

Tuesday 16th June

I can understand how emails work and I can
send an email

WHAT IS IT?

- Email or e-mail is short for electronic mail.
- It's a modern method of:

transmitting **data**, text **files**, digital **photos**, and **audio** and **video** files from one computer to another over the **internet**.



SOME HISTORY...



- During the 1960s and 1970s many companies in the world used email facilities on their systems.
- This enabled users of terminals attached to those systems to send messages to each other.
- That was even before the internet was invented!

- As companies began to connect their central systems (hosts) to their head offices then employees were able to send email to other employees on a world-wide basis.
- The internet just helped email become popular!

That was in the beginning of the 1990s -
when you were not even born!



SENDING MESSAGES

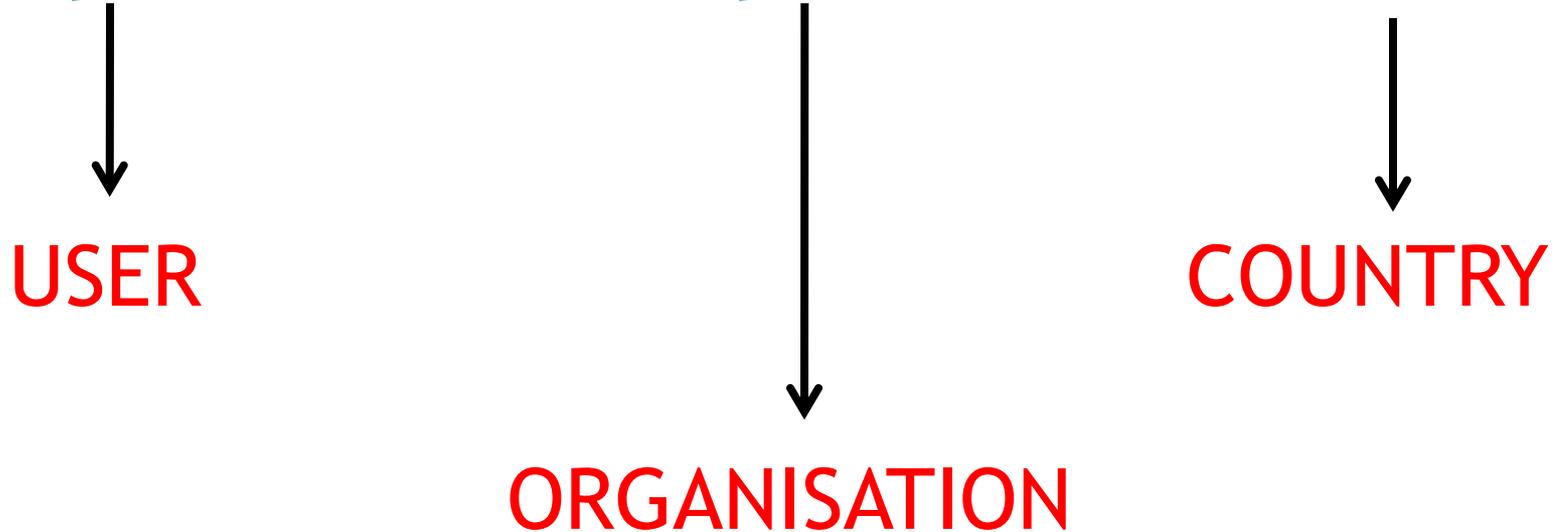
- Email users create and send messages from individual computers using commercial programmes:

The logo for Yahoo!, featuring the word "YAHOO!" in a red, serif font with an exclamation point.The logo for Gmail, featuring the word "Gmail" in a multi-colored font (blue, red, yellow, green) with a red envelope icon over the 'i'. Below it, the text "by Google" and "BETA" are visible.The logo for ePals, featuring the word "ePals" in a stylized font with "e" in purple, "P" in blue, and "als" in green. Below it, the tagline "WHERE LEARNERS CONNECT" is written in a small, black, sans-serif font.The logo for globo.com, featuring the text "globo.com" in a blue, sans-serif font.

