

E-mail and E-Chatting

3-1 Introduction:

The Internet provides services to a large number of people with different goals and fields of work, as the Internet is used in the fields of education, media, publishing, activities, business, trade, medical and military journals ... and through it it provides new ideas to the world, so the Internet contains huge resources of information that benefit people. The Internet also provides many services that over time have become difficult to dispense with in order to enter them into the needs and requirements of daily life (including: E-Mail, WWW, FTP, E-Chatting, Newsgroups or Usenet [1])

3-2 E-mail:

E-mail is a system for exchanging messages between Internet users, symbolized by e-mail and usually characterized by the symbol @, and it is one of the most important Internet services and the most used on a daily basis, as the e-mail system is similar to the regular mail system, so it has become an alternative to it in most areas of life. Most of the people today exchange their news through it, and most companies depend on it in their transactions such as advertising, selling, buying and sending files ... etc. There is now a large number of search engines that provide free e-mail service by creating a free account for users who wish to send and receive messages and attachments, and in many languages (including Arabic).

[1] Usenet or Usenet short for User network is a public and decentralized distributed discussion system on the Internet, users read messages (articles or publications, or news when they are collectively) and publish them in one or more categories, which in turn is called a newsgroup, which is similar to a list system. The newsletters are the first gesture of the web forums currently in circulation. Discussions in newsgroups are complex, readable by a news reader, and articles are stored sequentially on the news server.

3-2-1 E-mail Advantages:

Email has many advantages, the most important of which are:

- Free storage capacity for the mailbox.

- Follow up e-mail simultaneously between multiple computers and phones.

-The cost is free of charge for sending and receiving messages.
- The ability to send and receive messages and browse e-mail anywhere in the world, at any time, regardless of the distance separating the correspondents.
- Speed in the delivery of electronic messages (exchange messages almost instantly).
-Attachment files (pictures, documents, programs ...) with messages, so it has become an alternative to other messaging services such as fax.
- Continuous development in the general appearance and the continuous increase of implicit services. In addition to receiving and sending messages, it contains other services such as (notes, calendar, conversation, and a summary of news).

3-2-2 Create a new email account:

Search engines such as Google, Yahoo, Hotmail ... offer the ability to create a free e-mail account for people who wish to do so. He must first select the website that the user wants to create an e-mail on, such as: yahoo.com (Figure 3-1), google. com (Figure 2-3).

