Year/Level: 12   **Subject: Office Technology**

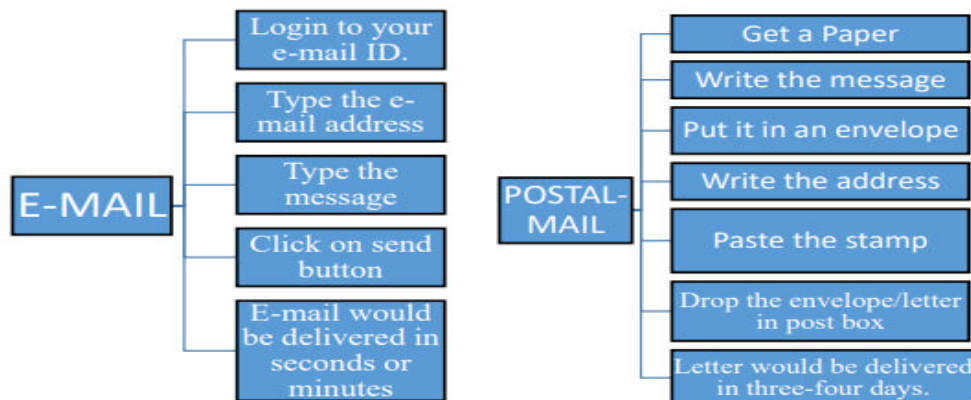| Strand : 2	COMPUTER CONCEPTS AND SKILLS
Sub Strand : 2.1	ELECTRONIC EMAIL
Content Learning Outcome	At the end of the lesson students should be able to: ✓ **identify the different browsers available** ✓ **identify the different search engines** ✓ **discuss a URL** ✓ **create a goggle and email account** ✓ **send and receive email**

Introduction

✓ Internet can be defined as a huge collection of computers interconnected with each other across the world through which people can communicate.
✓ There are different ways through which we can communicate on the Internet.

E-MAIL or ELECTRONIC MAIL

✓ E-mail is the most popular communication service of Internet.
✓ It is a computerized method of sending and receiving (exchanging) digital messages from one computer to one or more other computers over the internet.
✓ Earlier, people used to send letters through postal or courier service. Sending letters through such means was very slow and took several days to reach the destination. Email is fast and convenient and has revolutionized the way in which the communication happens these days.
✓ In E-mail we can send text messages as well as we can send documents, pictures, audio files as an attachment.

ADVANTAGES OF E-MAIL

1. E-mail is extremely fast.
2. E-Mail is very easy and convenient.
3. E-Mail is very economical.
4. E-Mail saves your money.
5. Documents, pictures, sound files can be sent as an attachment with e-mail.
6. E-mail can be sent to one person or group of people.

E-MAIL PROGRAMS

You can create, send, receive, and manage an e-mail message by using different programs such as Windows mail, Outlook, Hotmail, and Gmail.

E-MAIL ACCOUNT

One must have an e-mail account to use e-mail service. Email account act as a virtual address for e-mail messages. You can create your E-mail account using email service providers like Yahoo.com, gmail.com and many more.

E-MAIL ADDRESS

An e-mail address is a set of characters that uniquely identifies the location of your internet mailbox. All e-mail users have their own unique e-mail addresses to send and receive messages anywhere around the world.

PARTS OF AN E-MAIL ADDRESS

An e-mail address is a combination of a user name and a domain name, separated by the @ symbol, which means at.

Activity

1. Define Electronic Email

    _____
    _____
    _____

2. List three advantages of Email.

    _____
    _____
    _____

3. For the following label the parts of email address:

a.

b.

SANGAM EDUCATION BOARD – ONLINE RESOURECS