

## MODULE – 1

### Basic Computing



Notes



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## EMAILING

In the previous lesson you have learnt about Internet communications. Email is one of the most commonly used Internet service. Email stands for Electronic mail which is used for communication among Internet users. Electronic communication is rapidly changing from text to video. Email is known for text message exchange but we can add audio and video contents too in the mail. It is a means/mode of exchanging messages digitally from one person to another. An Email message consists of header, body. Header includes Email addresses of one or more recipients. Descriptive information or subject of Email is called as body of the Email. The ability to reach many people with few keystrokes makes E-mail most convenient. In this lesson you will learn about Email, how to create an email account, how to create a group account in Email, and how to search a particular Email.



### OBJECTIVES

After reading this lesson, you will be able to:

- create an Email account;
- create a group Email account;
- search an Email sent by user, by subject;
- apply filter to your Email.

### 7.1 ELECTRONIC MAIL

Emails have become indispensable part of communication. This is because of various advantages that Email offers:

- It is fast mode of communication as the recipients receive messages within few seconds of sending them. Also same mail can be sent to multiple recipients at once.

- The mails can be accessed from anywhere in the world just by signing into one’s Email account.
- We can attach files of any type in our Email.
- We can keep track of the mails sent and received by us. We can even organize our mails in separate folders.

To send or receive mails, we need to have an Email account. This account is unique for each user and it gives us a definite address to receive and send mails. The following is an example of an Email address:

Student\_nios@gmail.com

In the above address, Student\_nios is the user’s name. ‘gmail’ is the name of the Email service provider and ‘.com’ at the end shows that it is a commercial domain. The ‘@’ symbol after the user name signifies that it is an Email address.

### 7.1.1 Creating an Email account

To create an Email account, logon to the desired Email service provider like gmail, yahoo mail, Hotmail etc. and click the ‘New User’ link. Follow the instructions and specify the details like user\_name, password, name, address, date of birth, phone number etc. as asked in the registration form. Thereafter accept the terms and conditions of the service provider. The new Email account will be created. Now, to access the Email account, specify the user name and password to send or receive the mails and then click on ‘Sign In’ button (Fig 7.1).



Fig. 7.1: Logging in to an Email account



Notes

## MODULE – 1

### Basic Computing



Notes

## Emailing

If the correct username and password is entered, the Email account will be opened showing the Inbox (Fig. 7.2) that stores the list of received mails in reverse chronological order. That means the mail that has been received last will be displayed on top of the inbox.

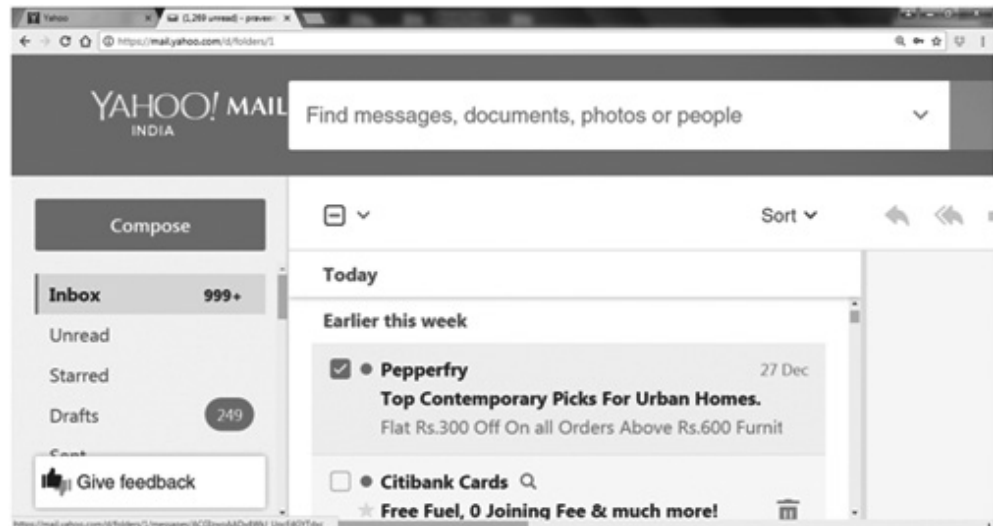


Fig. 7.2: Inbox of an Email account

The list of mails will contain the name of the recipient and the subject of the mail. We can click on any of the mails to view it. Also, a number inside brackets beside the link to the inbox folder will indicate the number of unread mails in the Inbox folder.

