

# Chapter 1

## EMAIL BASICS



It is very likely that you would have heard someone in family or friends saying

**“Hey, you can email me”**

Or,

**“I will send you an email”.**

### **Wondered !**

- What's an Email ?
- Why is it so important ?
- How can you use it ?

### **Well ! Let us learn Email.**

**Email** (electronic mail) is a way to **send and receive messages** across the Internet.

It's similar to traditional mail, but it also has some key differences.

**Similar in a sense** that both traditional mail and electronic mail serves the purpose of sending and receiving information.

**Different in a sense of how this information is exchanged.**

Let's compare these on below parameters for better understanding:

- Address
- Delivery &
- Time

Traditional Mail is in physical form and it usually contains

- Name
- Address
- City
- State
- Pin Code

Example:

Rahul Hinduja  
iCodeT, G-203,  
Mohammed Wadii,  
Pune,  
Maharashtra,  
411060



Email is in electronic form and are always written in a specific format and are different from traditional mail.

An email address includes

- Username
- @ (at) symbol
- Emails Providers Domain

The combination of username and domain must be unique.

Username generally contains character, symbol (.) and numbers.

Example:

rhinduja.06@icodet.com

Traditional Mail in a sealed envelope or package is delivered to a home or post office box by a mail carrier like

- Indian Post
- DTDC
- First Flight
- Blue Dart



Email is delivered electronically across the internet by taking service of outbox domain provider.

It is then received by the inbox of an email service provider.

- Gmail
- Yahoo
- Outlook

Traditional Mail delivery could take anywhere between a couple of days, to a couple of weeks, depending on where it's being sent



Email is delivered instantly or usually within few minutes since its electronically sent.

## Email advantages

### It's fast

- Most messages are delivered within minutes – sometimes seconds around the world without the inconvenience and cost of using as postal service. In fact, postal service is often referred to as "**snail mail**" by email users.

### It's personal

- While the nature of email is informal, **its efficiency is an excellent substitute for telephone conversations.**

### You can think through your response

- Like a letter, you can **type your reply** and make changes before sending.

### Anytime & Anywhere

- **Emails can be sent 24 hours a day, 365 days a year.** The sender and the receiver don't have to be working at the same time. Email avoids problems such as telephone tag or trying to contact someone in a different time zone.

### Recorded communication

- Email makes it easy to **keep a record of your communication.** You can save and refer to later copies of the emails you send as well as those you receive.

### Mass Communication

- **You can reach a lot of people at once.** It is possible to send one message to hundreds of recipients at once, or you can send a private message to one individual. Possible to send one message to hundreds of recipients at once, or you can send a private message to one individual.

### Inexpensive

- when using broadband, each email **sent is effectively free.** In other words, you are not being charged for the email sending or receiving, but the charge is for internet that you are using.

## Email disadvantages

### Junk Mail (also known as Spam)

- This is as **annoying in email** as it is with traditional mail. Try not to send unnecessary messages.

### Ads

- The reason you can get free email services like Yahoo or Gmail is because of **advertisements**. You pay the price of having to click around them to read your mail.

### Misinterpretation

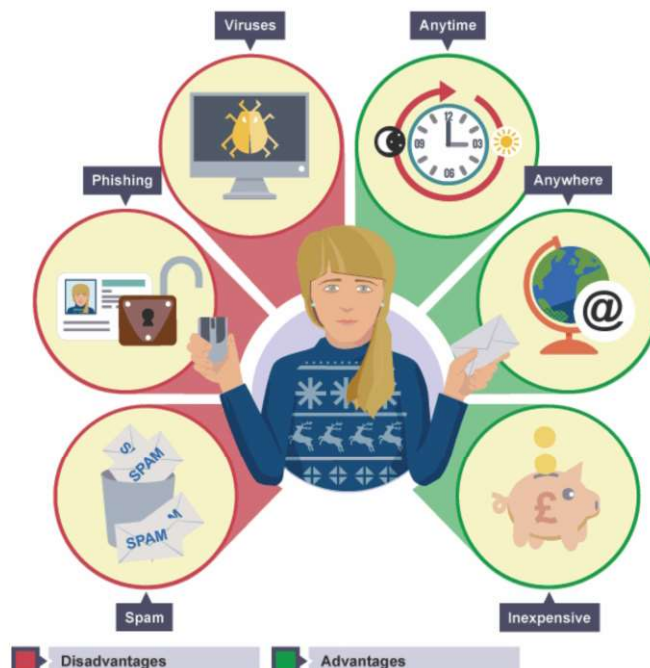
- Email arrives without tone or hand gestures which can lead **misunderstandings**.

### Viruses

- Viruses are **easily spread via email attachments** (most email providers scan emails for viruses on your behalf).

