

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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

Session 12: Communication and Networking —
Receiving and Replying to e-mails

By: GITASHREE NAYAK

Mob No.:9439656911

CHANGING YOUR TOMORROW

Learning outcome of this Session

The students will be able to:

- Identify a new mail in the Inbox of an email account;
- Reply or forward an e-mail; and
- Delete an e-mail.

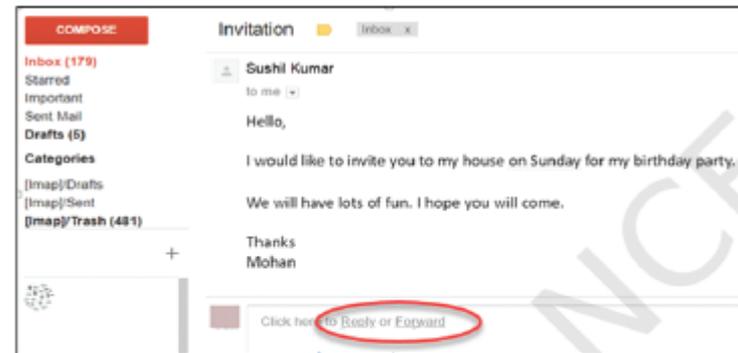
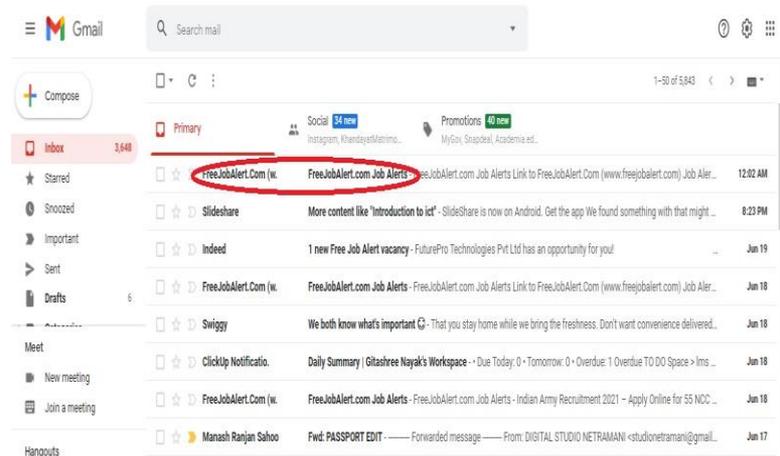
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Receiving an E-mail

Imagine your friend sends you an e-mail. The e-mail will appear in

your **Inbox**. It shows the name of the sender, subject and a title of the main message. It will remain **bold** till you open it.

1. Click on the mail to open it.
2. Once you have read the e-mail, you can **reply**, **forward** or **delete** the mail.
3. If the invitation was sent to many people, you get another option, i.e., **Reply to All**. When you click this, the reply will be sent to all the people who received a copy of this mail.

