

Course Name : **Graphics Design NTVQF Level-1**

Unit Of Competency : Access Information Using Internet and
Electronic Mail

UoC Code: ITSS1007A1

Task:

After reading this INFORMATION SHEET, you will be able to Send and organize email messages applying netiquette principles

LEARNING OUTCOME:

After reading this INFORMATION SHEET, you will be able to Send and organize email messages applying netiquette principles

Email (Electronic Mail):

Electronic mail, commonly called email or e-mail, is a method of exchanging digital messages from an author to one or more recipients. Only the sender needs to be connected to the internet at the time they send the message. The recipient can see the message when they go online and into the email program.

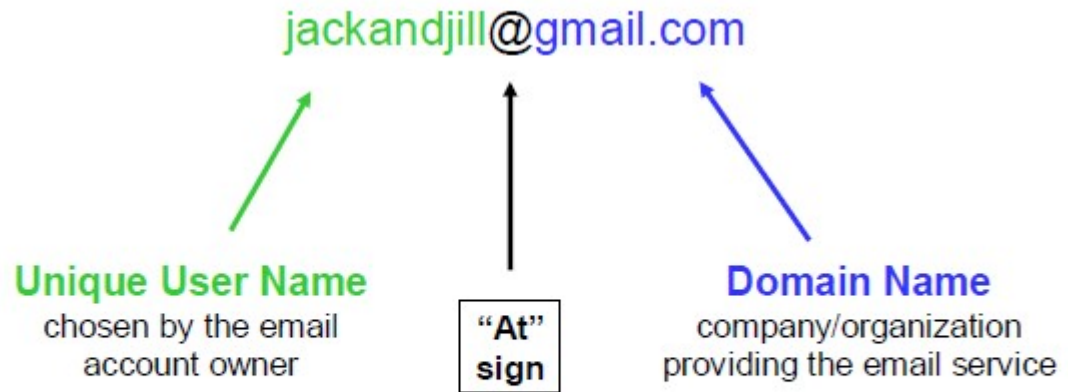
E-mail: Electronics Mail এর সংক্ষিপ্ত রূপ।

যিনি ই-মেইল পাঠাবেন তার একটি ই-মেইল একাউন্ট/এড্রেস থাকতে হবে। ই-মেইল এর মাধ্যমে মূলতঃ একটি এড্রেস হতে অন্য এক-একাধিক এড্রেসে একই সাথে বার্তা (**Soft Copy**) পাঠানো হয়ে থাকে। ই-মেইলের মাধ্যমে যে কোন ডকুমেন্ট (**Image/Doc File/audio-video file**) সংযুক্তি করা যায়।

E-mail Account / E-mail Address: An E-mail Account / E-mail Address identifies an email box to which email messages are delivered. An example format of an email address is **jackandjill@gmail.com** which is read just like your home address. A name that identifies an electronic post office box on a network where e-mail can be sent is called an email address. Different types of networks have different formats for e-mail addresses.

Every e-mail address is unique and consists of three parts: A unique user name @ sign A host computer

An email address consists of 3 parts:



For example, `jackandjill@gmail.com`

Composing Email The Email Compose option is where you write and address your outgoing E-mail messages.

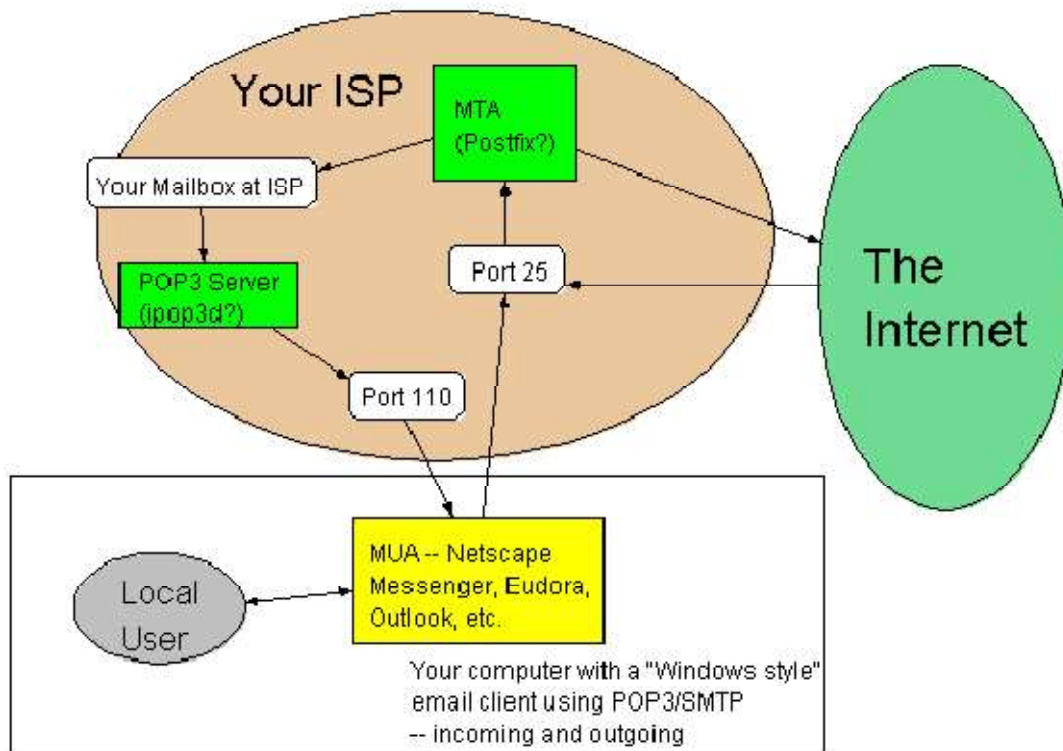
File Attachment Attachment or File Attachment is a file that has been attached to an email. It can be any file type, such as a document, photograph, image, audio file or any other file that may be accepted by an email program. File attachments are cousins to "downloaded" and "uploaded" files. The main difference is that attachments are shipped to a specific receiver via email, while downloads and uploads are less discriminating with whom they convey files to.

