

E-mail:

E-mail (electronic mail) is the exchange of computer-stored messages by telecommunication. E-mail messages are usually encoded in ASCII text. It is used to send and receive mails using computers through internet. Email allows the user to send data in the form of text , pictures , sound and video to a remote computer on the internet.

E-mail address:

The computers having e-mail facility are given a unique address called e-mail address. The general form of e-mail address is:

Username@domainname.com

For example:

rizwance_2010@yahoo.co.in

Creating an E-mail id:

To create an E-mail account the following steps are to be followed:

1. System must have net connection
2. Choose a web browser by clicking its icon(eg: Mozilla Firefox, Internet Explorer)
3. Type URL of the e-mail service provider on the address bar of the browser. For
Example:www.gmail.com,www.yahoo.com,etc.
4. Click create an account.
5. The application program prompts the user to enter

First name Last name Login name Password

Security question

6. Click on I accept, agreeing to the terms and service provided by the service.
7. This will create a mail id for the user.

Sending and Receiving mails:**Sending mail:**

Step 1: Log in to your Gmail account so that you are on the dashboard (main page) of your mail account.

Step 2: Click Compose button

Step 3: A new blank email window will open up.

Step 4: Enter the recipient address to send mail.

Step 5: The subject field allows us to give the recipient an idea of the topic of our email.

Step 6: Email text can be formatted in a similar way to text in a word document.

Step 7: Type your message in the main body field of our email.

Step 8: If you want to attach some files to the composing mail, click the attachment.

Step 9: In that dialog box, choose the path of a file to be attached.

Step 10: Finally, click the Send button at the bottom of the compose window.

Receiving mails:

- ☐ Connect the system to the internet.
- ☐ Open internet explorer
- ☐ Open your Gmail account on <http://www.gmail.com>
- ☐ Type your username and password
- ☐ Click inbox folder.
- ☐ It displays the list of messages

☐

The structure of E-Mail.

An email has three basic parts:

- ☐ The header, a set of lines containing information about the message's transportation, such as the sender's address, the recipient's address.
- ☐ The message proper, made up of the two following elements:
 - the header fields, a set of lines describing the message's settings, such as the sender, the recipient, the date, etc.

Each one has the following form:

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- ☐ An email includes at least the three following headers:
 - o **From:** The sender's email address
 - o **To:** The recipient's email address
 - o **Date:** The date when the email was sent
- ☐ It may contain the following optional fields:
 - o **Received:** information about the intermediary servers and the date when the message was processed.
 - o **Reply-To:** A reply address.
 - o **Subject:** The message's subject
 - o **Message-ID:** A unique identification for the message

Attaching a File:

To attach a file to a message you're composing , follow the steps below:

- ☐ In Gmail , click the compose button.
- ☐ Click the paperclip icon at the bottom of the compose window.
- ☐ Browse through your files and click the name of the file you'd like to attach.
- ☐ Click Open.

Functions of E-mail:

The various functions of e-mail are as follows:

- ☐ Send messages
- ☐ Receive messages
- ☐ Reply to messages
- ☐ Forward messages
- ☐ Send the same message to a list of people with one stroke
- ☐ Attach a text file
- ☐ Save mail to a file and print the message.

The advantages of email

- ☐ Emails are delivered extremely fast when compared to traditional post.

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- ☐ Emails can be sent 24 hours a day, 365 days a year.

Webmail means emails can be sent and received from any computer, Any where in the world, that has an Internet connection.

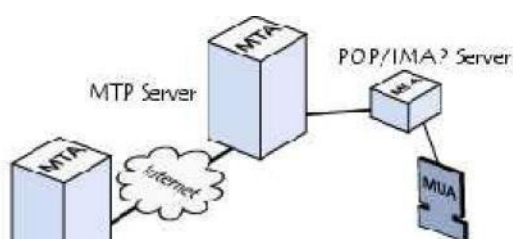
- ☐ Cheap - when using broadband, each email sent is effectively free.
- ☐ Emails can be sent to one person or several people.

The disadvantages of email:

- ☐ The recipient needs access to the Internet to receive email.
- ☐ Viruses are easily spread via email attachments (most email providers scan emails for viruses on your behalf).
- ☐ Phishing - sending an email to a user falsely claiming to be a legitimate company to scam the user into providing information, such as personal information and bank account numbers on a bogus website.
- ☐ The details will then be used for identity theft.
- ☐ No guarantee the mail will be read until the user logs on and checks their email.
- ☐ Spam - unsolicited email, i.e. junk mail.