### Phishing

- sending an email to a user **falsely claiming to be a legitimate company** to scam the user into providing information, such as personal information and bank account numbers on a bogus website. The details will then be used for identity theft.



## What you need ?

- ✓ A computer with internet access.
- ✓ An email account with a **service provider** such as **Yahoo, Gmail, Hotmail** etc.

## Let's create One ?

Gmail currently is the most common email service provider. This topic will provide you with step-by-step guidance on creating a Gmail account.



**Let's  
Create a  
Gmail Account**

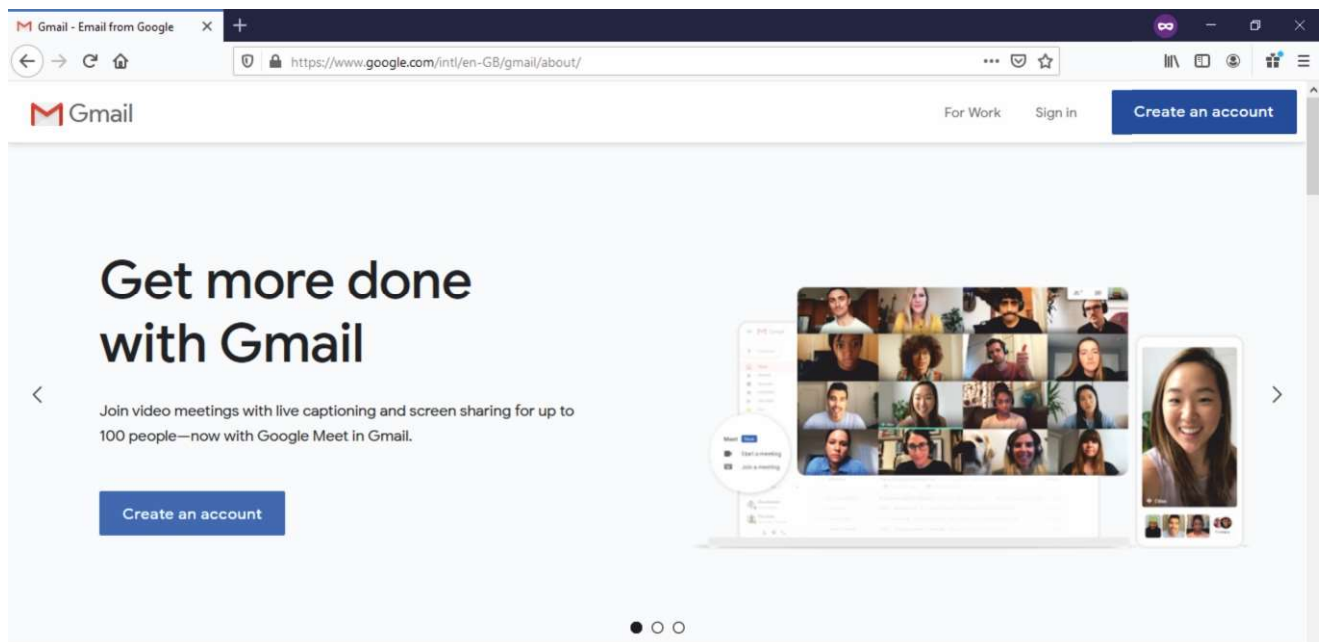
### ***Important:***

- Steps below are provided from the latest Gmail service provider
- Like any other company, Google also continuously work in the enhancement of its software (Gmail)
- It may happen that you observe slightly different but similar steps to setup Gmail account

***Follow the steps mentioned in next page.....***

**Step 1:** Go to “[www.gmail.com](https://www.gmail.com)”

**Step 2:** Click on “[Create an account](#)”.



**Step 3:** The [signup](#) form will appear. Follow the directions and enter the required information. Proceed further with “[Next](#)”.

A screenshot of the Google Account creation form. At the top is the Google logo, followed by the heading 'Create your Google Account' and the subtext 'Continue to Gmail'. The form contains several input fields: 'First name' with the value 'Rahul', 'Last name' with the value 'Hinduja', 'Username' with the value 'rhinduja.icodet' and a dropdown menu showing '@gmail.com', and two password fields labeled 'Password' and 'Confirm' both containing masked characters. Below the password fields is a note: 'Use 8 or more characters with a mix of letters, numbers & symbols'. At the bottom left is a link 'Sign in instead' and at the bottom right is a blue 'Next' button.

**Step 4:** Here, you'll have an opportunity to set up **recovery options**. Recovery options are helpful if you forget your password or if someone tries to access your account. Fill the required information and proceed **"Next"**.

Google

Welcome to Google

rhinduja.icodet@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Day: 01 Month: January Year: 1987

Your date of birth

Gender: Male

[Why we ask for this information](#)

[Back](#) [Next](#)

**Step 5:** If you have provided your phone number and recovery email address, it may ask you to verify it. You can either choose to skip by **"Not Now"** or follow the instruction to verify and click **"Next"**.

