PENANG SANGAM HIGH SCHOOL

P.O.BOX 44, RAKIRAKI

LESSON NOTES WEEK 8

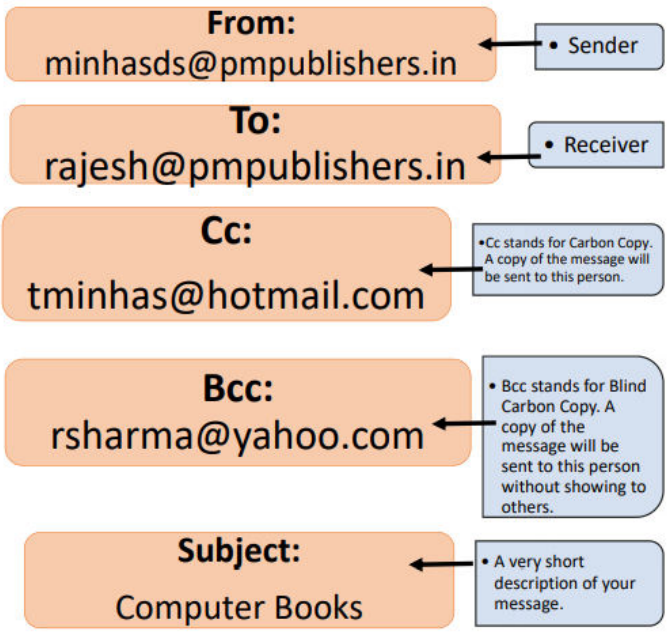
Year/Level: 12 **Subject: Office Technology**

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**

ELEMENTS OF AN E-MAIL PROGRAM

- Inbox
- Outbox
- New (Compose)
- Reply
- Reply to All
- Forward
- Sent mail
- Delete
- Print
- Send Attachment
- Spam/Junk Drafts

PARTS OF E-MAIL MESSAGE



HOW AN E-MAIL TRAVELS?

HOW COMPUTERS EXCHANGE INFORMATION?

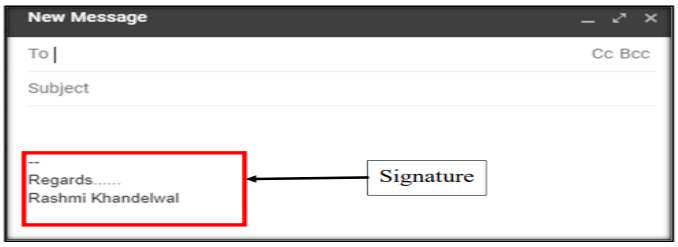
- ✓ Communication between two devices needs a set of rules called Protocol.
- ✓ Internet Protocol (IP) is the most important protocol used on the Internet.
- ✓ Your email is transmitted as packets using the Internet Protocol (IP).

BOUNCED MESSAGE:

A message that returns to you because it cannot reach its destination is called a bounced message.

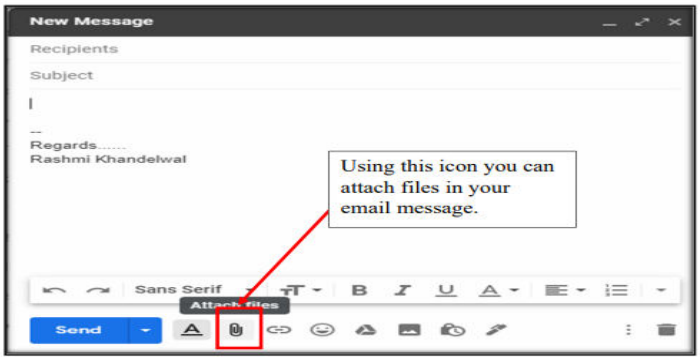
SIGNATURE:

You can add information about yourself at the end of every message. This is called signature.



ATTACHMENT:

You can attach a file as an attachment along with your email message.



Activities

1. Describe how files are sent as an attachment to an email.

   _____

   _____

2. Draw the icon for **attachment**.

3. (a) Refer to the information below to answer the questions that follow.

officetechnologyfiji@gmail.com

Year 12 Office Technology

A

Dear Peter

I have completed the prescribed notes for the Y12 Office Technology textbook.

Please find attached the notes for Y12 Office Technology.

Do let me know of any changes or need further clarification.

Janet R
Subject Coordinator
Ministry of Education
Suva. Fiji Islands

B

(i) Identify the part of the communication labeled **A**.

i. _____

(ii) Explain the importance of having the content labeled **B** in this communication.

ii. _____

_____

_____

_____

_____

_____

_____

_____