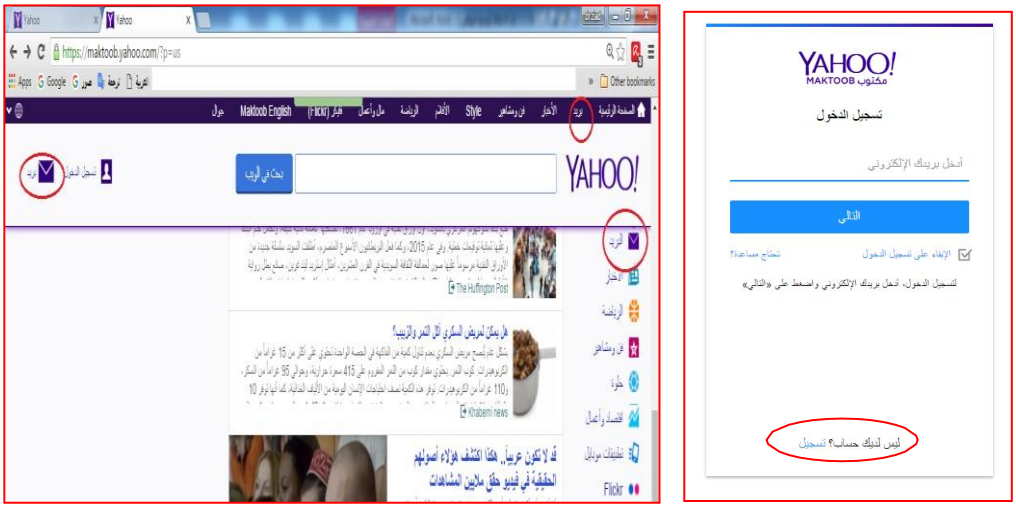


Figure (3-1) creating a new yahoo Email

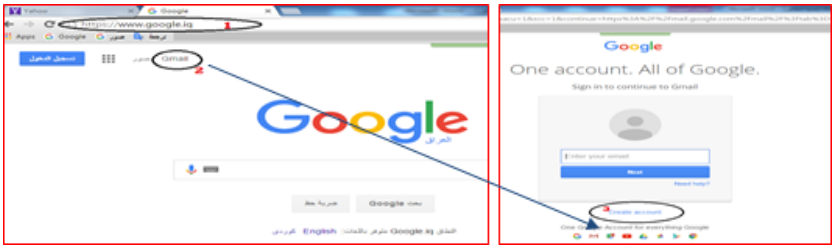


Figure (3-2) creating a new Google Email

Each subscriber to the e-mail service has a unique address that distinguishes it from other subscribers within the same site. The address contains two sections (username @ website)) separated by the @ symbol:
- username: an optional name defined by the subscriber.
- The second website: the name of the site or engine that provides an email service. Like:
Muda2002@hotmail.com, zarfa_mata@yahoo.com, yoser@gmail.com

We will take the Yahoo site as an example to create an email, noting that other websites do not differ much from them in the steps
1- Clicking a recording instruction, as shown in Figure (1-3).
2- The page will open as in Figure (3-3) that includes the elements required to enter information for the user to create an e-mail, namely:
Writing the first name and surname, and specifying the gender (Male / Female).
- Date of birth (month-day-year), country.
- Selecting the ID and the postal address desired by the user (it should not be used by one of the users of the same site), as well as the website address (yahoo.com).



- Choose a password to enter the account (six or eight characters or more depending on the site, and sometimes it is required to contain large letters, including large numbers), and it is preferable that a password does not resemble the user name or use repeated letters and numbers to ensure that it is not known by others and theft Mail,

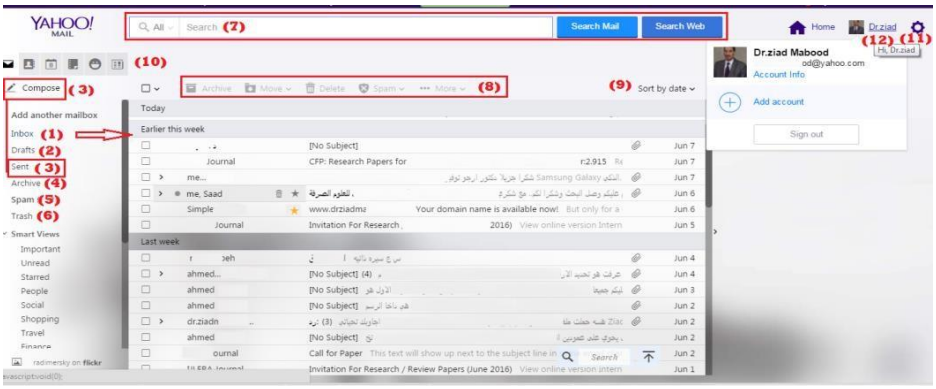
then the password is retyped in the next field “Retype password” to ensure that the word matches and is correct.
- Writing alternate Email is optional (currently it requires the phone number in some sites like Google), but it is very important to retrieve mail when password is forgotten or mail is stolen.
- Choose two questions and the answer to them to verify the identity of the user when forgetting the password or stealing mail.

- Writing the symbols in the image: rewriting the symbols in the picture in the text box in order (the benefit of this process is to know that the account that arises is a person who can read and distinguish and not a machine or virus intended to sabotage).
- Finally, create my account. When the entries are complete, they will be transferred to a page that informs us of the new mail, and if there is a mistake or lack of information, it will be marked with a distinctive color and requested to be completed.

3-2-3 Login to E-Mail

After creating an email account on the site, you should follow the following steps:
1- Entering the main website first (for example) yahoo.com, then entering the mail (see Figure 1-3).
2- Enter the e-mail address, ID, Next, and Password. And by pressing Enter or by clicking the mouse on login.
3- After that, an interface will appear that contains news and various topics, as shown in Figure (3-4).
Mail can be viewed from as shown in Figure (3-5) (noting that sometimes it goes directly to the mailbox without going through the news and ads interface, as in Google Gmail).





1) Inbox (3) Drafts (messages that you write but not send) (3) Sent messages and compose a message (4) Archive (5) Spam (6) Deleted messages (7) Search in the mail or on the Internet (8) A bar containing a group of instructions (archive - move - delete - spam - more ...) (9) Sort messages (10) A bar includes a group of operations (call,

calendar, notes, conversation, short news) (11) settings Mail (12) Close the account and exit the mail.