To delete a mail, click the checkbox on the left of the mail and click **Delete** button at the top (Fig. 7.3).

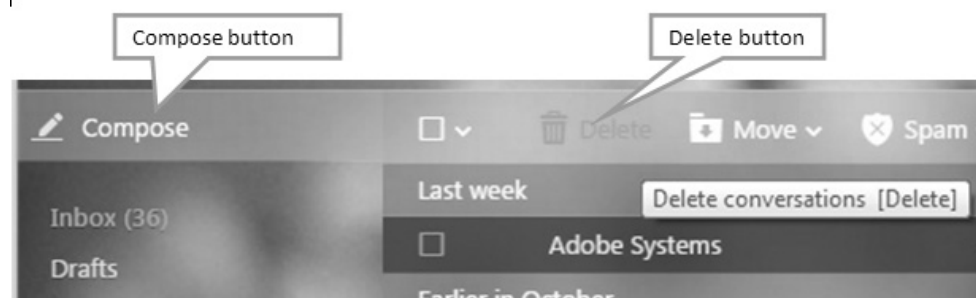


Fig 7.3: Delete and Compose buttons

### 7.1.2 Send a Mail

To send a mail to single or multiple recipients, follow the steps given below:

- (i) Click **Compose** button (Fig. 7.3). The **New Message window** appears (Fig. 7.4).



Fig. 7.4: New Message window

- (ii) Type the address of the recipient(s) in the **To** textbox. If the same mail has to be sent to multiple recipients separate each address by comma(.). If you want to send the copy of the mail to another person then you can add his/her address in CC or BCC textbox. CC- carbon copy, BCC- Blind carbon copy. The recipients will be able to see the list of addresses mentioned in the CC textbox. But the recipients will not be able to see the addresses mentioned in the BCC textbox.
- (iii) Type the subject of the mail in the **Subject** text box. The recipient would see the subject before he opens it.
- (iv) Type the message in the Message Area provided and then click **Send** button.

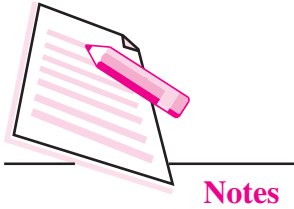
*Shortcut key to send the mail is Ctrl + Enter*

### 7.1.3 Reply/Forward a Mail

To reply or forward a mail, open the mail by clicking it in the Inbox. Click the **Reply/Forward** button as desired. If you choose to Reply, the recipient's address will appear automatically in the **To** textbox. However, if you choose to Forward, then type the recipient's address. Thereafter type the message in the message text area and click **Send** button.



Notes

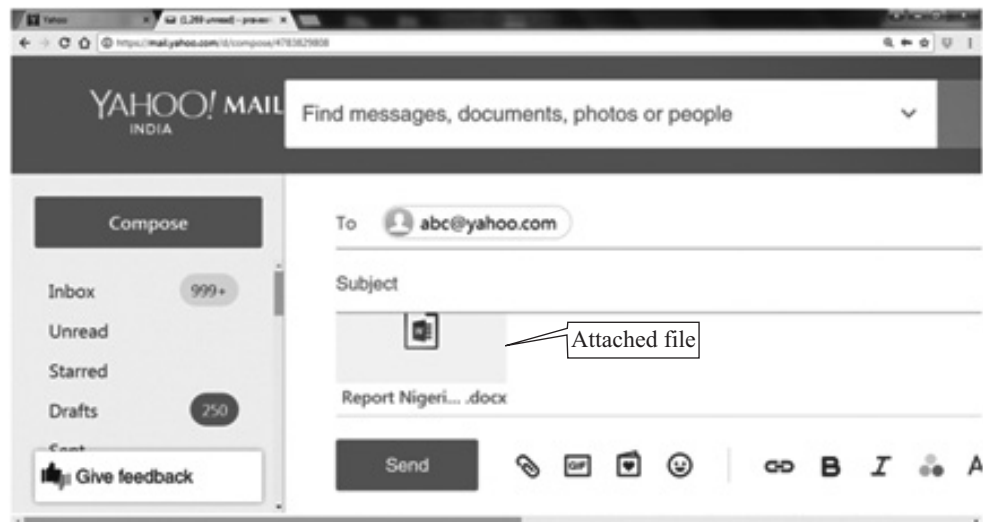


**Send an Attachment**

One of the advantages of an Email service is that almost any type of file can be sent as an attachment with the Email. The steps to attach a file with an Email are as follows:

