

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

Class IX , Ch-3 Information and Communication
Technology Skills: I (IT #402)

Session 11: Communication and Networking —
Writing an e-Mail

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CHANGING YOUR TOMORROW

Learning outcome of this Session

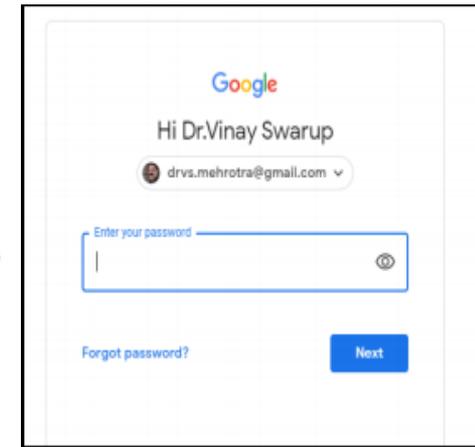
The students will be able to:

- Identify the various elements of an e-mail message;
- Compose and send an e-mail message; and
- Attach files to an e-mail.

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Composing an E-mail

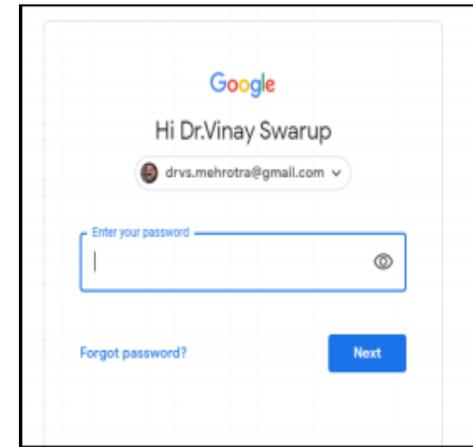
1. Gmail is a free e-mail application. Let us learn how to use it.
2. To write a new e-mail, connect to the Internet and open Gmail.
3. Type 'gmail.com' in the address bar of Internet Explorer.
4. To start using Gmail, you need to sign in. Type your e-mail ID and password in the given areas and click on the Sign in button.
5. Click on the COMPOSE button on the Gmail home page.
6. This will open a New Message window.
7. In the To: section type the e-mail ID or address of a person. For example, mohini@gmail.com.
8. In the CC: section, type the e-mail IDs or address of another person, for example sagasika@gmail.com. In this way you can send the same message to her also.
9. In the "Subject" section, write the subject of the matter that you want to send. For example, if you are sending a leaving application through the email, the subject would be leave application.



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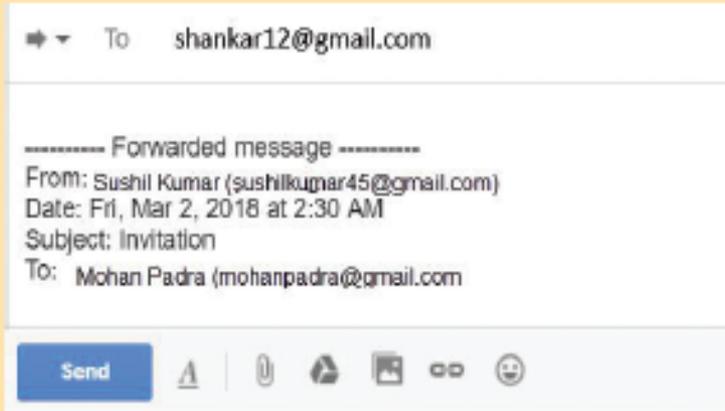
Composing an E-mail

10. Now type the message in the “Compose” email section and check whether the message is correctly typed.
11. Once you have confirmed that the message is correctly types, then you should send the message by clicking on the Send button.
12. The e-mail will then reach the recipient.



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Follow the given steps to write an e-mail



