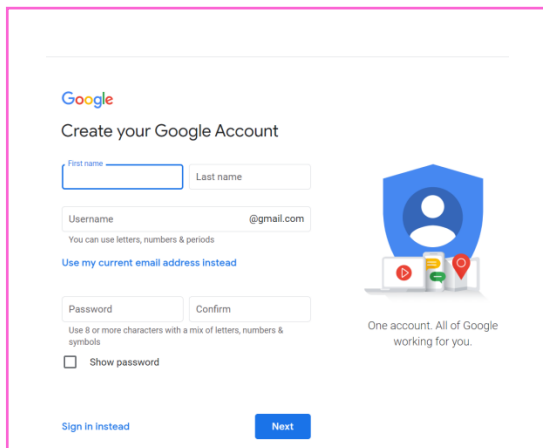**7**

EMAILING

- Electronic Mail has 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.

- 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

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

  a. In the bottom right, tap Compose ✛ .
  b. In the "To" field, add recipients. You can also add recipients:
      i. In the "Cc" and "Bcc" fields.
      ii. When you compose a message, with a "+ sign" or "@mention" and the contact's name in the text field.
  c. Add a subject.
  d. Write your message.
  e. At the top of the page, tap Send ➤ .

- 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.

- Send an Attachment: The steps to attach a file with an Email are as follows:

    1. Click Compose.
    2. At the bottom, click Attach 📎 .
    3. Choose the files you want to upload.
    4. Click Open.

Tip: Add an image by dragging it directly into the compose window.

- 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 to save the file in the default download folder of the computer.

- CREATING A GROUP ACCOUNT IN E-MAIL: Email group account will help you to send same information to a group of people. 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.
    2. Enter information and choose settings for the group.
    3. Enter the basic details of the group account like group name, group Email address, group type, basic permission for the group etc.
    4. Now click Create button.
    5. Group account has been created successfully.
    6. 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.
    7. From the left pane, select Information and choose Advanced option.

8. To reset a group type, click the Down arrow, next to "Select a group type,". 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.
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.
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.

SEARCHING AN E-MAIL:

- 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 id of the sender whose email you want to search.
- 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.

- 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.
- Emails with attachments: To search for all Emails that contain attachments, use has: attachment in the search box.
- Emails with particular attachment: Type filename: name of file 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.

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)   (ii) Enter your search criteria. If you want to check that your search worked correctly, click the search button ( ).

(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.

CHECK YOURSELF

1. To send a received mail to another person, you need to _____ the message
   A. Reply to
   B. Forward
   C. Reply All
   D. Copy
2. _____ option helps you to save an unfinished email without sending it:
   A. Save as draft
   B. Inbox
   C. Sent items
   D. Trash
3. Which of the following icon is used to add an attachment to an email?
   A. Stationery icon
   B. Paper clip icon
   C. GIF icon
   D. Emoji icon

STRETCH YOURSELF

1. Create your gmail account and login to your account.
2. Write an email to 5 of your friends inviting them for your birthday party.
3. Compose an email and include 2 attachments in it.
4. What are the different ways of searching for an email?

ANSWERS

Answers to Check Yourself:

1. B   2. A   3. B