*Before clicking the send button, please ensure whether you have attached the relevant document.*

- (i) Open **New Message** box by clicking the **Compose** button. Alternatively the **Reply** or **Forward** button may also be clicked, if required.
- (ii) Type the recipient’s address, subject and message as described before.
- (iii) Click on **Paperclip** icon (📎) to attach the file.
- (iv) Browse for the file that you want to attach. Select it and then click **Open** button. The file will start attaching. You will be able to see the progress bar in the New Message window (Fig. 7.5). This may take some time depending on the size of the file.
- (v) Click **Send** button to send the mail with the attachment.



**Fig. 7.5: File being attached with an Email**

**7.1.4 Download an attachment**

In the Inbox, the paperclip icon **next to the subject** indicates that it contains an attachment. Open the Email having an attachment. The preview of the attachment will be seen in the mail. Click the **Download** icon (Fig. 7.6) to save the file in the default download folder of the computer.



**Fig. 7.6: Downloading an attachment**

Always remember to log out of the Email account after the work is done by clicking on **Logout / Sign Out** button. Refrain from closing the browser without logging out because just closing the browser will keep us logged-in. If anyone opens the same browser, she/he may be able to access our e-mail account.

*We can attach multiple files with our Email. However, the total size of the attachments is limited according to the mail service. For example, Gmail allows maximum of 25 MB attachment size.*



Notes

## 7.2 CREATING A GROUP ACCOUNT IN E-MAIL

Email group account will help you to send same information to a group of people. If you are working in a project or department this Email group will help you to share common messages to all the members of the group. Once you have created an Email group account, you do not have to remember each members name or Email id. you can simply send an Email to the Email group account and all the members of that group will receive the Email simultaneously. Let us now learn, how to create an Email group account using gmail.

Firstly to create an Email group account sign in to your gmail account. Then follow the below mentioned steps to create a group.

1. Click Create Group, on the top left of your screen.

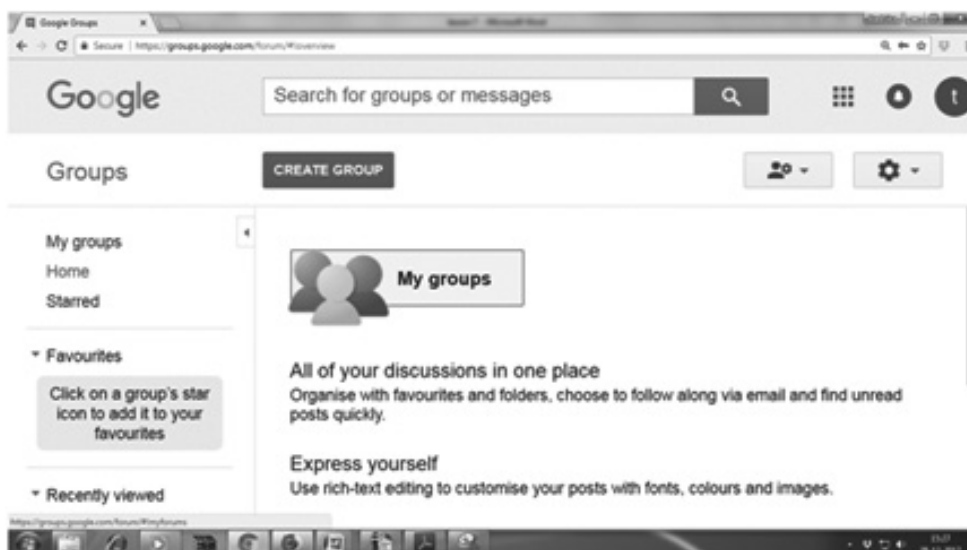
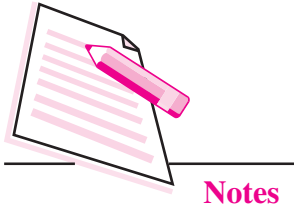
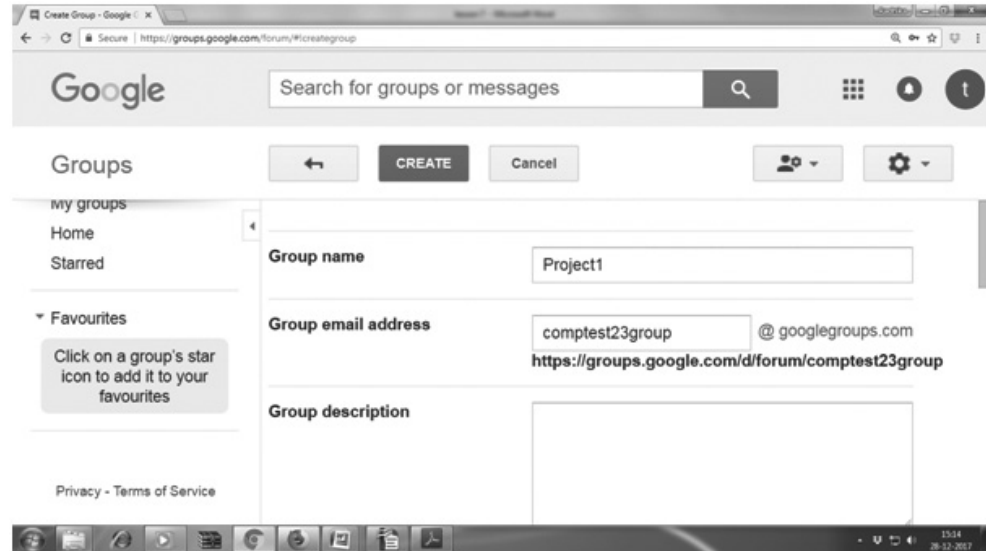