**Step 6:** In this step, Google will ask you to read and abide by **"Privacy and Terms"**. Once you confirm and understand the terms, you could choose to provide your confirmation by clicking on **"I agree"**

[MORE OPTIONS](#)

[Cancel](#)

[I agree](#)

**Step 7:** That's it ! Your account will be created, and you will be taken to the Gmail mail box. **Congratulations.**

## I have a Gmail account, how do I access it ?



*Ok, so you were able to successfully create a Gmail account.*

*But, how do you access it !*

### Sign in:

1. On your computer, go to [gmail.com](https://gmail.com)
2. Enter your Google Account email or phone number and password.
  - a. If information is already filled in and you need to sign in to a different account, click **Use another account**
  - b. If you see a page describing Gmail instead of the sign-in page, click **Sign in** in the top right corner of the page.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it is the text 'Sign in' and 'to continue to Gmail'. There is a text input field with the placeholder 'Email or phone'. Below the field is a link 'Forgot email?'. Further down is the text 'Not your computer? Use a Private Window to sign in.' followed by a link 'Learn more'. At the bottom left is a link 'Create account' and at the bottom right is a blue button labeled 'Next'.

## Let's Compose Mail ?



### Compose a new email in Gmail

*Ok, so you were able to successfully create a Gmail account and access it*

*Now let us write one!*

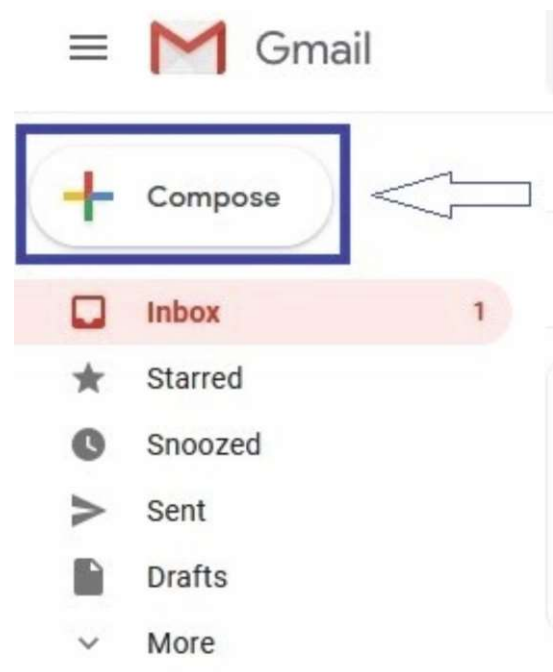
Now that you've created a Gmail account, you can start sending email messages. Writing an email can be as simple as typing a message, or you can use **text formatting**, **attachments**, and a **signature** to customize your message.

When you write an email, you'll be using the **compose window**. This is where you'll add the **email address of the recipient(s)**, the **subject**, and the **body** of the email, which is the message itself. You'll also be able to add various types of **text formatting**, as well as one or more **attachments**. If you want, you can even create a **signature** that will be added to the end of every email you send.