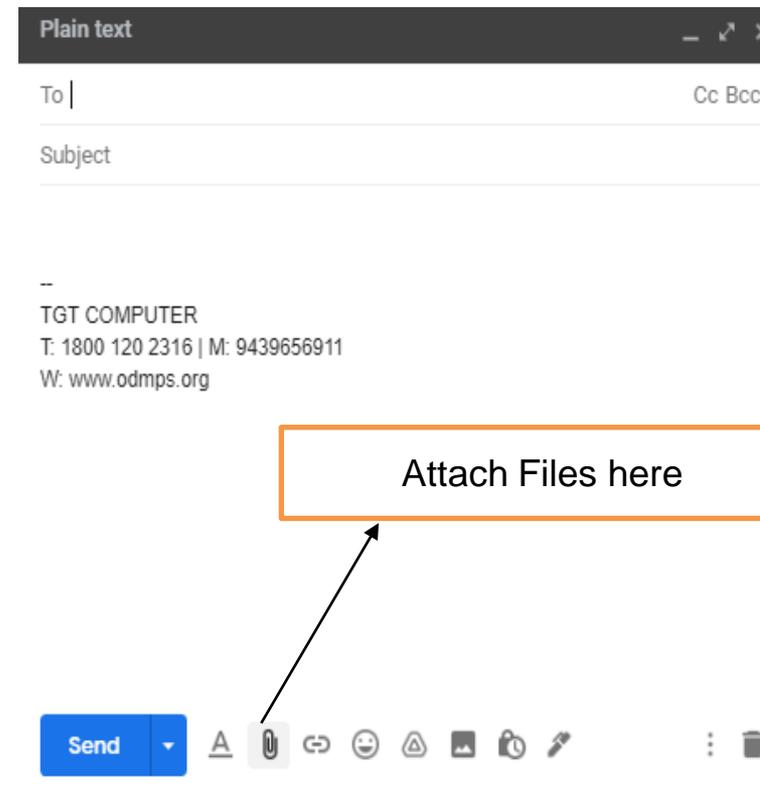
1. In the **To** section, write the e-mail-id of the person you are sending the mail to.
2. In the **Cc** section, write the e-mail-ids of all the people to whom you want to send copies of the message.
3. In the **Subject**, write the topic of the mail. For example, Happy Diwali.
4. In the **main body**, type the message you want to send. This will include the salutation in the beginning, main message in the middle and signature at the end.
5. After you type the message, click **Send**.

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Attaching a file to an e-mail

An attachment is a type of file such as a photo or document that you can send along with your e-mail. To add an attachment you need to click on the Attach button.

- The Attach button often has a paperclip as its symbol.
- When you click on the Attach button it opens up a new window
- The window shows you files and folders on your computer
- Find and then click on the file you want to attach and press OK
- The file will now show as an attachment in your e-mail
- The name of the file will be shown next to a paper clip symbol

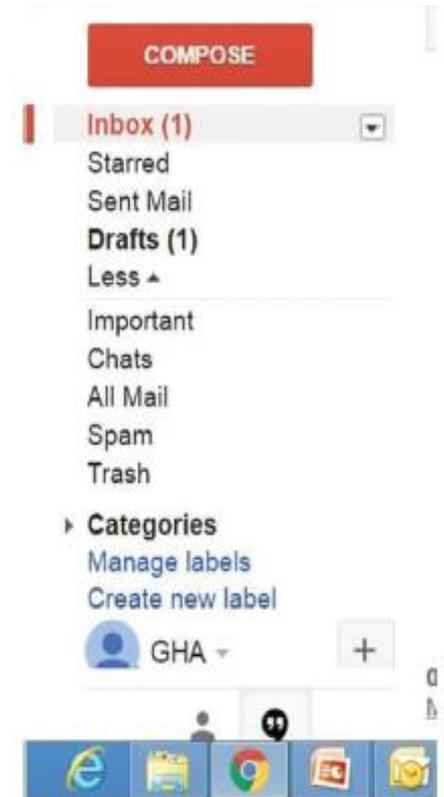


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Managing Folders

There are different folders that could help you manage and organise your e-mails.

- The **Inbox** holds e-mails that people have sent to you
- The **Sent** folder holds e-mails that you have sent to people
- The **Drafts** folder holds all the e-mail you have started writing, but not yet sent
- The **Junk/Spam** folder holds e-mails that may not be useful
- The **Trash** can or folder holds e-mails that you no longer need and have deleted. To delete an e-mail, you select an e-mail and then click on the Delete button for it to be moved from inbox to trash folder



Folders

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A Quick Recap Of This Session

In this session, you have learnt about the various elements of the e-mail message. You have also learnt about how to compose and send an e-mail message and also attach files to it.

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Home Assignment

A. Multiple choice questions

1. What do you type in the “To” field?
 - a) The topic of the e-mail
 - b) The main message of the e-mail
 - c) Email address of the person to whom you want to send a copy of the e-mail
 - d) Email address of the person you are sending the mail to

2. You want to send an e-mail message to your friend Sushil. In which order will you perform the given steps to write and send an e-mail to him?
 - i. Type Sushil’s e-mail address, subject and message
 - ii. Click on the Compose button
 - iii. Click Send
 - iv. Open your e-mail account.
 - a) (iv)>(ii)>(i)>(iii)
 - b) (iv)>(i)>(ii)>(iii)
 - c) (iv)>(i)>(iii)>(ii)
 - d) (iii)>(i)>(ii)>(iv)

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Home Assignment

B. Fill in the blanks

1. In “To:” section _____ is typed for sending a message through e mail.
2. The Attach button in e-mail often has a _____ as its symbol.
3. In the _____ section of the e-mail, the topic of the mail is written.
4. After typing the message in the main body of the e-mail, you need to click on _____ button to send the e-mail.

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THANKING YOU

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