INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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

Session 9: Communication and Networking —

Introduction to e-Mail

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The students will be able to:

- Differentiate between postal mail and electronic mail;

- Write an e-mail message; and

- List the benefits of an e-mail account.

Introduction

Electronic mail or e-mail is a quick way of sending messages to people using the Internet. It consists of lines of text and images. The invention of e-mail has influenced our lives and they have become a popular means of communication. It is important to learn about the various tools and features of an email so that one can use it effectively. Files containing videos, documents, spreadsheets, etc., can be sent along with the e-mail as attachments. E-mail is fast and easy to use and it can be sent to multiple people at the same time. One should know the email basics, etiquette, and safety tips.

Postal Mail versus E-mail

		Postal Mail	e-mail
Address	Postal mail address is a street, city, etc., of a geographical location while an e-mail address is a digital location on a mail computer where you can send or receive an electronic message.	To, Mr. Ashok Rastogi, 3 Bapu Nagar, Rana Pratap Bagh, New Delhi -110004 From: Gopi Kishan, Mumbai	ashokrastogi@gmail.com
Written on	Postal mail is written with paper and pen. An e-mail is written on a computer or mobile device.		
Sent via	Postal mail is sent by bus, air, train while an e-mail travels in a digital format over an Internet connection.		
Received in	Postal mail is brought by the postman and dropped into the letterbox outside our house. E-mail comes into the Inbox of the receiver's e-mail account.		
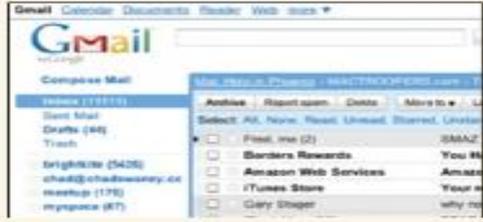
CHANGING YOUR TOMORROW

E-mail ID or Address

- The general format of an e-mail address is local_ part@domain. An example of an e-mail address is ashokrastogi_1@gmail.com.

- An e-mail address is made up of two parts separated by the @ symbol.

- The part before the @symbol is created by the user and is usually the name of the person, for example, ashokrastogi_1. This is different for every user.

- One might need to add numbers or any other prefix or suffix in case someone else has already taken that mail address before him. One person can only have a specific e-mail address.

- The part after the '@' symbol is the domain name of email service provider, i.e., the company that provides the e-mail service. Here gmail.com is the domain name of Google.

Advantages of Email

- E-mails can be sent to multiple users along with the attachments.
- They are fast as they reach anyone around the world immediately, free as most services do not charge money and it is environment friendly, as no paper is used.

In this session, you have learnt about difference between postal mail and electronic mail. You have also learnt about the email address and the benefits of email.

A. State whether the following statements are True or False

1. Email cannot be sent to more than one person at a time.

2. Email is an electronic message sent over the Internet or a computer network.

3. Pictures, videos, audio files, and spreadsheet files cannot be attached with an e-mail.

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