Fig. 7.7: Create group

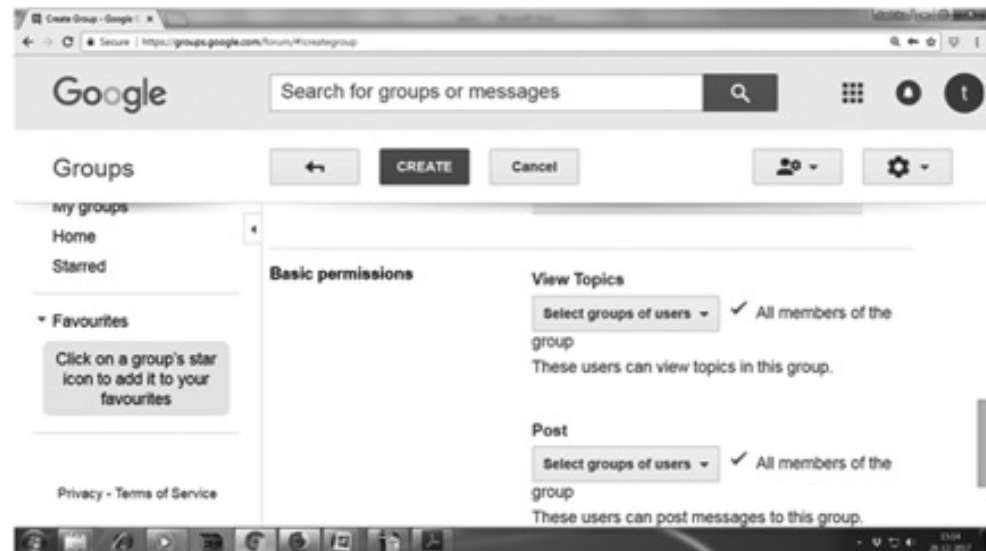


2. Enter information and choose settings for the group.



**Fig. 7.8: Creating group**

3. Enter the basic details of the group account like group name, group Email address, group type, basic permission for the group etc.



**Fig. 7.9: Give permissions for the group**

4. Now click Create button.

- Group account has been created successfully.

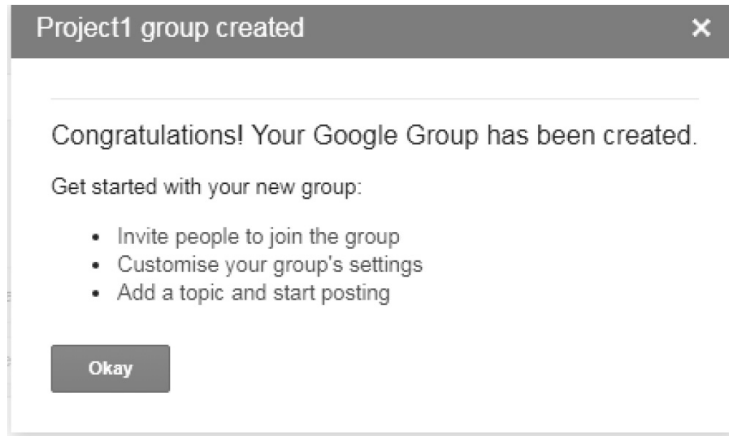


Fig. 7.10: New group creation

- To manage your group account, select Mygroups on the top left. Choose the group name which has been created. Near the top right, click Manage option.