Read messages received in the Inbox

An Inbox holds the messages received into e-mail. The messages are displayed according to the date they were received in the mail, which is the default order (with the ability to re-arrange them - sorting - according to another format, such as messages that you have not read, or according to preferences). The number in front of the word Inbox (3) indicates the number of unread messages, and when you place the mouse cursor over a message, the following icons appear.



By clicking on this box☑ a message or messages are marked to be applied to one of the operations such as deleting, archiving, moving the message, ... (Instructions No. 8 in Figure 3-5). All messages can be tagged at once from the one at the top of the messages.	
By clicking on this circle●, it becomes dark, meaning that the message status indicates that it is not read Inbox (1), the message becomes dark, and the number in front of the word Mailbox increases by one.	
Delete message	
Make the message distinctive,  i.e., favorite, and turn yellow.	
There are files attached to the message.	
Date of arrival or sending of the message.	May 26

To read any message we open the mailbox page and then click on the name of the sender or the title of the message, then a new page will open that includes the text of the message. Figure (3-6) shows the content of a message after clicking and opening it.

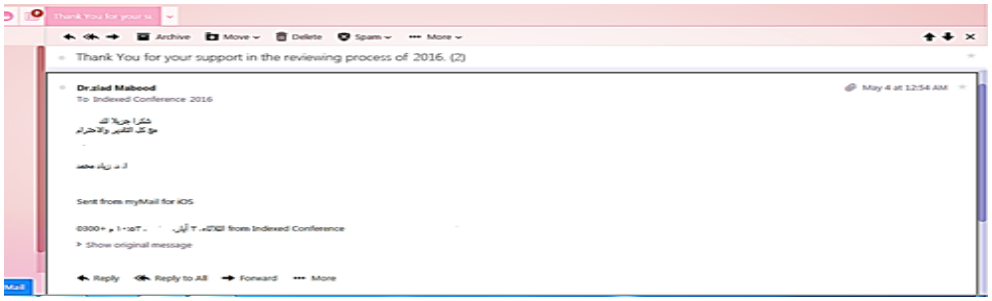


Figure (3-6) the content of a message

How to respond to the message:

You can respond directly to a message after reading it, by clicking Reply, Reply All, Forward, Reply, Reply All or Forward or.

- Reply: Open a new message that contains the message you want to reply to (includes the email address from which you sent the message in the address field).

- Reply to all: open a new message containing the message to be answered, including the email address from which you sent the message in the address field, as well as all postal addresses that sent the message to them.

- Forwarding: : opening a new message containing the original message but without addresses, and here you must enter the address you want to send to him (note that this directive carries the attachments with him if they are with the original message).

How to proceed to reading other messages:

Prompts: : Useful to close the message (and return to the mailbox), move to reading the previous message, and move to reading the next message, respectively.

Delete a message: by selecting it ☑ and then clicking on Delete‘, then it will be moved to the Trash Trash folder for the possibility of returning it in case it is needed later or an error occurs in the deletion process.

ϒ Download and meanings of the attached files: When the message includes an attached file (s) Attach Files, a pin image appears next to it and information that includes the name and size of the attached file, and by clicking on the attached file, its contents can be viewed on the side of the message (Figure 3-7) or saved by Save to my Computer By specifying the location to save the file on the computer or downloading all files at once from Download all.

