

Definition of 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. It can also be defined as a system for sending and receiving messages electronically over a computer network.

E-mail Services

The following are services provided by email

1. Sending/receiving emails
2. Chatting: The exchange messages online in real time with one or more simultaneous users of a computer network
3. Task List: Task is a feature designed to help you keep track of the things you need to do.
4. Share updates, photos, videos and links.

Steps to Create Email Account

Follow the steps below to create email account

1. Click On a web browser
2. Visit a website that offers an email service e.g. www.gmail.com

3. Click on the Free Sign Up Button
4. Enter all mandatory fields (First Name, Last Name, Gender, etc.)
5. Click the "Accept" - Button underneath

Email Address

An email address is the name for an electronic postbox that can receive and send email messages on a network.

Components of an Email Address

1. User Name: The user name is found on the left-most part of an email address, before the "@" symbol.
2. The "@" symbol (read as "at") is placed between the user name and domain name, without spaces or
3. Domain Name: An email address' domain is found to the right of the "@" symbol. It consists of the second- and top-level domains, separated by a dot
 - i. Second Level Domain: the second-level domain is the name of the business, organization or Internet service provider that owns that domain.
 - ii. Top Level Domain: Top level domain is what appears right-most in an email address after the second-level domain. Some top-level domains are generic such as .com, .net and .gov, and are referred to as gTLD or

generic top-level domains. Others are country-specific such as .gov.mt

(Malta), and termed ccTLD or country-code top-level domains.

Examples;

username at second level domain top level domain
faithierkwagh @ gmail . com

username "at" symbol second level domain gTLD ccTLD
okolo.joseph @ uniqueschoolsmakurdi . com . ng

Procedure for sending an Email

1. Log in to your email account
2. Click **Compose**.
3. A new blank email window will open up. In the 'To' box, type in the email address of the recipient.
4. You might want to include someone else in your email to 'keep them in the loop'. You can do this by clicking **Cc** or **Bcc**, which will open another field. 'Cc' means 'carbon copy' and 'Bcc' means 'blind carbon copy'
5. Type in the subject of the email. The subject field allows you to give the recipient an idea of the topic of your email, like a heading.
6. Type your message in the main body field of your email.
7. Email text can be formatted in a similar way to text in a word document.

8. Click the **Send** button at the bottom of the compose window.

Steps Involved in chatting

1. Click on Contacts
2. Select the name of the person you'd like to chat with, and click the Chat link to open a chat window.
3. Enter your message in the text field, and press Enter.
4. Wait for your contact to respond!

The difference between email address and website address

1. An email address has two components name; username and domain name.
While the web address has only one address component, the domain name.
2. An email address is accessible to a single user, whereas a web address is accessible to all users.

Advantages of Email

1. It is very fast.
2. It is secure
3. Formatted files can be shared through attachment

4. lower cost than conventional mail