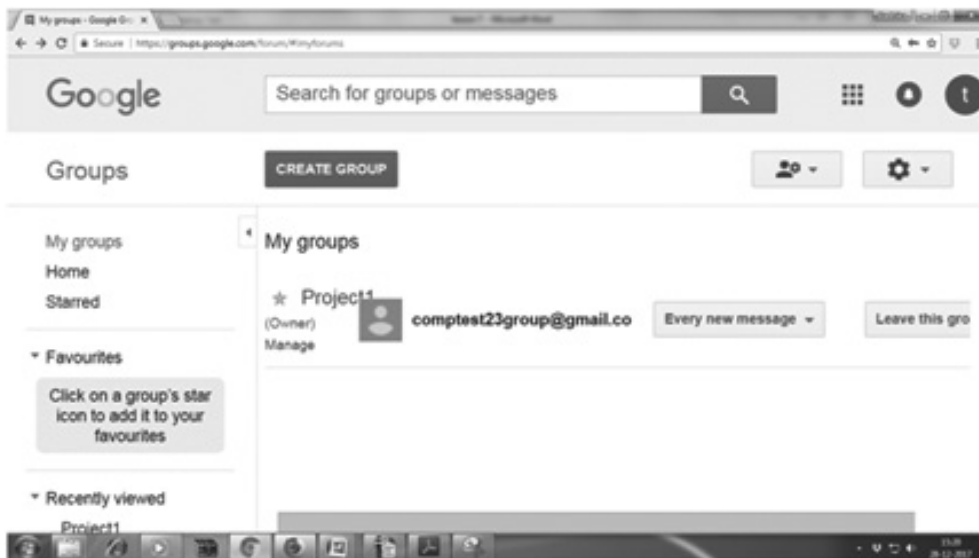


Fig. 7.11: Created groups

- From the left pane, select Information and choose Advanced option (refer 7.13 also).



Notes



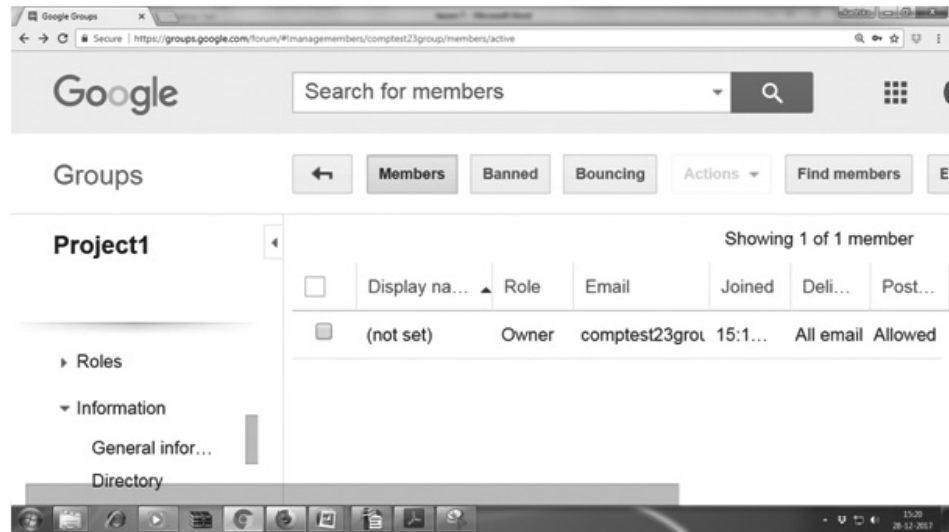
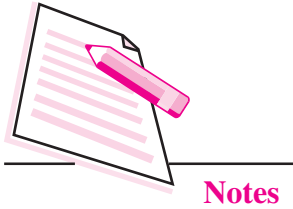


Fig. 7.12: Managing the group

8. To reset a group type, click the **Down arrow** ▼, next to “Select a group type,” (as shown in Fig. 7.13). It will display the options like Email list, web forum, Q & A forum and collaborative inbox. You can choose one of these following options.
  - a. **Email list:** Members, communicate with each other using a single email address.
  - b. **Web forum:** Members use the Google Groups web forum to communicate with each other.
  - c. **Q&A forum:** This is a type of web forum that allows members to ask and answer each other’s questions.
  - d. **Collaborative inbox:** Members can assign topics to other members as tasks.