Size of attached file is main consideration. For possible and easy upload and download condition of attachment, the minimum file size is recommended. If file size is big, it needs high speed internet connectivity.

Server In information technology, a server is a computer program that provides services to other computer programs (and their users) in the same or other computers.

ISP

The full meaning of ISP is Internet Service Provider. An ISP (Internet service provider) is a company that provides individuals and other companies' access to the Internet and other related services such as Web site building and virtual hosting. An ISP has the equipment and the telecommunication line access required to have a point-of-presence on the Internet for the geographic area served.



- ☐ Email travels via the **Internet** from one computer to another.
- ☐ Computers known as **mail servers** direct outgoing mail and store incoming the mail.
- ☐ Once email reaches your mail server, it waits in an electronic mail box, the "**Inbox**" for you to collect it.

“Online and Offline”

The terms "**online**" and "**offline**" (also stylized as "**on-line**" and "**off-line**") have specific meanings in regard to computer technology and telecommunications. In general, "online" indicates a state of connectivity, while "offline" indicates a disconnected state. In common usage, "online" often refers to the Internet or the World Wide Web.



Two ways to create an email account/Address

1. Web Based Email.
2. Software package.

Web Based Email An email service offered through a web site (a web mail provider) such as Gmail, Yahoo! Mail, Hotmail and AOL Mail



Composing an email Composing or writing an email is sending someone a note except it is in an electronic form and the person you are sending it to must have an email account for them to receive your message.

Attaching documents to your email Attachments are files that are sent along with e-mail messages. You need to be aware of the size of the file you one attaching. If the file is too large it will cause problems for the recipient.

- ☐ **To:** Primary recipients
- ☐ **Cc:Carbon copy** to secondary recipients—other interested parties
- ☐ **Bcc:Blind carbon copy** to tertiary recipients who receive the message without anyone else (including the To, Cc, and Bcc recipients) seeing who the tertiary recipients are.

Send Save as a Draft Spell Check Cancel

Insert addresses (separated by commas)

To:

Cc:

Bcc:

Subject:

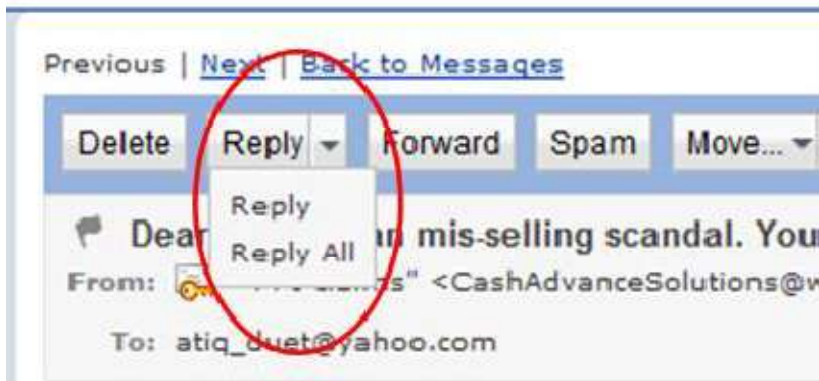
Attach Files

Sending an email

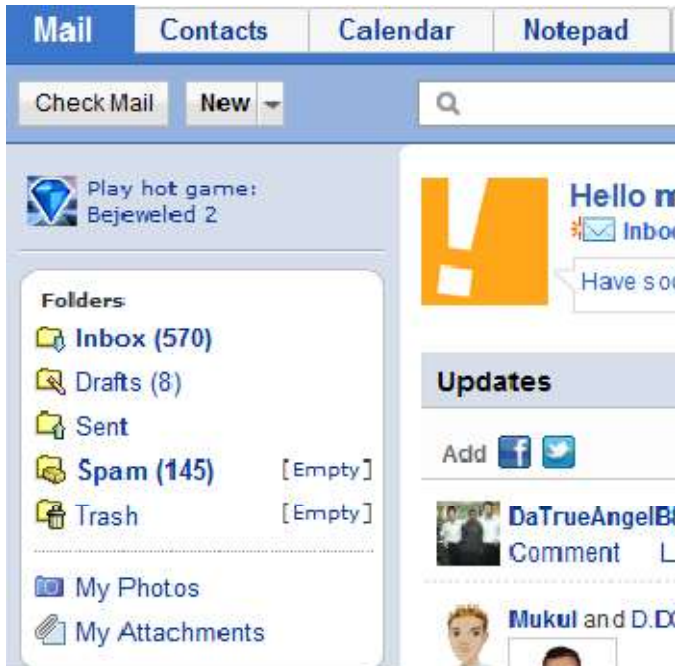
Sending an email is like posting a letter in the post box. Just provide the email information and the recipient information and then send using the send button.

Forwarding email message Forward is an option which allows you to forward a received e-mail to another recipient. The e-mail will be sent with the body of the e-mail showing as "quoted text". Recipients of a forwarded e-mail can usually tell the e-mail is a forward. Some email systems will place the letters "FWD" in front of the Subject field.



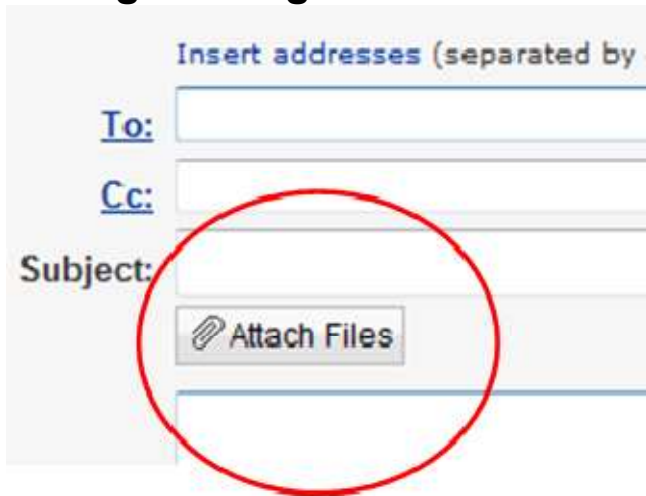


Manage Email:



- ☐ **Inbox** – new messages as well as messages that have been read
- ☐ **Sent**– messages that have been sent
- ☐ **Trash** – messages deleted from any folder
- ☐ **Spam**-SPAM is unwanted email, comes from different sources that can be dangerous to your PC.
- ☐ **Drafts**- An email draft is a copy of an unfinished email. You can finish writing it by opening it from your drafts folder.

Saving messages and attachments:

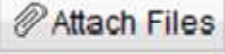


Insert addresses (separated by

To:

Cc:

Subject:

 Attach Files

You can save your messages and attachments in a folder to keep your message and attachments safely.

Netiquette: Netiquette is a term referring to good behavior while connected to the Internet. Netiquette is mainly referring to behavior while using Internet facilities such as individual Web sites, emails, newsgroups, message boards, chat rooms or Web communities. Some examples of netiquette are listed below,

Netiquette principles Electronic communication lacks the benefit of facial expression, sign and tone of voice to convey your meaning. It is easy to mistake the meaning of words. When writing emails ask yourself would you say it to the person's face? If not, do not write it. Remember, when you communicate through cyberspace your words are written. Chances are they are stored somewhere. They can come back and haunt you. You do not have to be engaged in criminal activity to want to be careful. Any message you send could be saved or forwarded by its recipient. You have no control over where it goes.

SELF CHECK SHEET

1. Why do we use Email?
2. Describe the parts of an email account?
3. What is the term used for writing down an email?
4. What must we be aware of when attaching a file to an email?
5. What is the function of the server?
6. What is the full meaning of ISP?
7. What is meant by the terms —Online and Offlinell?
8. Name four principles of formatting emails?
9. Why do we use email filtering?
10. What do the terms —Toll, llCcll and —Bccll mean?
11. What is meant by the term —forwardll?
12. What is meant by the term —draft emailll?