

**National Institute of Open Schooling**  
**Senior Secondary Course: Computer Science**  
**Lesson 7: Emailing**  
**Worksheet - 7**

1. Institutions and organizations prefer to send notifications via email to their learners or employees. What could be the possible cause?
2. Find and list the names of any 4 email service providers?
3. You must have created your email ID. Write your email ID and explain its components? Is it possible for two persons to have the same email ID? Explain your answer.
4. When logging into your email account, you may have noticed that there are two options signed in or signed up or logged in or registered. What is the difference between the two?
5. What types of attachments can be sent via email?
6. Archana has made a movie of size 3 MB. Will it be possible for her to send it as an attachment? Why?
7. What are the different headers under which your email service provider classifies the mails you receive? Explain their use.
8. Naved wants to send an email to his brother and send it to his mother as well so that he is aware of the discussion. How can he do this without typing mail again? Suggest.
9. You are the leader of your project group with 8 persons. Each time sending mail you need to type the mail ID of all 8 members. Is there an option that can help send emails to all members of the group? Explain.
10. Ishmeet did not log out or sign out of his account by visiting a cyber café to check his mail. Did he do the right thing? Explain the reason and mention the precautions associated with the email.