

## E-mail

**By completing this module, you will be able to understand and learn the following:**

- What is e-mail?
- Creating e-mail ID
- Structure of E-Mail Message

**Electronic mail** - in short **E-mail**, is a store and forward method of composing, sending, storing, and receiving messages over electronic communication systems. The term "e-mail" applies both to the Internet and intranet systems allowing users to e-mail each other.

An **e-mail address** identifies a location to which e-mail messages can be delivered. A modern Internet e-mail address is a string of the form *jagan@example.com*. It should be read as "jagan **at** example **dot** com". The part before the @ sign is the **local-part** of the address, often the username of the recipient, and the part after the @ sign is the **domain-part** which may be a host name or domain name.

**Local part can contain the following:**

- Uppercase and lowercase letters
- The digits 0 through 9
- The special characters! # \$ % \* / ? | ^ { } ` ~ & ' + - = \_
- The character
- **Example of e-mail ID**
  - abcd@yahoo.com
  - Abc.123@yahoo.com
  - 1234567890@yahoo.com

**Example of few free email service providers:**

[www.yahoo.com](http://www.yahoo.com)

[www.rediff.com](http://www.rediff.com)

[www.hotmail.com](http://www.hotmail.com)

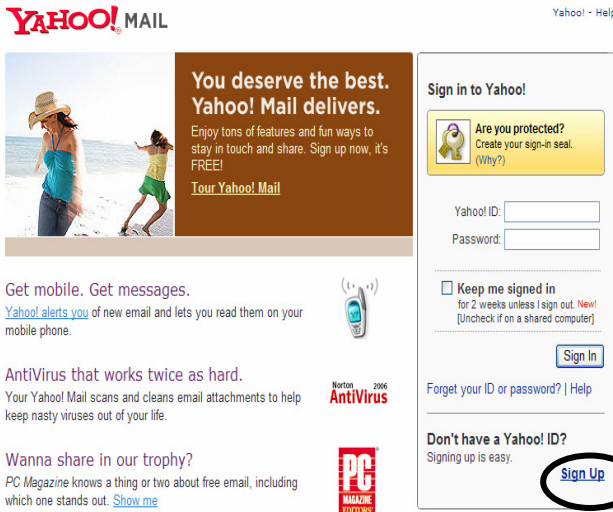
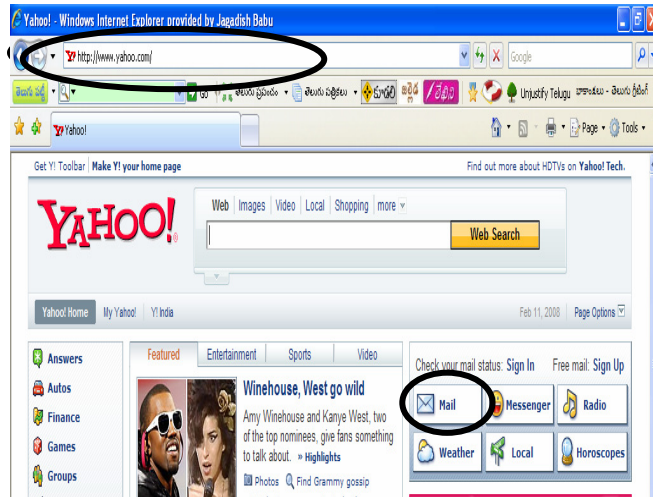
[www.gmail.com](http://www.gmail.com)

[www.indiatimes.com](http://www.indiatimes.com)