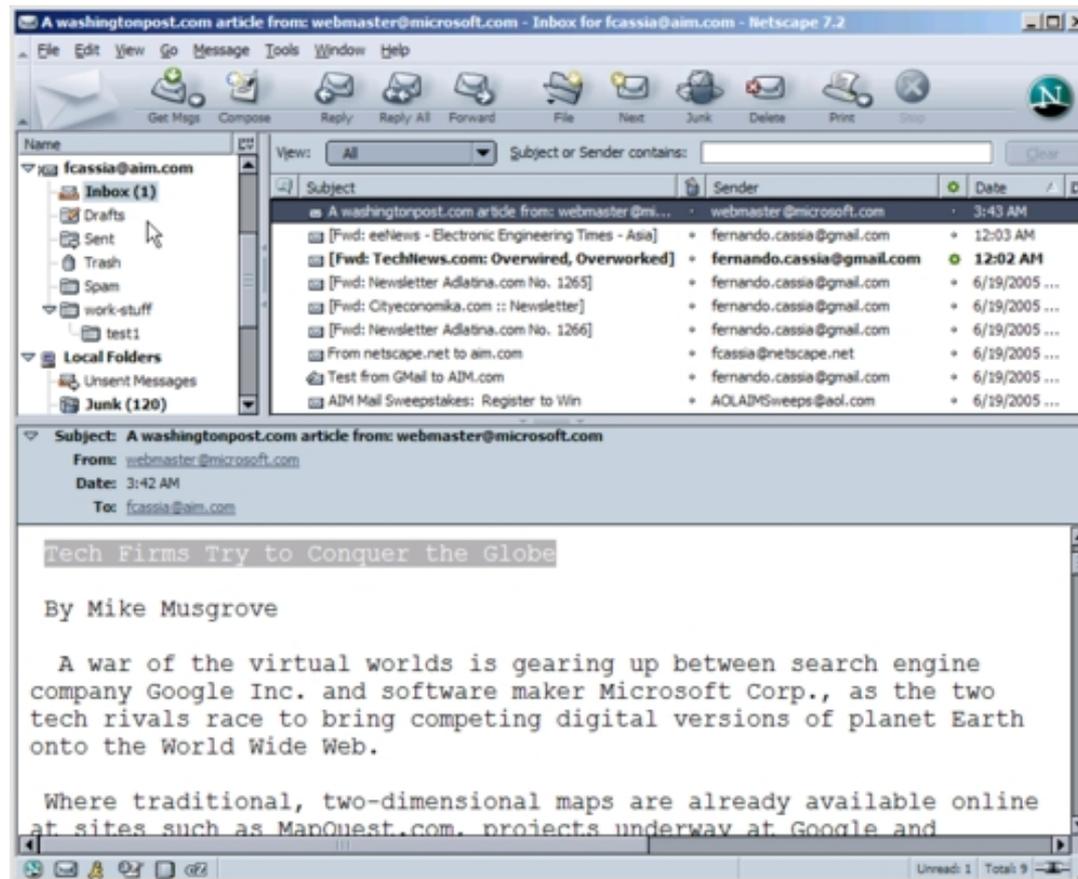
- To send the message, the user has to specify the addresses. Messages to more than one recipient are called broadcasting.