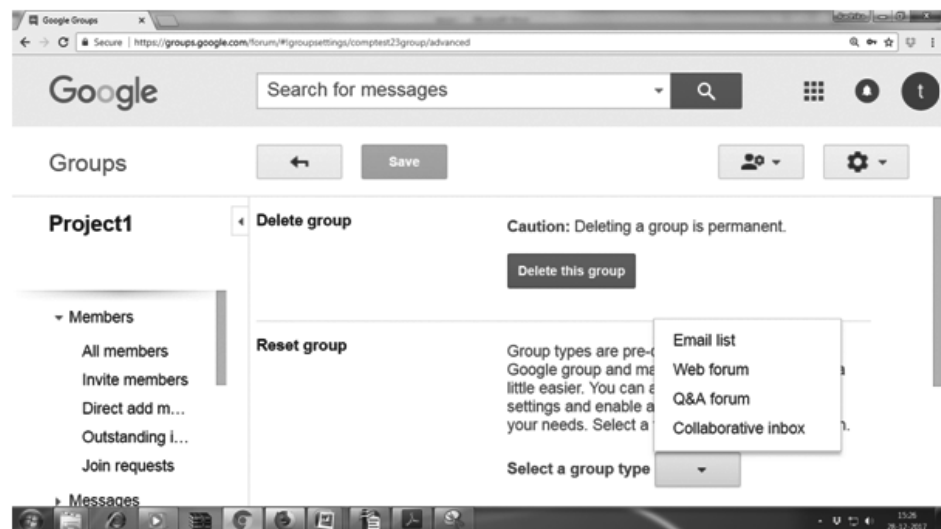


Fig. 7.13: Choose a group type

9. Select Email list option and click Reset this group button. A pop-up window will appear and ask the confirmation from the user to reset the group settings. click on Reset Group button.

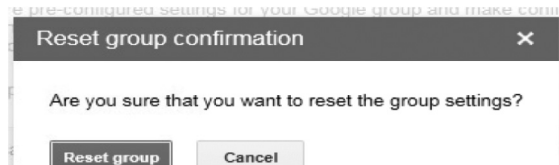


Fig. 7.14: Reset the group

10. You can add / invite members to your group account by choosing Invite members option from the left pane. Enter their email address and send invitations to them.

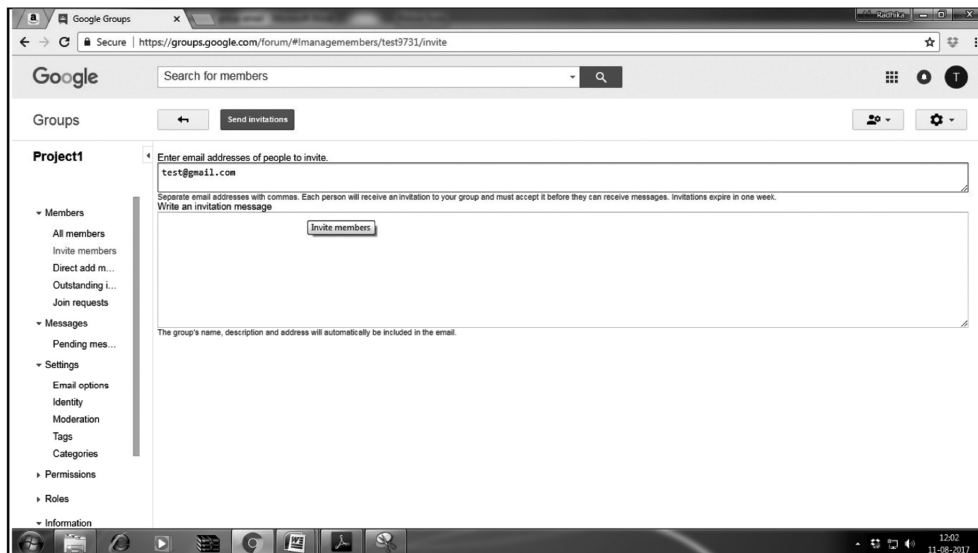


Fig. 7.15: Invite the members

In the same way you can add any number of persons in your group account. Once the request has been accepted by the members you will be able to send or receive Emails to or from this group Email account. You can remove / add members to your group Email account at any point of time.