How does E-mail work?

- ☐ Email is based around the use of electronic mailboxes.
- ☐ When an email is sent, the message is routed from server to server, all the way to the recipient's email server.
- ☐ On the Internet, MTAs communicate with one another using the protocol SMTP are called SMTP servers
- ☐ The recipient's MTA then delivers the email to the incoming mail server (called Mail Delivery Agent), which stores the email as it waits for the user to accept it.
- ☐ There are two main protocols used for retrieving email on an MDA:
 - **POP3 (Post Office Protocol)** - is used for retrieving email and leaving a copy of it on the server.
 - **IMAP (Internet Message Access Protocol)** - is used for coordinating the status of emails (read, deleted, moved) across multiple email clients.



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The operations performed on E-mail.

- ☐ **New, Compose, Write:** Write a new message
 - ☐ **Erase, Delete, Remove:** Erase a message
- ☐ **Store, Save, Backup, Drafts:** Copy a message into a safer place
- ☐ **Print:** Print a message
- ☐ **Reply:** Send a reply message to the sender
- ☐ **Reply all:** The Reply All button makes it possible to send a reply to the sender as well as everyone else who had been put as a recipient or on copy.
 - ☐ **Redirect, Transmit:** Forward a message to someone, letting them originally came from. The subject is generally preceded by Fwd: to indicate that it is a forwarded message.

3.7.E-mail spam.

- ☐ Spam is flooding the Internet with many copies of the same message
 - ☐ Most spam is commercial advertising, often for dubious products, get-rich quick schemes, or quasi-legal services.
- ☐ Spam costs the sender very little to send.

Types of Spam:

There are two main types of spam, and they have different effects on Internet users.

- ☐ **Cancellable Usenet spam** - is a single message sent to 20 or more Usenet newsgroups.
 - ☐ **Usenet spam** - is aimed at "lurkers", people who read newsgroups but rarely or never post and give their address away.

Functions:

- ☐ Email spam targets individual users with direct mail messages.
 - ☐ Email spam lists are created by scanning Usenet postings, stealing Internet mailing lists, or searching the Web for addresses. One particularly nasty variant of email spam is sending spam to mailing lists.
- ☐ Spammers will use automated tools to subscribe to as many mailing lists as possible.

Instant Messenger:

Instant messaging (IM) is a type of online chat that offers real-time text transmission over the Internet. A LAN messenger operates in a similar way over a local area network. Short

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messages are typically transmitted between two parties, when each user chooses to complete a thought and select "send".

The features of Instant Messenger

- ☐ **Instant messages** - Send notes back and forth with a friend who is online
- ☐ **Chat** - Create a chat room with friends or co-workers
- ☐ **Web links** - Share links to your favorite Web sites
- ☐ **Video** - Send and view videos, and chat face to face with friends
- ☐ **Images** - Look at an image stored on your friend's computer
- ☐ **Sounds** - Play sounds for your friends
- ☐ **Files** - Share files by sending them directly to your friends
- ☐ **Talk** - Use the Internet instead of a phone to actually talk with friends
- ☐ **Streaming content** - Real-time or near-real-time stock quotes and news
- ☐ **Mobile capabilities** - Send instant messages from your cell phone

Other Web Browsers:

A web browser is an interface that helps a computer user gain access to all the content that is on the Internet and the hard disk of the computer. It can view images, text documents, audio and video files, games, etc.

Internet Explorer

- ☐ Internet Explorer (IE) is a product from software giant Microsoft.
- ☐ This is the most commonly used browser in the universe.
- ☐ This was introduced in 1995 along with Windows 95 launch and it has passed Netscape popularity in 1998.

Google Chrome

- ☐ Developed by Google and its beta version was first released on September 2, 2008 for Microsoft Windows.
- ☐ Today, chrome is known to be one of the most popular web browsers with its global share of more than 50%.

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Mozilla Firefox

Firefox is a new browser derived from Mozilla. It was released in 2004 and has grown to be the second most popular browser on the Internet.

Safari

- ☐ Safari is a web browser developed by Apple Inc. and included in Mac OS X.
- ☐ It was first released as a public beta in January 2003.
- ☐ Safari has very good support for latest technologies like XHTML, CSS2 etc.

Opera

- ☐ Opera is smaller and faster than most other browsers.
 - ☐ Fast, user-friendly, with keyboard interface, multiple windows, zoom functions, and more Java and non Java-enabled versions available.