**How to create a e-mail ID**

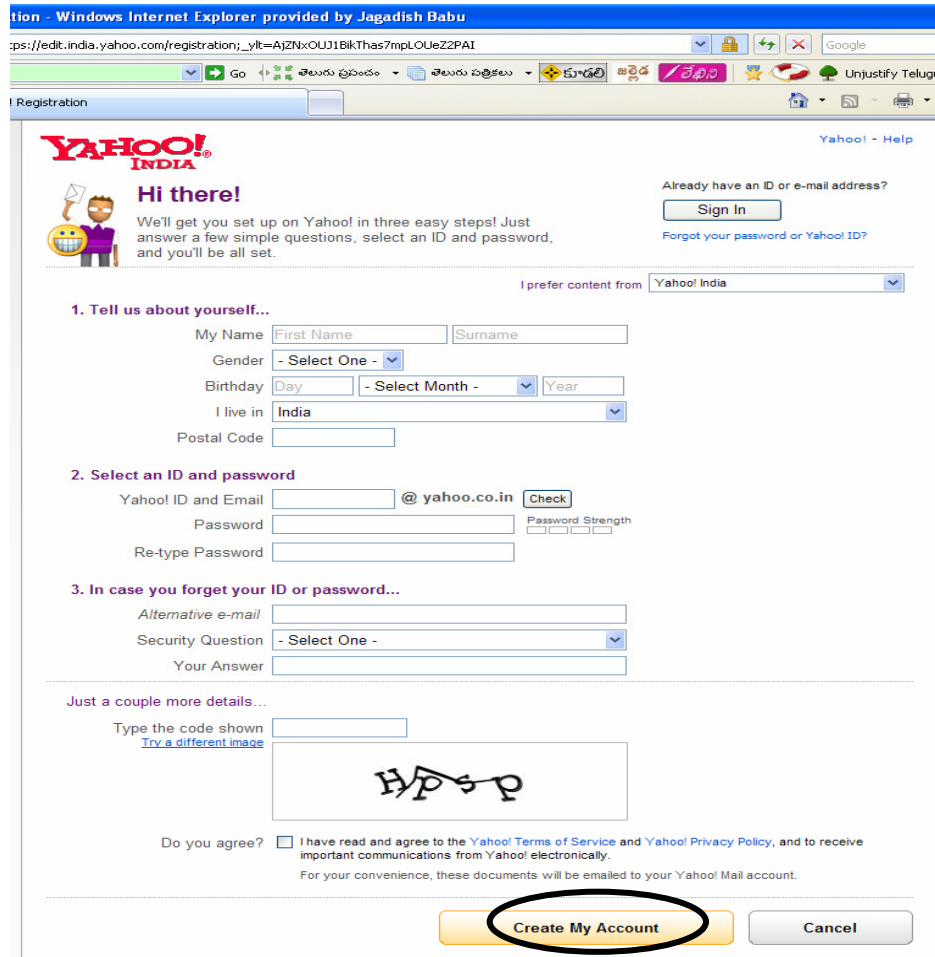
Here is an example of creating an email id in the yahoo e-mail service provider page. The service is offered free.

- Type the free email service provider name in the browser and click on the mail option as shown.



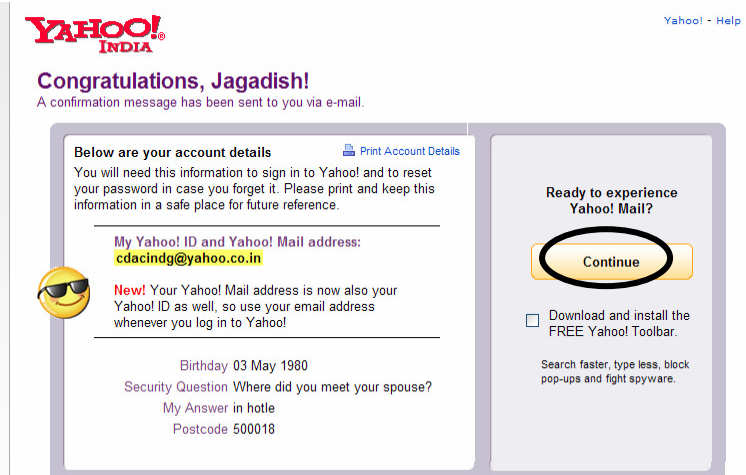
- Click on **sign up** for creating an e-mail ID as shown.

- You will get the below form after clicking on the Sign up form. Now fill all your personal details and click on "create my account".