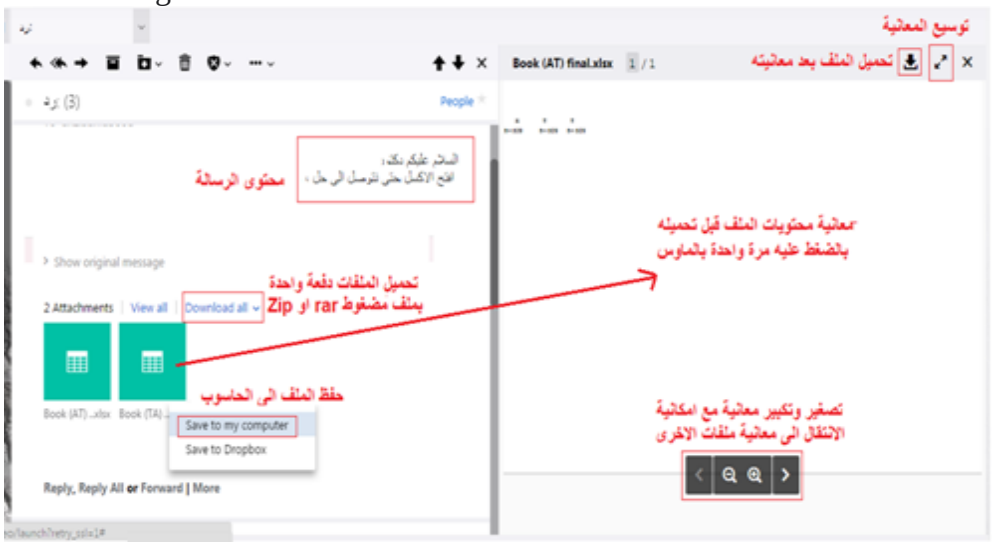


Figure (3-7) the meaning and uploading of files attached to the electronic message

Mail Send message:

1. Clicking on Create Compose, the interface shown in Figure (3-8) will appear.

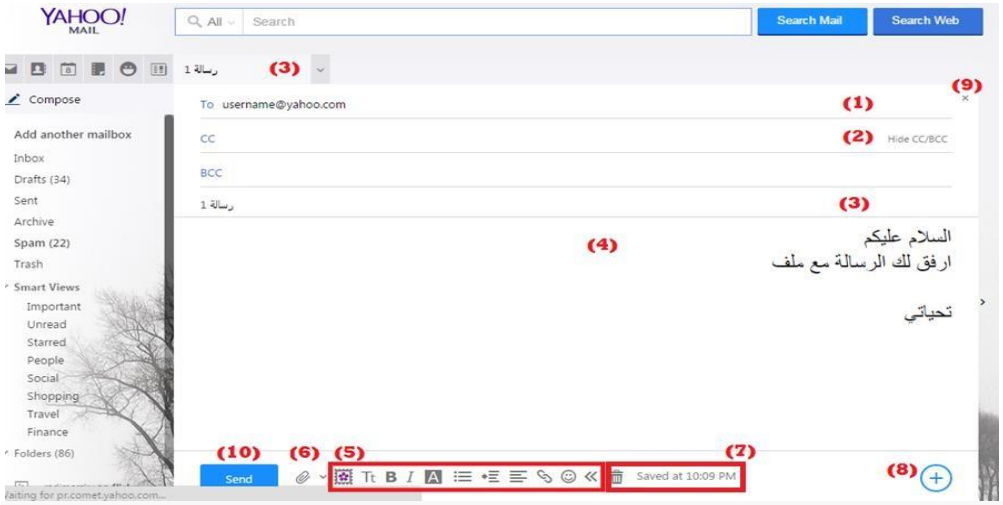
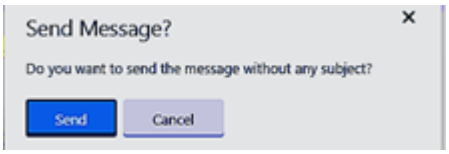


Figure (3-8) The Compose Electronic Message Interface

(1) The addressee's mailing address (at least one or more). (2) Another sender address (not a requirement): After clicking on CC or BCC, fields appear in which we type other mail addresses. (3) Message address: can be left blank and the mail will warn that there is no address with the ability to send.



(4) A text box for writing the message. (5) Text formatting toolbar (font type, size, and color, font formatting italic / bold / underline, type alignment, numbering / bullets ...). (6) Upload a file (s) attached to the message. (7) Delete or discard the message, and the message can be closed with the ability to save it (move it to the Drafts folder) for sending it at another time. (8) Previewing the files in the mail with the ability to attach it to the message, and when you press it, its shape will change from to, to It classifies files as (images, documents, GIFs), Figure (3-9). (9) Close the message, and if the message contains the content or the mail address, then the mail automatically saves the message in the Drafts folder, Figure (3-10). This automatic saving takes place during a period of time during the creation of the message and this period can be controlled from the Setting settings. (10) Send the message: Click on it after completing entering the email address (the sender to him) and the content (or uploading an attached file if any).

