

More On Internet : E-mail, E-commerce

LEARNER'S OUTCOMES

- After completing this chapter, you will be able to:
 - create and use an e-mail account
 - read e-mails in the inbox
 - reply to and forward e-mails
 - signout from an e-mail account
 - compose and send the e-mail
 - open attachments in e-mail
 - delete e-mail using a tablet
 - send an e-mail using a tablet
 - attach files to an e-mail
 - understand e-commerce

Use Cordova Smart Class Software on the smart board in class to learn about e-mail and e-commerce.

INTRODUCTION TO E-MAIL

Electronic mail or e-mail is the way of sending or receiving messages from one computer to another computer anywhere in the world, which may include text, pictures or music files. It is one of the fastest and cost effective modes of communication. With the help of Internet, an e-mail takes a few seconds to reach its destination.

To send and receive an e-mail, you need an e-mail account and the e-mail address of the receiver.

For example, cordovadelhi@hotmail.com is an e-mail address, in which [cordovadelhi](mailto:cordovadelhi@hotmail.com) is the username (or login name), [hotmail.com](mailto:cordovadelhi@hotmail.com) is the domain name and @ is the symbol pronounced as at the rate of.

You have already learnt in the previous class, how to create an e-mail account. Let's recall and learn more about e-mail.

CREATING AN E-MAIL ACCOUNT

There are many e-mail programs like gmail, yahoo, rediffmail that offer e-mail accounts for free. To create an e-mail ID using www.gmail.com, follow the given steps.

STEP-1 Open any web browser and type www.gmail.com in the address bar and press Enter key. The home page of www.gmail.com appears.

STEP-2 Look for Create an account button and click it.

STEP-3 Fill all the entries correctly and click the Next step button. A new window appears.

- Accept the terms and conditions.
- Verify your account by checking the phone number and entering the verification code.

STEP-4 Click on Continue to Gmail button to move to your e-mail account window.

To attach a file in www.gmail.com, follow the given steps:

STEP-1 Click Attach files icon in the compose window. A dialog box appears.

STEP-2 Select the file to attach.

STEP-3 Click the Open button. Wait, while your file is being attached.

You see the name of your attached file and its size in the compose window.

STEP-4 Click the Send button. Your message with the attached file is send.

Do You Know
The attachment process may take some time according to the size of the file and the Internet speed.
You can attach more than one file with an e-mail.

Inbox
This contains a list of all your received e-mails. The number along with the Inbox option indicates the number of unread (or new) e-mails.

To read an e-mail, follow the given steps:

STEP-1 Click the Inbox option.

STEP-2 Click any e-mail to open and read the message.

Multiple Choice Questions

Tick (✓) the correct option.

1. Which of the following is not an e-mail program?
(a) gmail (b) discovery (c) rediffmail

2. Which option is used to send a copy of the same message to some other people?
(a) Carbon copy (b) Blind carbon copy (c) None of these

3. To reply to a received message, which option is used?
(a) Forward (b) Reply (c) Inbox

Bin
All the deleted e-mails move to this option. You can restore the deleted e-mails from Bin upto 30 days.

To delete an e-mail, select the e-mail by clicking on the check box at the left of the e-mail and click the Delete button.

To restore a deleted e-mail, follow the given steps:

STEP-1 On the left pane, click the arrow next to More and choose Bin option. A new screen appears.

STEP-2 Select the e-mail you want to restore and right-click on it. A pop up menu appears.

STEP-3 Select Move to Inbox option from the list to restore your e-mail back to the Inbox.

Section-B

Answer the following

- Name any two e-mail programs.
- What is e-commerce?
- What is the difference between Cc and Bcc?
- How do you know that you have a new e-mail? How do you read it?
- Write the difference between Reply and Forward option.
- What is Bin? How do you delete an e-mail and how do you restore it?
- How do you send an e-mail using a tablet?
- Mention the various advantages and disadvantages of e-commerce.

Computer In Everyday Life (Application-based Question)
Gautam wants to send an e-mail to his friends inviting them for his birthday party. Which option in the compose window allows to send a copy of the same message to other people?

FUN ZONE

PROTECT (Research Based Learning)

- Imagine you have travelled from your state to Manipur by train. Write an e-mail to your friend describing the journey, focussing on the changing landscape and climate of the states you passed through.
- Write a story using an e-mail with the help of your friends. The first person writes the introductory lines of the story and mails to the next person. The second person then adds few lines to the story and mails to another person. Keep mailing to your friends till the story ends.

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Advantages of e-commerce

- You can buy products even sitting at home. You do not need to go to the showrooms or shops to buy products.
- You do not need to carry cash from home to shop.
- You do not need to search items manually with the help of a sales person.
- There is no time limits.
- You can save, time, money and efforts.

Disadvantages of e-commerce

- You cannot check the quality of some products.
- Sometimes the product you receive may be different from the one you ordered.
- The product may get damaged while being transported.
- It is risky at times to do Internet banking.

You will learn more about e-commerce and e-payments later.

