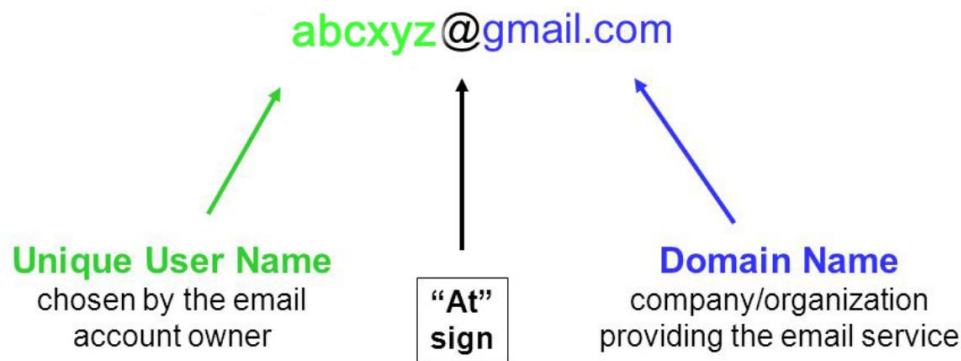


Email

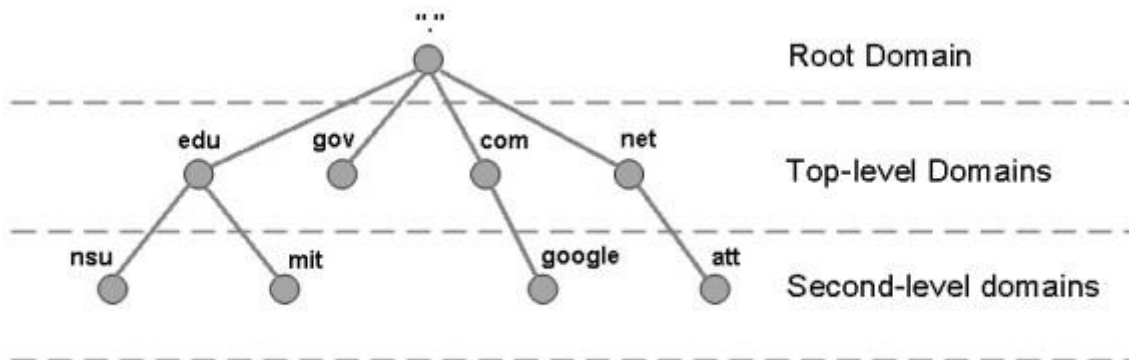
Email or e-mail is short for **electronic mail** where users send information to other users. Both users have to be connected by means of a network.

The first e-mail was sent by Ray Tomlinson in 1971. By 1996, more electronic mail was being sent than postal mail.

E-mail Address Breakdown



The domain name **com** is derived from the word commercial, indicating that the entity holding the emails is commercial. Actually gmail.com is a **subdomain** of com.



As you can see from the diagram above, **edu** is another domain indicating that the subdomain is an educational entity.

Features of Emails

- One can write bulleted points and numbered notes.
- One can reply without having to rewrite the email address of the receiver.
- One can send an email to multiple senders.

- One can attach any kind of file.
- One can set an automatic reply to messages e.g. not in office right now, will reply when I get back.
- Forwarding of messages.
- Organizing emails in different formats.
- Addresses can be stored in an address book.
- Starting to write the address of a sender will automatically produce a menu of possible addresses to choose from.
- Notification if a message cannot be delivered.
- Emails are automatically date and time stamped.
- Mails can also be read and sent on mobile phones.
- Emails can be saved on your computer and often also on the cloud.
- Emails can be saved, printed or deleted.

Advantages and Disadvantages of Email



Some Advantages of Email Over Postal Mail are:

- Email delivers message within seconds. High Speed. While traditional postal service takes much more time.
- Email delivers message free of cost. While postal mail charge extra fee.
- No need to travel to places in order to send message via Email service.
- Email service does not use paper hence it is environmentally friendly.
- Email can be sent to multiple people within seconds easily.

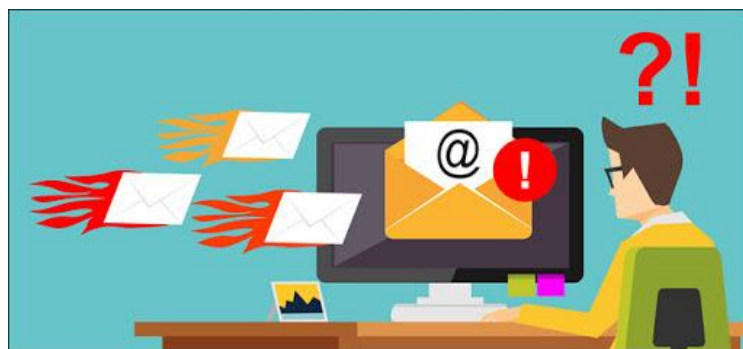
Some Disadvantages of Email Over Postal Mail are:

- Internet connection is required.