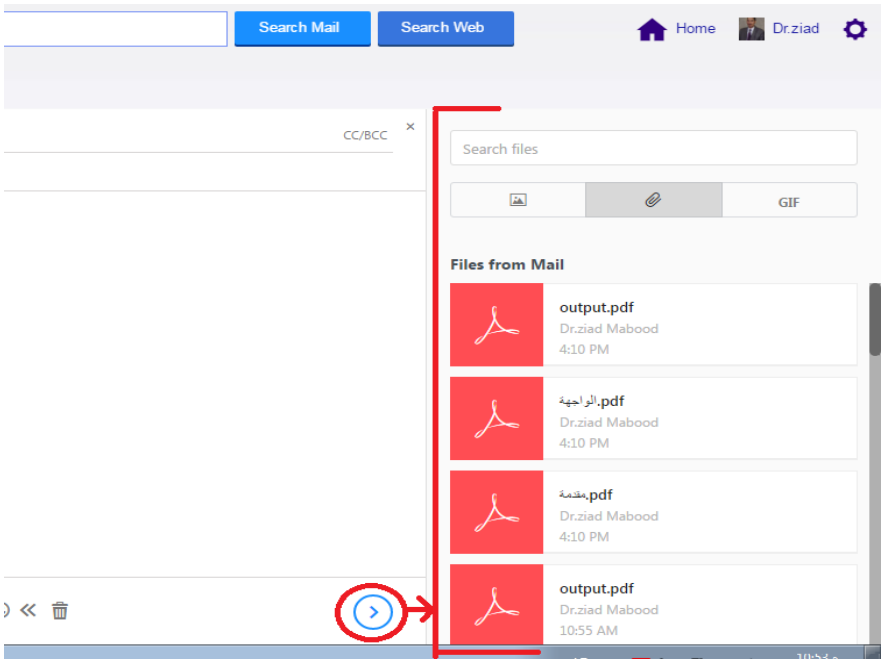


Figure (3-9) the meanings of the files in the mail with the possibility of attaching them to the letter



Figure 3-10 Drafts folder

Logout: is the process of closing the mail by clicking on the word Sign out at the top of the mail (see Figure 3-5) under the name and photo of the user.

After logging out, another page will appear for Yahoo's maktoob.yahoo.com site of Yahoo (in the case of Hotmail mail, the Microsoft site msn.com will appear) indicating that the user's mail has ended, so you can leave the device and you are sure that no one will He can log in to your account, and does not logout using an ✕ (close), it will work The page will be closed and the mail will be kept open, allowing others to view it later with the possibility of it being stolen or tampering with its contents.

Command bar: 

Contacts: The Contacts page contains a list of names and addresses of people with whom we communicate via e-mail, and the contact list speeds up working on e-mail, so send a message to someone we choose their address from this page instead of typing it manually. As in Figure (3-11).



Figure (3-11) Contacts interface

It is possible to delete, edit and add a person's name with his e-mail via the commands in Figure (3-12). We select the mail we want to edit or press New and fill in the fields with the appropriate information, then choose Save.

Note: A utility, found at the beginning of the condition, is to return to the mailbox after completing the modification.

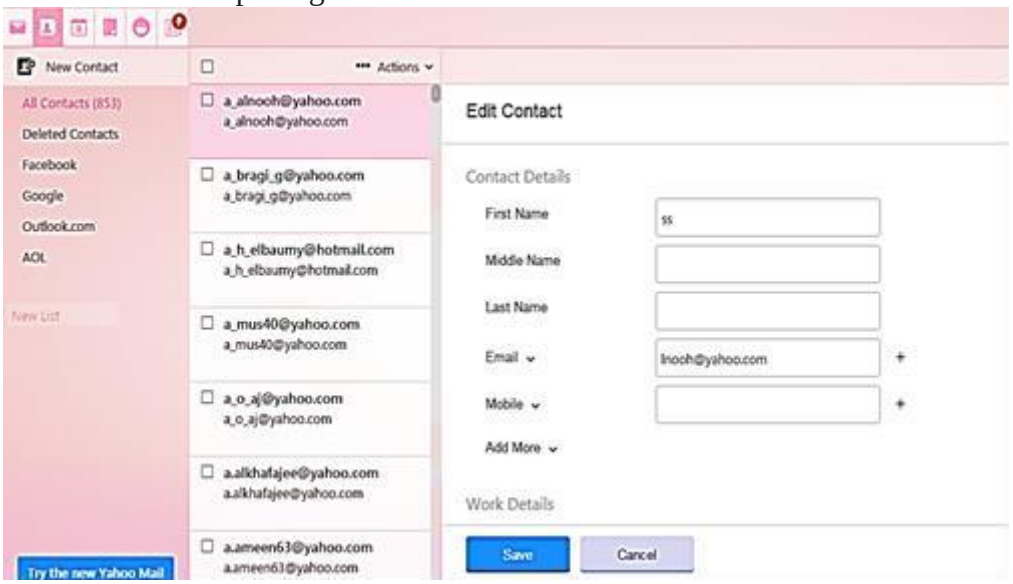


Figure (12-3) deleting / modifying / adding a person's name with their e-mail address in Contacts

2- Calendar, or called event management, through which important upcoming events, events, meetings and appointments can be installed in the user's calendar. Figure (3-13).

