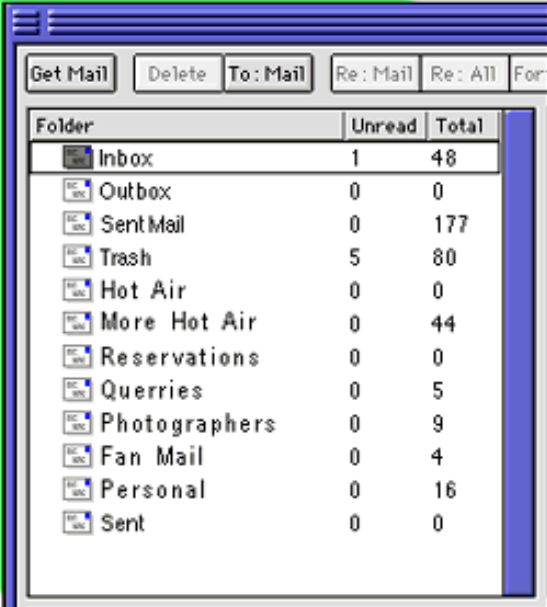
- Ⓢ E-mail can include a **signature** at the end of the message. An e-mail **signature** is not your hand-written signature.
- Ⓢ Like a business card, an e-mail signature can include your name, title, telephone and fax numbers, street address, and e-mail address.
- Ⓢ It **saves time**, you don't have to retype the information each time you send a message. Clicking the feature automatically adds it to the message.



# Reading Email messages

@ Messages are organized in **folders** or **boxes**. Received mail is kept in an **Inbox**; outgoing mail is stored in an **Outbox**; sent mail is filed in a **Sent** box.

@ To read an e-mail, double-click on the **envelope icon** or the **Subject** line of the message. This opens a new window containing the **header** and **body** of the message.

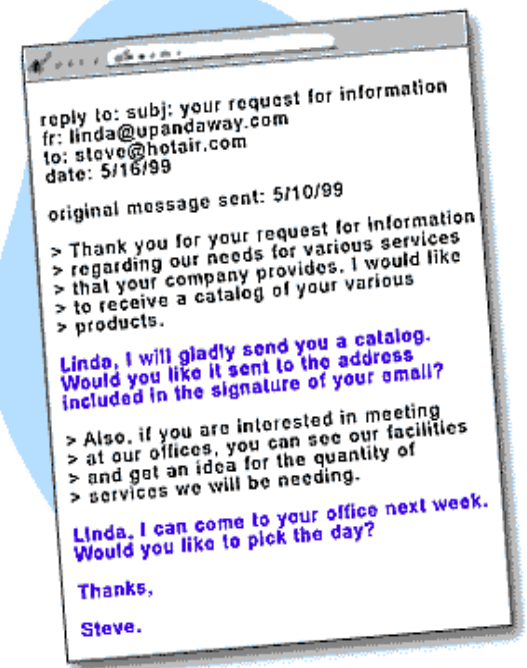


Folder	Unread	Total
Inbox	1	48
Outbox	0	0
SentMail	0	177
Trash	5	80
Hot Air	0	0
More Hot Air	0	44
Reservations	0	0
Querries	0	5
Photographers	0	9
Fan Mail	0	4
Personal	0	16
Sent	0	0

# Replying to Email messages

@ The window with the e-mail you are reading has a **Reply** or **Re** button. Click on this button to open a new window. The **To** and **Subject** lines are automatically filled in with the e-mail address of the sender and the subject of the message.

@ the text of the original e-mail appears in the body of the reply, usually **marked in a different font or color**, or with a **special character**, such as the greater than sign (>) at the beginning of each line.

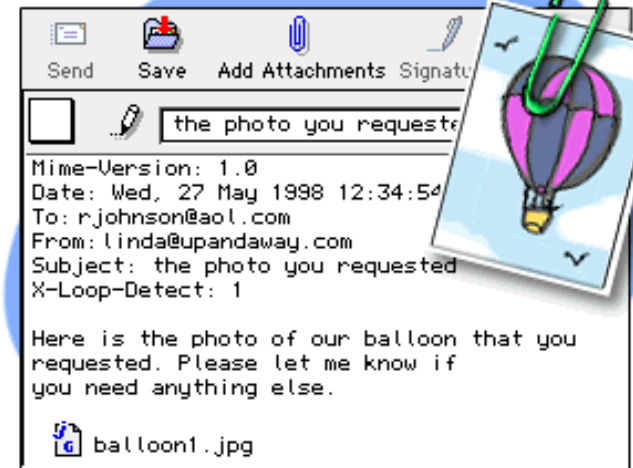


# Sending files as attachment

e-mail programs allow you to attach word-processing documents, spreadsheets, graphics, audio, video, and other electronic files to your message.