### Compose:

**Step 1:** Access your Gmail account as described in the previous section.

**Step 2:** Locate and Click "**Compose**" Button.



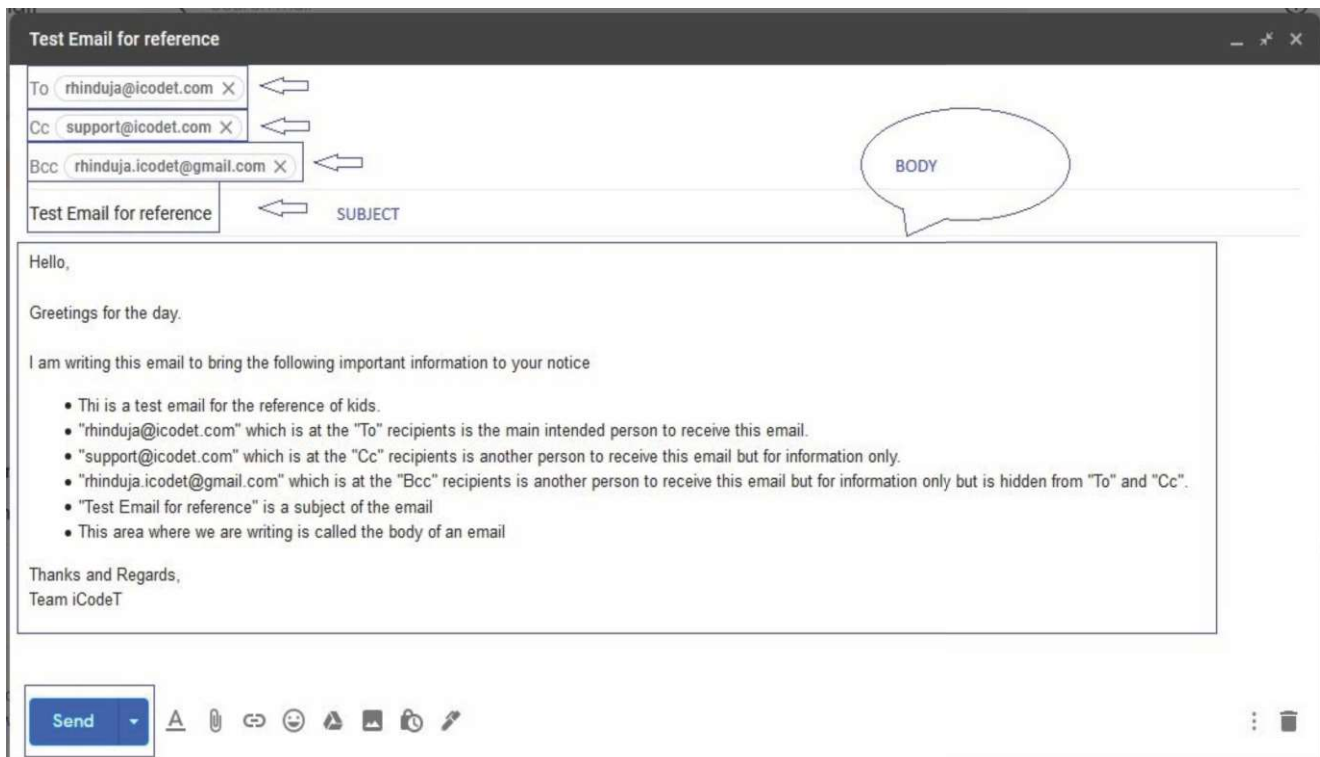
**Step 3:** This should now pop up a [new window to compose](#) your actual message. It might look something like this.



### Components & Important Notes:

Your compose window might be opened in an optimized layout instead of a full window. You can click on  button to bring it to the foreground.

-  It may also happen that you only see “[Recipients](#)” and “[Subject](#)” instead of “To”, “Cc” and “Bcc”
  - “To”, “Cc” and “Bcc” are actually recipients. Cc and Bcc are also not available by default but we need to locate and click to add
  - **To:** Put the email address here if it is for their attention and action. That means the people who are **main recipients**.
  - **Cc: (Carbon Copy)** - Put the email address(es) here if you are sending a copy for their information only. That means these are **information only recipients**.
  - **Bcc: (Blind Carbon Copy)** - Put the email address here if you are sending them a Copy and you do not want the other recipients to see that you sent it to this contact. This is similar to Cc and for information only recipients, but it's hidden from all other people in the To & Cc list
-  **Subject:** It is a [brief summary or Title or Topic](#) of your email. Keep it simple and to the point. [It is very important component](#)
-  **Body:** While the subject is a brief summary, the body of the email is an elaborated summary. [This is the main message](#) of your email which you want to send to recipients.



**Step 4: To Send** - Once your email is composed and correct recipients are added. Click on **"Send"**

## Read and Respond ?

By now you have learnt

- ✓ Creation of account
- ✓ Login into an account
- ✓ Compose an email
- ✓ Send an email

**But, what about reading and responding to an email ?**  
**Let's look into it now !**

## To Read:

- ❖ Login into your Gmail account
- ❖ Locate and Click “Inbox”
- ❖ You would see a list of emails that you have received either on the right hand side or as a new window.
  - Generally, you would see “sender’s name” and “subject”
- ❖ Clicking once on an email will highlight it. Depending upon your mail setting, the body of the mail will also be visible.
- ❖ Double clicking on an email will open it up in a new window.

## To Respond:

- ❖ **To respond** (i.e. reply to the same sender) - Click on **“Reply”**
  - When you click on Reply, your message will automatically be sent to the person who sent you the email (From field in the header)
- ❖ **To respond to all** in the list (Senders and others) - Click on **“Reply All”**
  - When you click on Reply All, your message will automatically be sent to the person who sent you the email AND everyone in the CC field

## To Forward:

- ❖ **To forward** a received email to other Senders - Click on **“Forward”**
  - When you forward, you are sharing your received email with others.
  - You can also add your own message before sending it.
  - You will be required to add recipients while forwarding. Unlike Reply, Forward doesn't add the recipients automatically.

## Fun Facts:

- ✚ Email also supports attachments of files like an Image file or Document file.
- ✚ To attach: locate and click on .
- ✚ “Create an account” also referred as “Sign Up”.
- ✚ “Sign In” is also referred as “Login”. “Sign Out” is also referred as “Logout”.