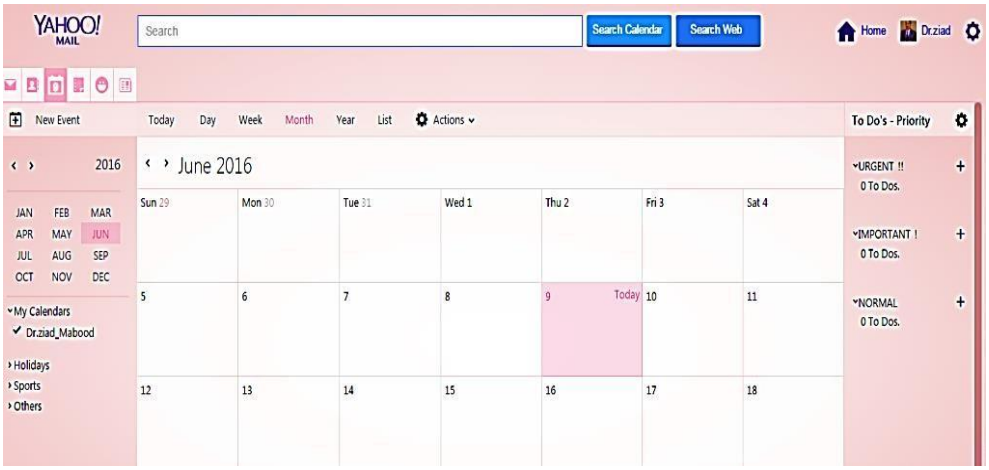


Figure (3-13) the email Calendar interface

By pressing (1) + in Figure (3-14) and then (3) specifying the date (day / month / year) and the name or title of the occasion, then Save, it will appear in (3) Holidays the name of the occasion. Thus it is possible to add, delete and edit events, as well as change the appropriate date color.

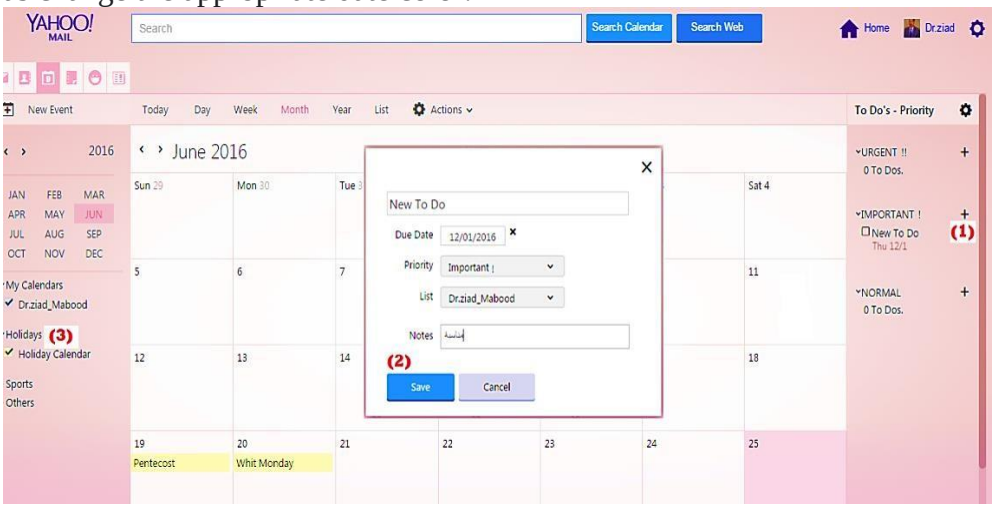


Figure (3-14) adding / deleting / editing events in the Calendar

3- Notepad : or a Yahoo memo, some people may want to record important notes on paper that may be lost or not carried by the person with him, but the notes installed in the electronic notebook can be accessed from any computer or phone after checking the user's Yahoo mail account, Figure (3- 15).