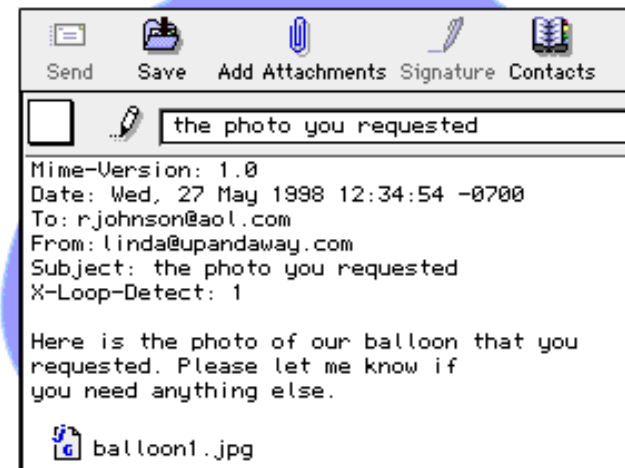
To attach a file:

① Click on the **Attachment** or **Include File** icon, often represented by a **paper clip**. Select the file you want from the file attachment window.



# Opening attachment

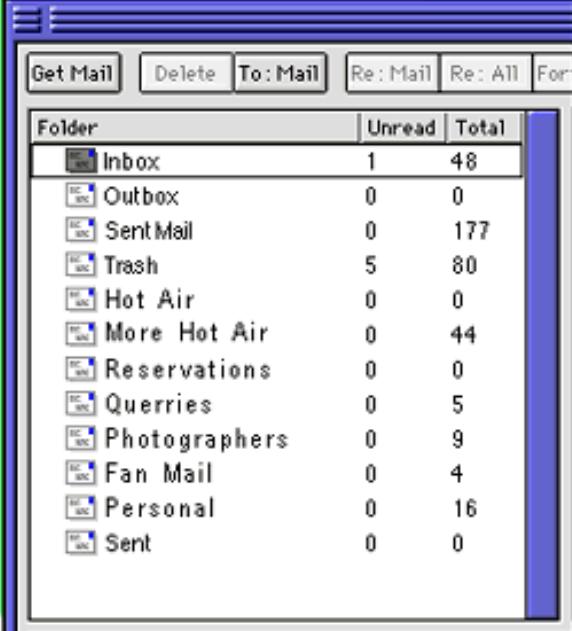
Open or save an attached file by **double-clicking on the icon** for the file.



**Caution:** Your computer can contract a **virus** when you open an attached file. If you do not know or trust the person who sent the e-mail, **delete the attachment** to avoid infection

# Managing your Messages

- @ You may create **folders** so you can file your messages.
- @ You can drag a message from the **Inbox** or **Sent Mail** box to another folder.
- @ When you **delete** a message, it is moved to your **Trash** or **Deleted Mail** folder. The message still exists, however. You may want to delete all the files from the Trash periodically.

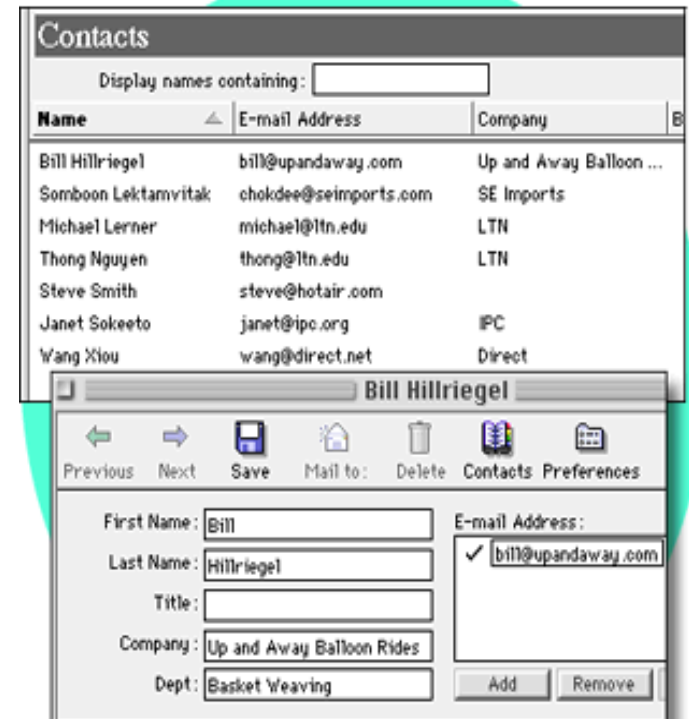


Folder	Unread	Total
Inbox	1	48
Outbox	0	0
SentMail	0	177
Trash	5	80
Hot Air	0	0
More Hot Air	0	44
Reservations	0	0
Querries	0	5
Photographers	0	9
Fan Mail	0	4
Personal	0	16
Sent	0	0

# Managing your Addresses

@ E-mail programs have an address book feature where you can record the e-mail addresses and other information of people you contact frequently.

@ By using the **address book**, you won't have to retype an e-mail address each time you want to send a message. This **saves time** and **avoids returned mail** due to typing mistakes.



# Managing your Addresses

- With most software, you can create a set of e-mail addresses called a **group**. When you address a message with a group, the message is automatically **addressed to all the people** in the group. This is sometimes referred to as a **mailing list**.

- As your list grows, use the **Search** or **Find** function in the address book to locate an e-mail address based on a person's first or last name.