- Basic knowledge of computer and Internet is necessary in order to send email.
- If one does not control his anger, he may quickly send an email and later regret what he said at the spur of the moment.

Other Terms

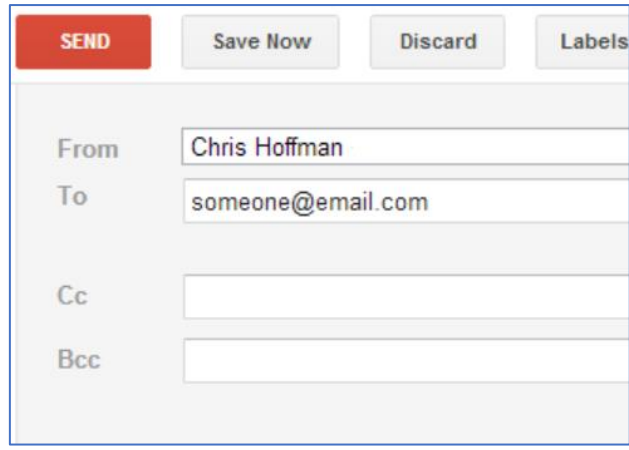
- **Junk mail**, also called **Spam**, is unsolicited email i.e. mail that has not been asked for.



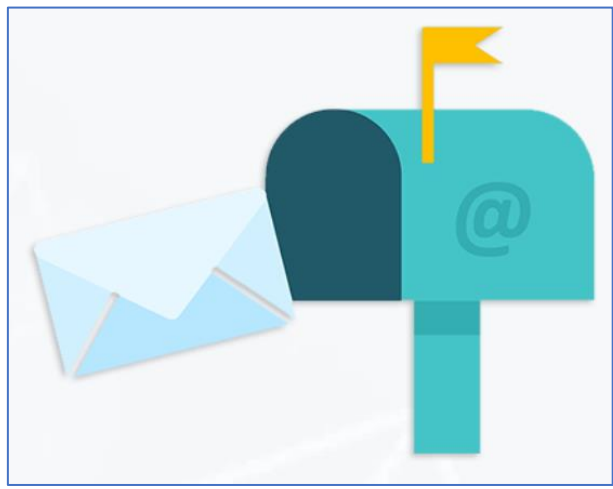
- **Phishing** (meaning ‘password phishing’) means fraudulent practice in which private data is captured on websites or through an email designed to look like a trusted third party e.g. an email that says it is coming from your bank where you are asked to confirm your account number and passwords.



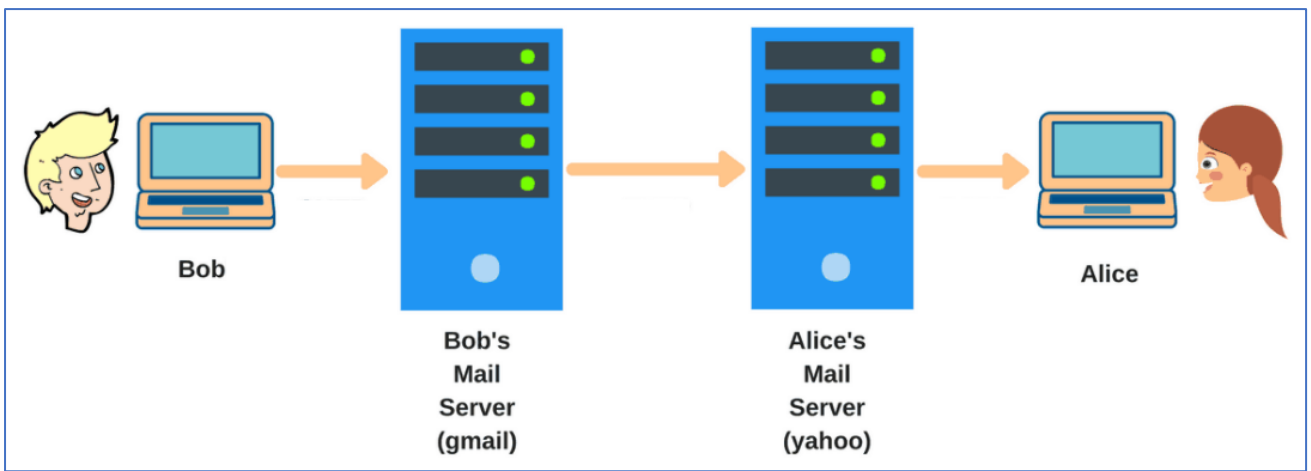
- **Cc** means ‘carbon copy’. In such a case a copy of the email is sent to other recipients apart from the original recipient.
- **Bcc** is short for ‘blind carbon copy’ i.e. a copy of an e-mail message sent to a recipient without the recipient's address appearing in the message.



- **Mailbox:** where emails are kept. Each user has a separate mailbox.



- **Email client:** It is a program (on a computer or mobile device, for example) used to read and send electronic messages.
- **Email server:** It is a program used to manage emails and also to transport them.



- **Bounces:** We say that an email message bounces back when it fails to reach the intended destination.