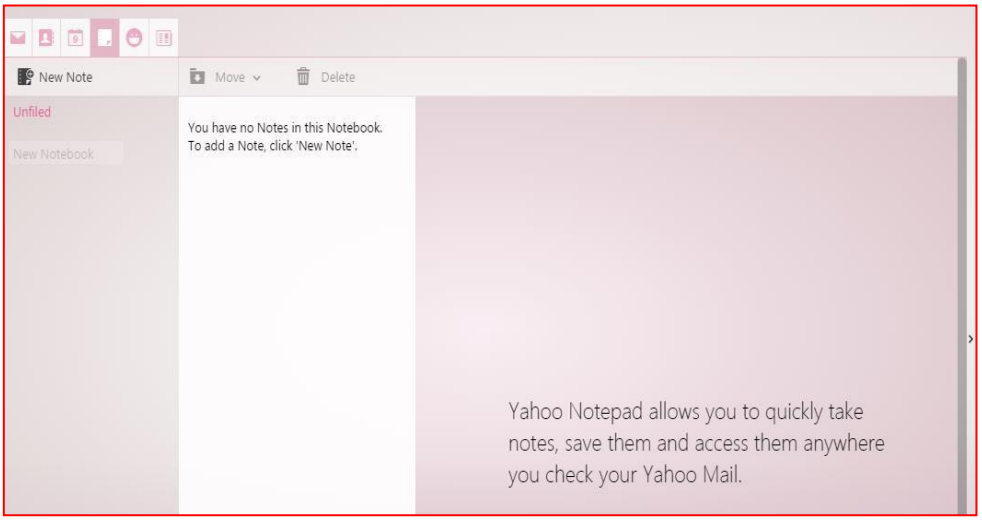


Figure (3-15) Notepad, and here is "Unfiled" by default, meaning there is no note

Notes can be added and edited in Notepad with specifying its date, naming and inserting notes, Figure (3-16). Each notebook can be moved / deleted / renamed with the Move command or right-click on the note (Figure 3-17).

4- Chatting : It means the ability to talk at the same time between people near or far geographically via the Internet, through the chat service it is possible to talk directly with another person or a group of people connected to the Internet, and we can also exchange files directly with the people with whom we communicate via conversation . It can be used as an alternative to the phone because it is cheaper in financial terms and better because you can see the person you are talking to.



Figure (3-16) Adding and editing notes in Notepad
(1) Unfiled No files (3) New notebook (3) Create a new notebook (4) and (5) Previously created notes, specify the date and name (6) Save or not save changes to the notebook

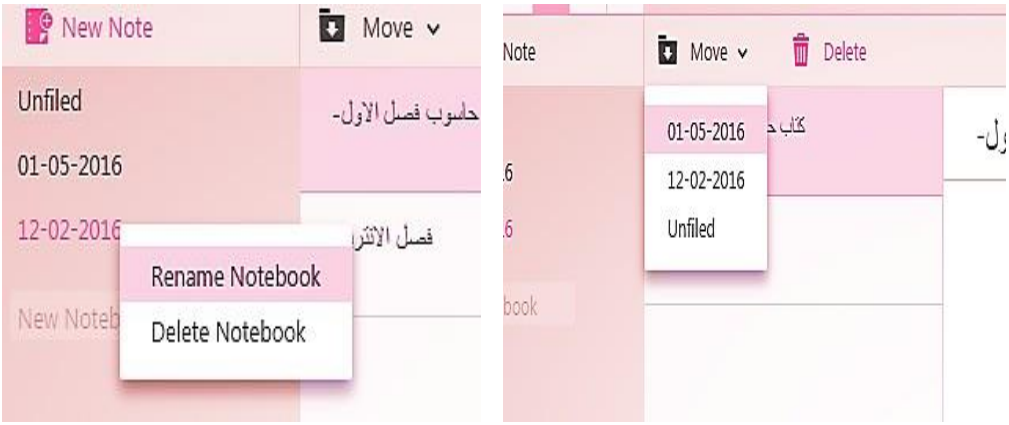


Figure (3-17) moving / deleting / renaming notes

It unifies three types of conversation:

Text Conversation: Use phrases, text phrases, and icons to communicate with others.

Voice Chat: Use voice to communicate with others.

Video Chat: Use audio and video to communicate with others.

Yahoo Mail provides a chat from within the e-mail via Chat, as shown in Figure (3-18), through which it is possible to communicate by talking with others and send the attached pictures. As a first step to obtaining the aforementioned service, we must enter the email name and password, then click the Sign In button Next.