The email address needs to be followed by the symbol @ (means “at”), followed by the domain, the organisation's name, and finally the country.

yourname@yahoo.co.uk

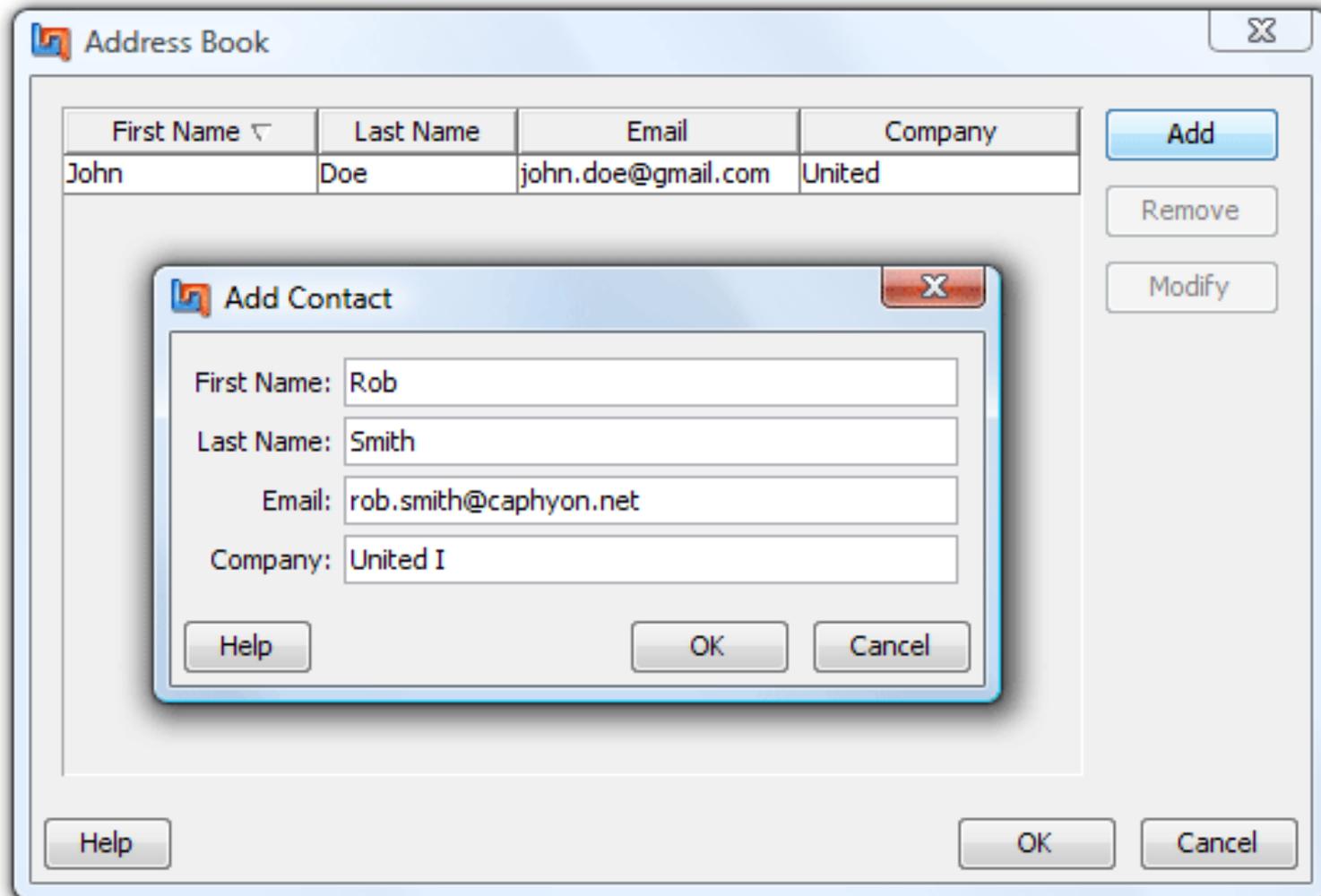


Emails also contain headers and footers above and below the message. They usually state the senders name, email address, and the date that it was sent.



A user then can store, delete, reply, or forward the message to others.

You can use an Address Book and create a Contacts List.



Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

Type a question for help

New Reply Reply to All Forward Send/Receive

Back Address outlook:Inbox

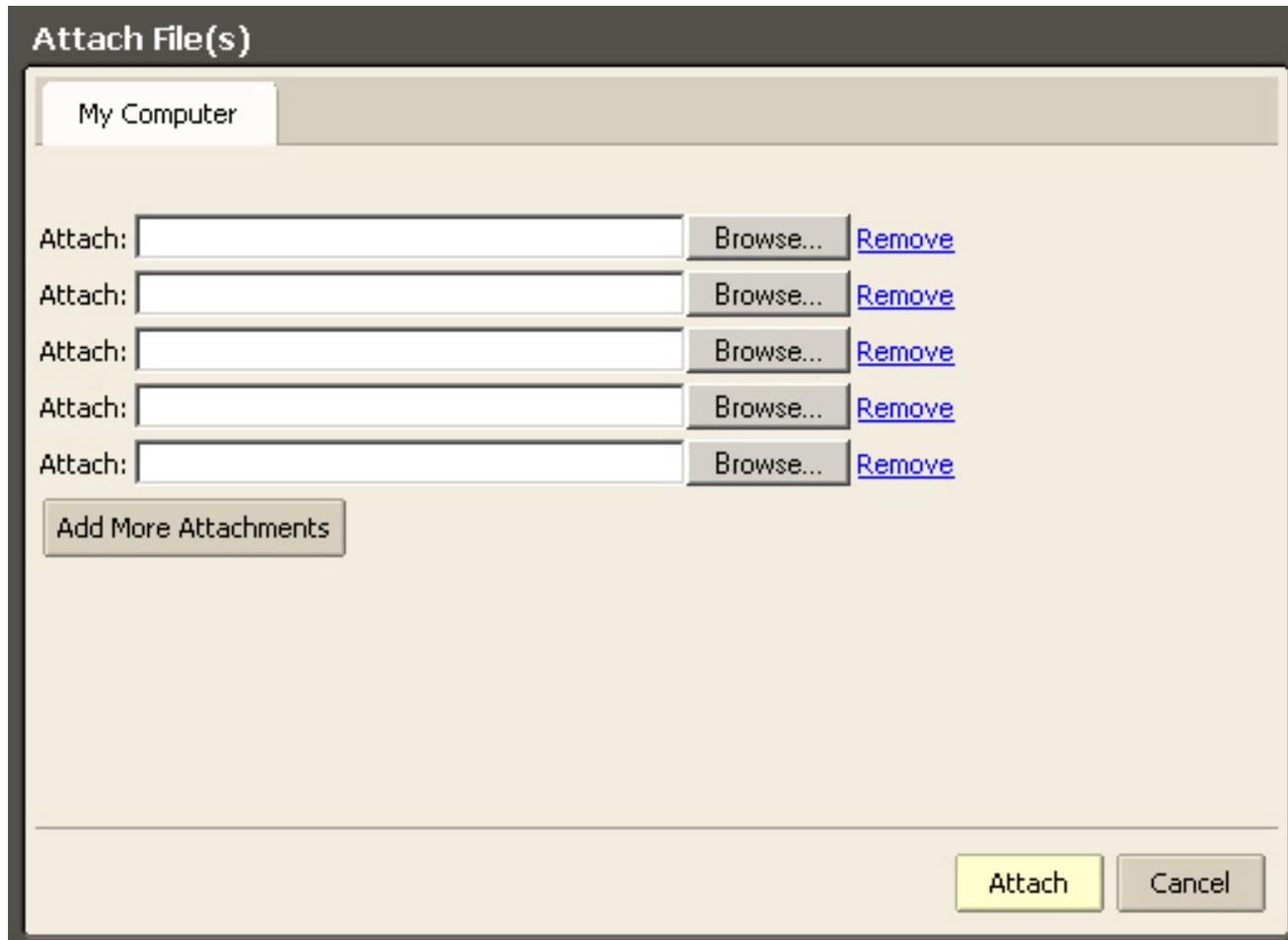
From	Subject	Received	Size
Alexandrina	RE: Bartlenem Workshop	Mon 9/11/2...	8 KB
Registry, R...	Leasing Issues	Fri 9/8/200...	81 KB
Victor V.	Major Issues at Today's Staff Meeting	Mon 9/4/200...	5 KB

Dear Gwen,

I truly regret I have not been able to attend the workshop. The feedback received from the participants has been excellent.

