

# Communications and Emails

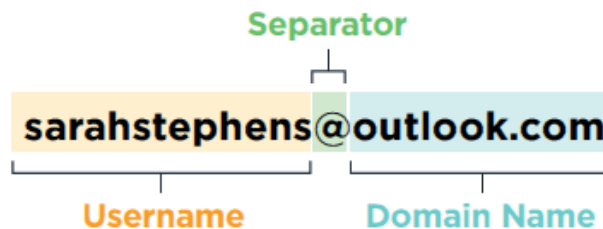
## 1. Basics of Electronic Mail (Email)

Electronic mail, commonly known as email, is a method of exchanging digital messages over the Internet. Email allows users to send text, images, documents, and links instantly.

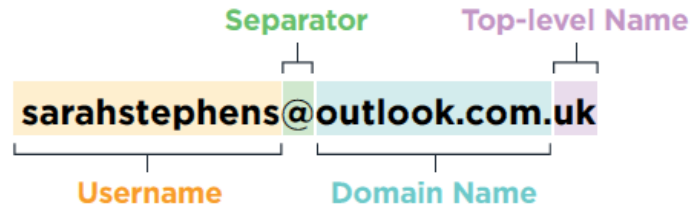
E-mail is one of the most fundamental Internet communication tools. E-mail is an electronic message that is sent from one person to another through digital messaging systems.

E-mail features can vary based on the platform being used. However, all e-mail platforms generally can send e-mails (including attachments), reply/forward/reply to all e-mails, sort/file e-mails, etc.

E-mail addresses consist of three or four parts (1) username, (2) separator, (3) domain name, and the optional (4) top level name.



- 1- Username: this is the 'name' of the e-mail account that is created by the owner. Many times, people use their name, parts of their name, and/or a combination of numbers to create their account name.
- 2- Separator: this is the "at" sign or symbol (@). When reading aloud, it's spoken as "at."
- 3- Domain Name: this name identifies the server where the email messages are sent and stored.

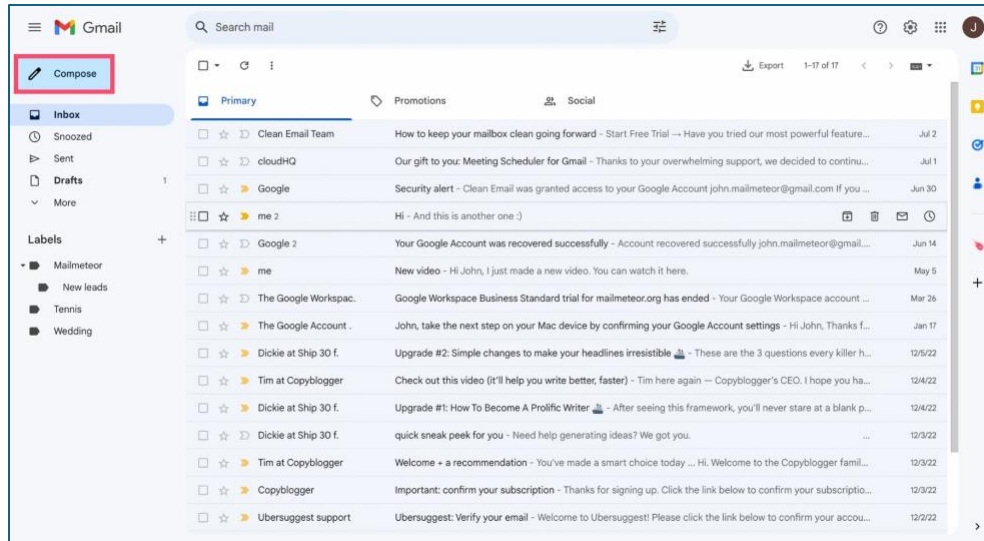


4. Top-level Name: this identified a country associated with the address. Sometimes this information is not included in an e-mail address.

### Using E-mail to Communicate

There are a variety of things you can do with an e-mail account:

- **Compose & send messages:** write a new message and send it to someone else
- **Reply:** respond back to an e-mail someone else sent to you
- **Forward:** pass along an e-mail you received from others
- **Attach:** send a file (such as a document or photo) to someone else by attaching it to a message.
- **Inbox** shows received emails (number in parenthesis represents unread mail).
- **Sent mail** shows messages you have sent to others.
- **Drafts** keep unfinished messages. Gmail automatically saves as you're writing so you can step away and resume later
- **Spam** is where Gmail automatically sends emails they find suspicious.



## Advantages of Email

Electronic mail has several advantages over regular mail.

- 1- It is cheap & economical: It costs almost nothing to transmit an e-mail message over the network, i.e., there is no need for stamps, envelopes, etc.
- 2- It is secure, i.e., access to a user's mailbox can be restricted by the use of a password.
- 3- It is faster, i.e., emails can be sent instantly. The delivery of an e-mail message normally takes seconds or minutes, depending on the distance to the receiver.
- 4- It is efficient, i.e., a message prepared only once can be sent to several people.
- 5- It is convenient. With E-mail, you can send your messages when it is convenient for you and your recipients respond at their convenient times.