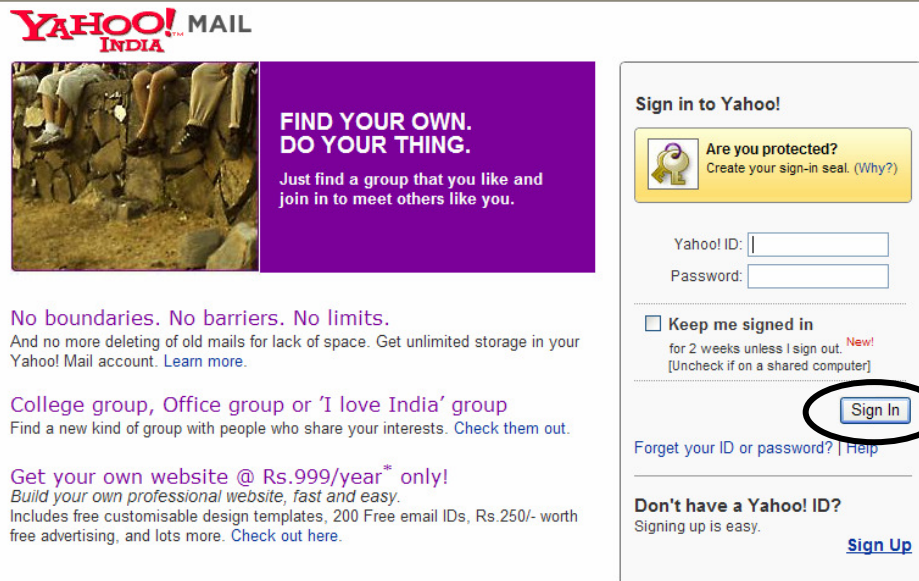


A **password** is a form of secret authentication data that is used to control access to a resource.

- On successful filling of the form, you will see the following screen. Click on **continue** for using the newly created email ID.



- You will get the following screen after clicking on the **continue** option. Enter the ID and the password for using the just created email account and click on Sign In.



**YAHOO! MAIL**  
INDIA

**FIND YOUR OWN.  
DO YOUR THING.**  
Just find a group that you like and join in to meet others like you.

**No boundaries. No barriers. No limits.**  
And no more deleting of old mails for lack of space. Get unlimited storage in your Yahoo! Mail account. [Learn more.](#)

**College group, Office group or 'I love India' group**  
Find a new kind of group with people who share your interests. [Check them out.](#)

**Get your own website @ Rs.999/year\* only!**  
*Build your own professional website, fast and easy.*  
Includes free customisable design templates, 200 Free email IDs, Rs.250/- worth free advertising, and lots more. [Check out here.](#)

**Sign in to Yahoo!**

**Are you protected?**  
Create your sign-in seal. (Why?)

Yahoo! ID:

Password:

**Keep me signed in**  
for 2 weeks unless I sign out. **New!**  
[Uncheck if on a shared computer]

**Sign In**

[Forget your ID or password?](#) | [Help](#)

**Don't have a Yahoo! ID?**  
Signing up is easy. [Sign Up](#)

## Structure of E-Mail Message

The basic e-mail message contains the following parts:

<b>To:</b>	e-mail address of recipient	ex. jagan@email.com ex. "Jagadish" <jagan@email.com> ex.jagan@email.com, john@email.edu, july@email.gov <i>(if you have more than one recipient)</i>
<b>From:</b>	e-mail address of sender	will be included automatically
<b>Subject:</b>	Topic of message	ex. Meeting Next Week
<b>Date:</b>	Will appear in recipient's e-mail and sender's file copy, but not in compose message format.	Tuesday, February 26, 2008 7:30 PM
<b>CC:</b>	"carbon copy"	e-mail address(es) of other people who are furnished a copy of the message
<b>BCC:</b>	"Blind cc"	when recipient should not know who else has received a copy of the message. May or may not appear in sender's file copy depending on e-mail software used
<b>Attachments</b>	In some e-mail readers (software) this appears as a paper clip symbol	Ex. logo.gif <i>(gif indicates this is a graphic)</i> ex. photo1.jpg <i>(the extension identifies this graphic as a JPEG file)</i> ex. primer.doc <i>(doc is the extension for a Word document)</i> ex. happy.exe <i>(when you're not sure of an attachment, DON'T open any exe attachments. These are notorious carriers of viruses. This particular example is a worm or Trojan Horse).</i>
<b>Body</b>	this is where the body of message goes	ex. We look forward to hearing your ideas about the School Safety Program at the faculty meeting on Monday, March 20 at 10:00 a.m. at the faculty conference room.
<b>Signature</b>	personalized	ex. John Doe

	information about sender	Principal Somewhere Elementary School Tel (123) 4567-8910 ex. "I find that the harder I work, the more luck I seem to have. " - Thomas Jefferson ex. "Excellence in Education!"
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