More Fun In Lab

- Compose and send an e-mail about our book to the e-mail address - info@cordova.in. The best e-mail sender will receive a prize.
- Send a picture as an attachment to your friend.

Key Points

- Electronic mail or e-mail is the way of sending messages from one computer to another computer anywhere in the world.
- You can send pictures, voice messages, etc. as an e-mail attachment to other people.
- Inbox contains all the received messages.
- You can reply to a message or forward the same message to any number of persons.
- Bin contains all the deleted messages.
- It is necessary to sign out from your account to protect your privacy.
- You can send and receive e-mails using a tablet.
- E-commerce means buying and selling products online using the Internet.


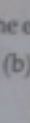

Use Cordova Smart Class Software on the smart board in class to do these exercises.

EXERCISES

Section-A

Picture Quiz

Identify the icon used to indicate the e-mails with an attachment.

- (a)  (b)  (c) 

STEP-8 Type the content of the message in the space provided.

STEP-9 Tap **Send** button. You can also send pictures, videos and other documents as an attachment through your e-mail using a tablet.

E-COMMERCE

Commerce is the process of buying and selling a product. There are three different types of people involved in this process.

- Producers, who produce different kinds of products and provide services
- Sellers, who sell products and offer services to people
- Buyers, who purchase items and services

Electronic-commerce or e-commerce means buying and selling products online using the Internet. Many companies have set up their websites, which provide the facility to purchase their products and services online. Some of the e-commerce websites are:

- www.snapdeal.com
- www.flipkart.com
- www.amazon.com
- www.cordovalearning.com

Methods Of Payments In E-commerce

The key feature of e-commerce is to make payments online. There is also a facility of Cash on Delivery (COD) which helps you to make payments after receiving the product. In case of online payments, Internet banking is used.

Sign Out

After finishing your work, never forget to close your account by clicking Sign out button, otherwise some other person can use it and read your e-mails. Sign out is also called Logout in some e-mail programs.

SENDING AN E-MAIL USING A TABLET

You can also send an e-mail using a tablet. Let us learn how to send and receive e-mails using a tablet.

To send an e-mail using a tablet, follow the given steps:

STEP-1 Make sure that you are connected to the Internet. Tap the Chrome icon.

STEP-2 With the help of virtual keyboard, type www.gmail.com in the address bar and tap **Go** button. A new window appears.

STEP-3 Enter the username and tap Next button.

STEP-4 Enter the password in the appropriate box and tap Sign in button. Your account window appears. The window is divided into two panes: Left pane and Right pane.

STEP-5 Tap **Compose** icon to compose an e-mail. The Compose window appears.

STEP-6 Enter the address of the receiver's email-ID in To field.

STEP-7 Enter the subject of the e-mail in Subject field.

ICT Update

WinRAR is the program used to create zip files. WinRAR 5.60 (Trial) is the latest version of WinRAR.

Reply

You can reply to the received e-mail message using this option.

To reply to a message, open the received e-mail and click the Reply link. Now, type the message and click Send button.

Forward

You can forward a copy of your received e-mail to other people using this option.

To forward a message, open the received e-mail and click the Forward link. Now, enter the e-mail address of the receiver and click the Send button.

Do You Know

The unread e-mails are highlighted in bold.

Opening An Attachment

The e-mails with an attachment are displayed with a paper clip icon.

STEP-1 Open your account and click Inbox option. Click on the e-mail with an attachment. The e-mail opens with the message and the list of attached files.

STEP-2 Click Download icon to download the required file to your hard disk. The file starts downloading.

STEP-3 Now, double-click the Computer icon on the desktop. A new window appears. Select Downloads option from the Favorites, present on the left pane of the window. A new screen appears with a list of downloaded files.

STEP-4 Double-click the zip file you want to open. A new window appears.

STEP-5 You see the files that you have received as the attachment. Double-click to open the required file.

Do You Know

- If there are more than one attached file, click Download all attachments icon to download all the attached files to your hard disk.
- A zip file contains one or more files that have been compressed, to reduce file size.

USING AN E-MAIL ACCOUNT

To use your e-mail account, you need to Log In or Sign In.

STEP-1 Open the web browser, for example, Mozilla Firefox, and type the website name in the address bar in which you have created your account here it is www.gmail.com.

STEP-2 Enter the username or login name and click Next button.

STEP-3 Enter the password in the appropriate box and click Sign in button. Your account window appears. Let's learn more.

Compose

This option is used to type a message in the e-mail.

STEP-1 Click on **Compose** button. A compose window appears.

STEP-2 Enter the address of the receiver's e-mail ID. If you want to send a copy of the same message to some other people, enter their e-mail addresses in Cc (Carbon copy) field.

If you want to send the same message to other people without letting them know of the fact that others also have received the same message, type their addresses in Bcc (Blind carbon copy) field.

STEP-3 Enter the subject of the e-mail.

STEP-4 Type the content of your message in the space provided.

STEP-5 Click Send button.

Attaching A File

You can send files such as pictures, voice messages, videos and other documents as an attachment with your e-mail. It is a very useful service provided in e-mail programs.