### 7.3 SEARCHING AN E-MAIL

You can search any Email sent or received by you. Let us learn how to search an Email using one of these search operators.

#### Search a mail in Inbox

When you want to search an Email received from a particular contact then type **from : Sender** in the search box of your mail server where sender is the email



Notes

## MODULE – 1

### Basic Computing



Notes

## Emailing

id of the sender whose email you want to search; e.g., To search all the emails sent by Seema type **from: Seema** or **from: seema123@gmail.com** in the search box.

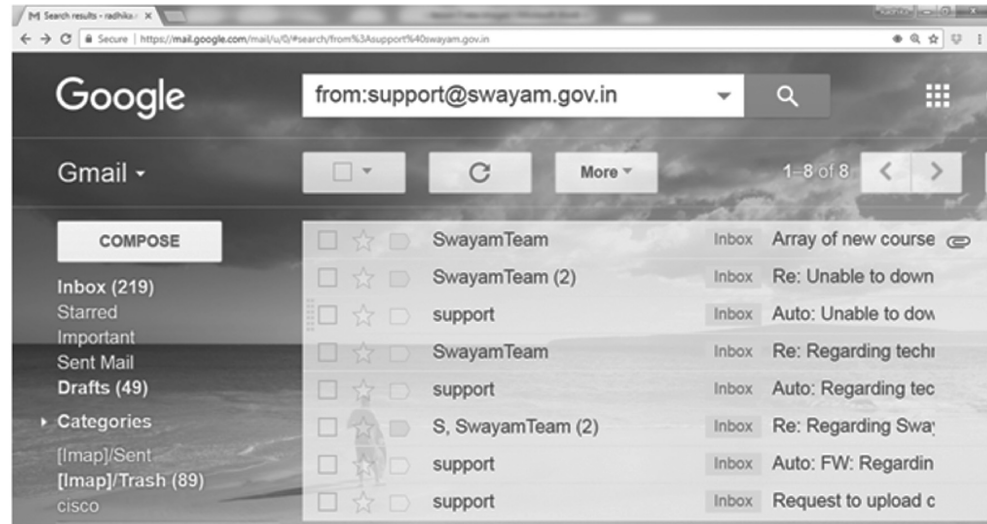


Fig. 7.16: Sent E-mail by user

### Email sent to a particular contact

To search all the Emails sent by you to a particular contact, type **to: sender** in the search box. Hence, to search for all the Emails sent by you to Seema, type **to: Seema**

### Email Search by Subject

You can search for a specific Email thread, if you remember the subject line of the message. Use **subject: word** in the gmail search box.

For example, if you are searching for a message which contains the word “project” in the subject line, use **subject: project**

### Emails with attachments

The attachment operator of gmail is very handy when you want to list all the Emails that contain attachments. This will search both the sent mail and all mail folder for messages containing an attachment.

To search for all Emails that contain attachments, use **has: attachment** in the search box.

### Emails with particular attachment:

Using the attachment operator serves the purpose, but if you have lots of archived messages – you will get hundreds of results for sure. In this case, if

you remember the filename of an attachment, here is a quick way to perform a refined search with attachments.

Type **filename: nameoffile** in the Gmail search box. If you are looking for a message which contains an attachment as project.pdf, use **filename: project.pdf**.

### All email that contains attachment type

This operator is very useful when you want to list all the messages which contain a specific type of attachment. Just use **filename:\*.extension**.

For example, if you want to find all attachment as pdf, type **filename:\*.pdf**.

### Chat message search

Apart from searching emails, gmail lets you search for chat messages using the **is: chat** operator. So if you want to search for a specific chat conversation which may contain the word “Football”, type **is:chat Football** in the search box.

## 7.4 SETTING FILTER

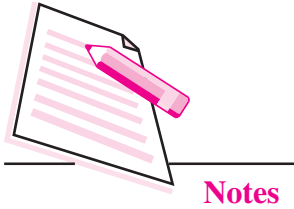
You can manage your incoming mail using gmail’s filters.

- (i) Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.
- (ii) Enter your search criteria. If you want to check that your search worked correctly, click the search button (🔍).

Fig. 7.17: Using Filter in gmail



Notes



Notes

(iii) Click **Create filter with this search** at the bottom of the search window. If you need to verify the search results, you can click the **x** to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered.


