

Lesson – 7

More on Email

1. What is meant by Electronic mail? Write its advantages?

E-mail is the way of sending messages from one computer to another computer anywhere in the world, which may include text, pictures or music files. It is one of the fastest and cost effective modes of communication. With the help of internet an email takes a few seconds to reach its destination.

2. Distinguish between Cc field and Bcc field in Email?

If you want to send a copy of the same message to some other people, enter their email addresses in Cc (carbon copy) field.

If you want to send the same message to other people without letting them know of the fact that others also have received the same message, type their addresses in Bcc (Blind carbon copy) field.

3. What is the use of forward option?

Forward option is used to forward a copy of our received email to other people.

4) What do you understand by netiquette? Explain.

The word netiquette is derived from two words, internet and Etiquette. These are basically some guidelines of normal and good behaviour for the internet. The different rules are

a) We are all human, even on the internet

never use offensive comments to others and try to be constructive.

b) follow the same rules online that you would follow in real life.

Be ethical and open to listen to others what they have to say

c) Have respect for others when you are online

5) Define Emoticons.

The word emoticon is derived from the words emotions and icon. Emoticons are a combination of keystrokes that form a sort of a picture relating to an emotion. Some popular emoticons include..... (page no 76.)

6) Write the steps to create an email account?

Step 1: Open any web browser (Internet Explorer)

Step 2: Open Email program (gmail, yahoo....etc)

Step 3: select sign up option. the registration form appears. give all the details including username and password.

Step 4: click the check availability button to check whether the account name is available or not and click submit button.