

What is e-mail?

Ans. E-mail stands for Electronic Mail. Sending and receiving messages and files through computer network (such as Internet) is known as e-mail.

What is e-mail account?

Ans. The storage area on the e-mail server of e-mail service provider is called an e-mail account. The storage area on the e-mail server is also called mailbox.

What is an e-mail address?

Ans. A unique address of an e-mail account is called an e-mail address. E-mail is sent and received with the reference to e-mail address.

What is username?

Ans. User name is a unique name. It can be the name of a person or company organization. It is the first part of an e-mail address. Suppose pml23@yahoo.com is an e-mail address. In this e-mail address, "pml23" is the username.

What is a password?

Ans. A secret word or code is called password. It consists of letters, digits or both. An e-mail account is protected with password so that unauthorized person cannot access the e-mail account. Only that person who knows the password can access the email account.

6. What is an e-mail service provider?

Ans. The Internet Company or Organization that provides the facility of e-mail is known as an e-mail service provider.

7. What are Hotmail and Yahoo?

Ans. They are e-mail service providers who provide their services free of cost.

8. What do you mean by composing an e-mail?

Ans. Composing an e-mail means to prepare a message for e-mail which is to be sent.

9. What is the function of Cc: feature?

Ans. Cc stands for "Carbon Copy". An e-mail address of another person is typed in this textbox. A copy of an e-mail message is sent to this e-mail address.

10. What is the function of Bcc: feature?

Ans. Bcc stands for "Blind Carbon Copy". It is similar to Cc but e-mail address given in this textbox is not shown to the other recipients of the message.

11. What is an inbox?

Ans. Inbox is a folder. Incoming e-mail messages are stored in this folder. E-mail messages are arranged in this folder with respect to incoming date and time.

12. Write the names of different folders in an e-mail account.

Ans. The names of different folders in an e-mail account are as follows:

Sent: It contains all e-mail messages that a user sends to different persons.

Deleted: The deleted e-mails are stored in this folder.

Inbox: It contains all incoming e-mails.

13. What do you mean by checking an e-mail?

Ans. Checking an e-mail means to read the e-mail from the inbox folder.

14. What do you mean by replying an e-mail? How an e-mail is replied?

Ans. Reply an e-mail means to answer a received e-mail. When the Reply option is clicked, an e-mail editor appears with the e-mail address and subject of the sender. Type message for e-mail and click the Send option.