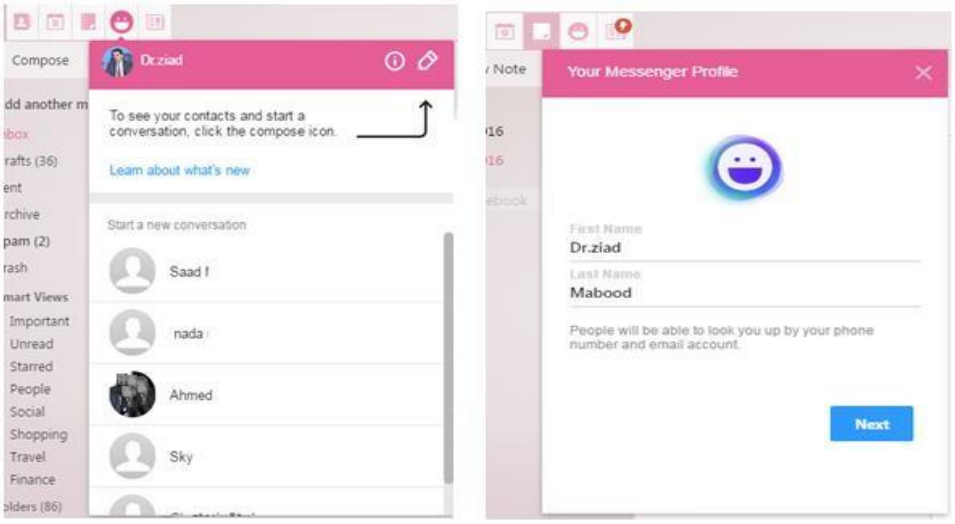


Figure (3-18) Email Conversation

By clicking on the main window of the program will appear, so we type the name of the mail or the name of the person with whom you want to have a conversation, as in Figure (3-19). Each account with a blue color means that the person who owns this mail is currently connected to the Internet and can chat with him directly by clicking on his name, or leave a message for him by writing it and send it to him until the conversation is opened by him and review.

And by clicking on the prompt list appears, Figure (20-3), which is Edit group pro fi le, Add people, View subscribers, leave the Leave group Go to the Go to Web App.

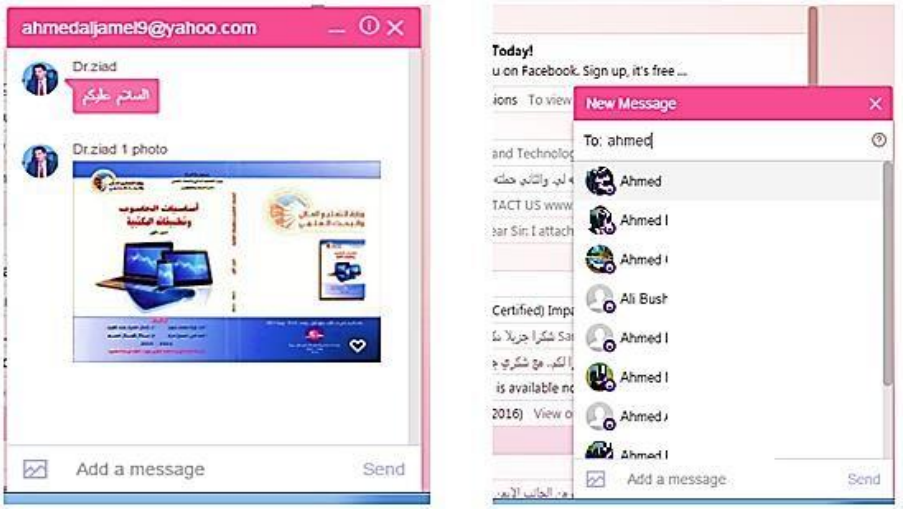


Figure (3-19) to see the names of the participants within the conversation

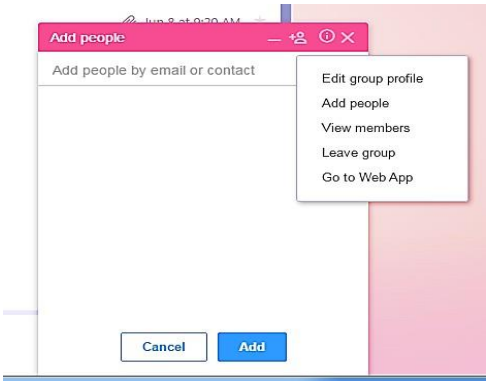


Figure (20-3) List of instructions