3 Items, 2 Unread

Most email programs allow you to attach files and photos to emails to send to others. This includes audio and video files and digital photographs.



https://mail.lavc.edu/?Cmd=Assi Windows Internet Explorer

Send

To...

Cc...

Bcc...

Subject: Assignment

Attachments: Collaborative Research Assignment.rtf(103 KB) Collaborative Research Assignment.doc(57 KB) Collaborative Research Assignment.docx(2 KB)

Normal A Arial 10 A B I U

Hi Professor,

Here is the file you requested.

You may attach as many files to a single email message as you like, including multiple versions of the same document in different formats.

WHY EMAIL?

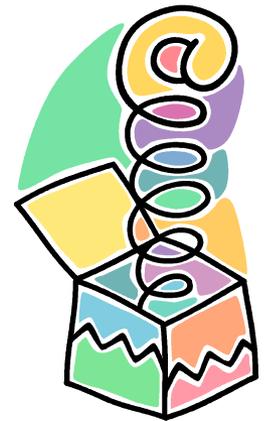
Discuss with someone at home:

Why do people use emails?

What are the advantages of using emails?

Are there any disadvantages?

You have a school email - can you remember what it is?

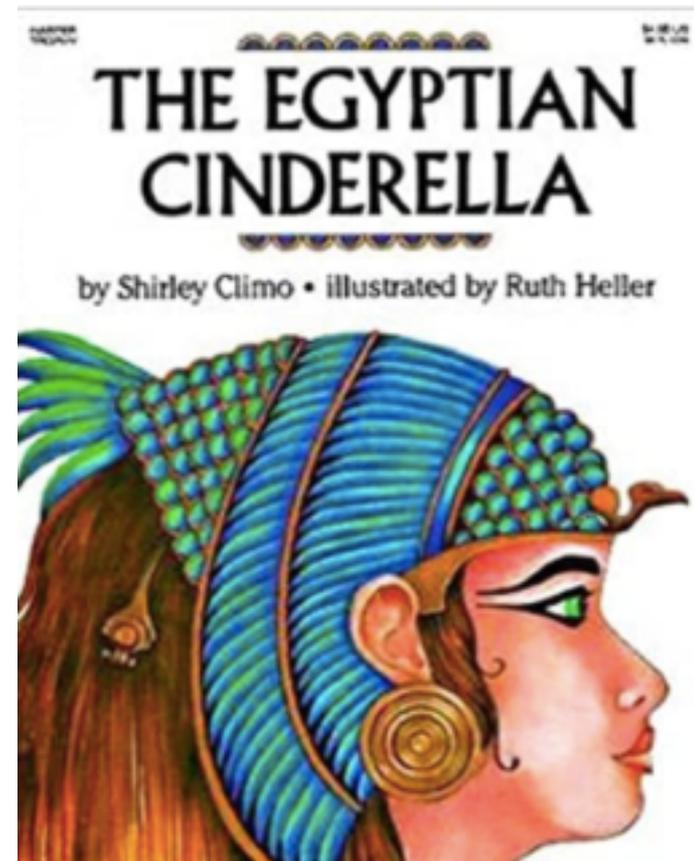


Do you remember reading about Rhodopis the Egyptian Cinderella?

Have a think about what email address you could create for her:

Email your ideas to your teacher.

Remember you need @!



Now write an email to your teacher as if your teacher was Rhopodis.

What would you ask the character?

If you can't remember the story you can listen to it here:

<https://www.youtube.com/watch?v=dSVflc4I8Lk>