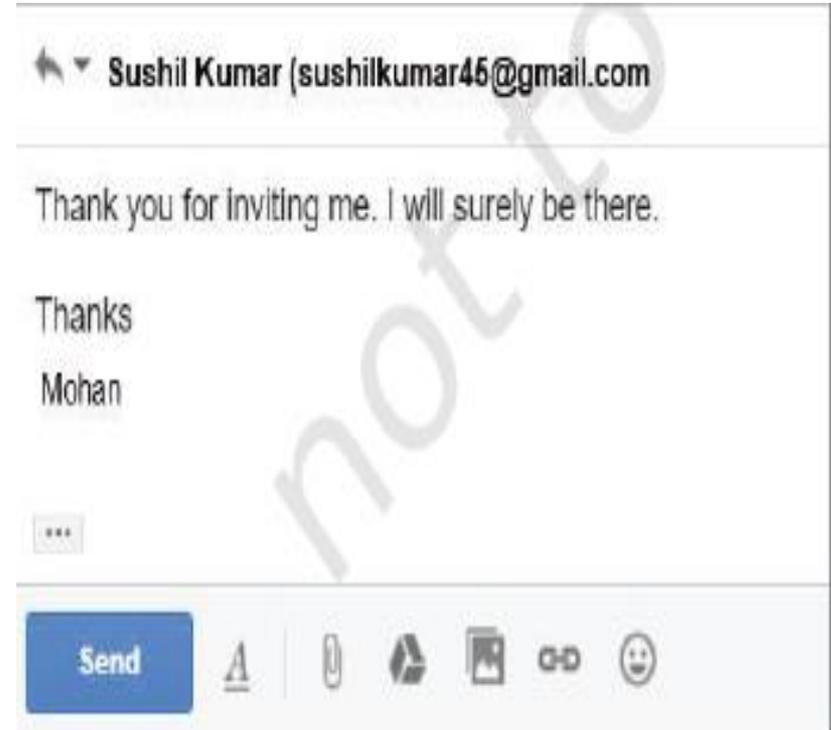


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Replying to an e-mail

To reply to this e-mail:

1. Click on the **Reply** option at the bottom. This will open a space where you can write your reply. The e-mail address of the person to whom this e-mail will be sent is already present at the top.
2. Type your reply and click **Send**.

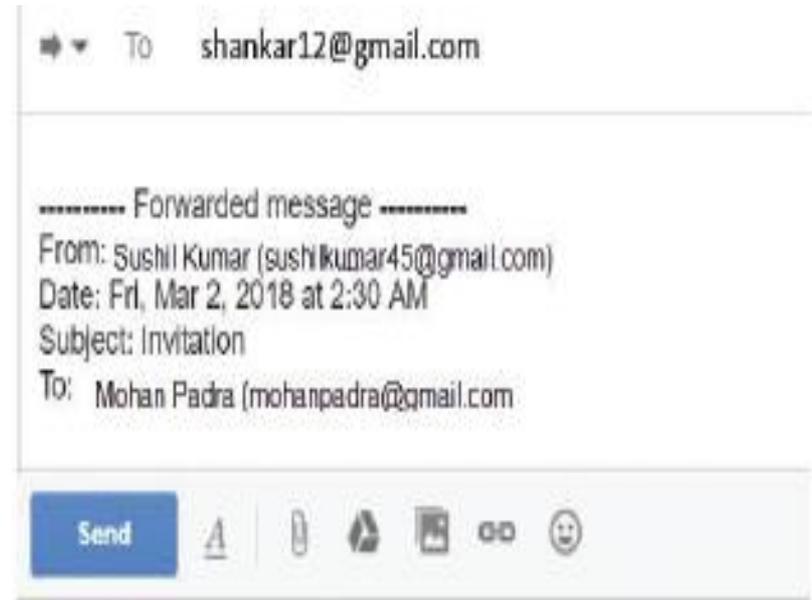


Reply to an email

Forwarding an e-mail

You can also forward an e-mail.

1. When you click on “Forward” , a space is displayed with the old message copied to it.
2. You can give the e-mail address of the person(s) you want to forward to and write anything extra you want to add.
3. Then click on the “Send” button.



Forward an email

Deleting an E-mail

- You can delete the mail by clicking on the delete icon. This will remove the e-mail from your inbox and move it to the “Trash” folder. It will remain there for a few days before it is removed from the system.



Delete an email

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A Quick Recap Of This Session

In this session, you have learnt to identify a new mail in your inbox and reply, forward and delete an e-mail.

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Home Assignment

A. State whether the following statements are True or False.

1. By choosing the “Reply” option, the e-mail address of the sender of the original message will appear in the “To” field.
2. Email is an electronic message transmitted over the Internet or computer network from one user to another.
3. You can forward the e-mail by clicking on the delete  icon.

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THANKING YOU

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