(iv) Choose the action(s) you want the filter to take.

(v) Click on create filter.

Now your filter will be created.

### 7.4.1 Edit or Delete existing filter

You can edit or delete the filter which you have created.

(i) Click the settings in the top right. 

(ii) Select **Settings** (as shown in Fig. 7.18).

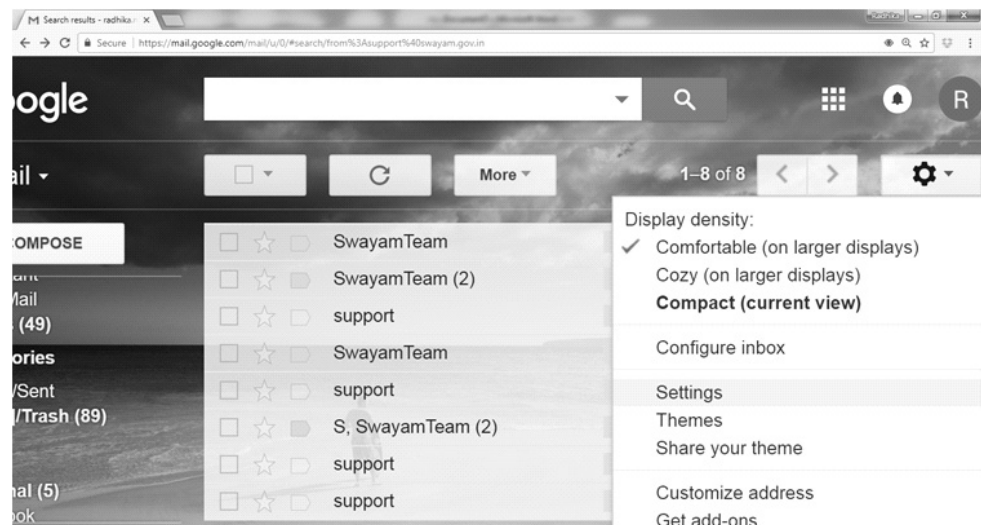


Fig. 7.18: Editing the Filter in GMAIL

(iii) Click the **Filters and Blocked Addresses tab** (as shown in Fig. 7.19).

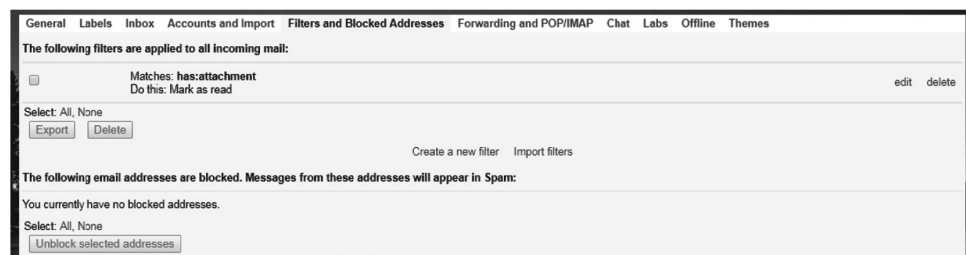


Fig. 7.19: Edit or delete filter

- (iv) Find the filter you want to change and click **edit** or **delete** on the extreme right to modify/remove the filter.
- (v) If you are editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Continue**.
- (vi) Update any actions and click the **Update filter** button.

**INTEXT QUESTIONS 7.1**

State whether the following statements are true or false:

1. Email ids are used for communication.
2. Email id can be created on outlook.
3. Gmail uses folders for organizing messages.
4. You can not search an email sent by you.
5. The shortcut key for sending the mail is shift + enter.

**WHAT YOU HAVE LEARNT**

- Email is a method of exchanging digital messages. It consists of header, envelop and body of the message.
- We can attach or upload any type of file in the email.
- Download the attachment and save it in your computer for using it later.
- Create a group email id for sending the same message to the group of people again and again.
- Search an email by using subject, date or sender.

**TERMINAL EXERCISE**

1. How will you create groups in Emailing?
2. How to edit and delete filtering in gmail account?

**Notes**

## MODULE – 1

Basic Computing



Notes

Emailing

3. Write any two differences between OR and IN operator in searching an Email.
4. Write the steps for sending an attachment in Email.
5. Why Email is important for communication?



### ANSWERS TO INTEXT QUESTIONS

#### 7.1

1. True
2. True
3. False
4. False
5. False