



COMPUTER STUDIES

Std. 6

Ch:9 E-mail - An Introduction

2025-2026

E-Mail

E-mail or Electronic Mail is the process of sending and receiving messages electronically through a communication network using a computer. Apart from text messages, e-mail can also be used to send documents, images, audio, video, and program files.

To use e-mail services, a user must register with an e-mail service provider.

Features of E-Mail

- It allows users to send and receive messages quickly anywhere in the world.
- Files such as documents, pictures, and videos can be attached to e-mails.
- It helps in storing and organising e-mail addresses of contacts.
- E-mails can be organised into different categories.

MIME (Multipurpose Internet Mail Extension)

- MIME is an internet standard that expands the capabilities of e-mail.
- It allows users to send audio, video, images and application programs as attachments through e-mail.
- MIME was invented by Bell Communications in 1991.

Advantages of E-Mail

- An e-mail can be sent anytime and from anywhere in the world.
- The same e-mail can be sent to many people at the same time.
- E-mails can be easily forwarded without retyping the message.
- Sending an e-mail is much faster than traditional postal mail.
- If an e-mail does not reach its destination, the mail server automatically tries to send it again.
- If delivery fails, the sender receives a message explaining the reason.

E-Mail Address

An e-mail address is a unique electronic address used to send and receive e-mails. Each e-mail user has a different e-mail address.

Parts of an E-Mail Address

An e-mail address consists of two main parts:

1. Username – The part before the '@' symbol. It is unique for every user.
2. Domain Name – The part after the '@' symbol. It represents the mail server or service provider.

The '@' symbol separates the username and the domain name.



Components of email

Components of compose option:

- **To** - Here, you can type the email address of the person to whom you want to send the email.
- **Cc** - Cc stands for carbon copy. It is used for sending copy of the email to several people. The mail address mentioned in this field are visible to all the recipients of the mail.
- **Bcc** - Bcc stands for blind carbon copy. It is also used for sending copy of the email to several people, but the email addresses mentioned in this field are not visible to other recipient of the mail.
- **Subject** - It is a brief description of the mail which gives an idea about the message.

Note: You can attach a file by clicking on the attach file button at the bottom of the new message window.

Common folders of e-mail home page:

Inbox

Inbox displays information about all the received mails.

Trash

The e-mails that are deleted from the inbox are moved to the Trash folder. These e-mails remain in the Trash for a definite period, after which they are permanently deleted from the e-mail account.

Spam

It is the folder where all unwanted incoming emails are stored so that it stays out of the inbox folder. The unwanted email is also known as junk mail.

Sent

It is the folder where all emails that you sent to others are stored.

Emoticons

Emoticons are combinations of keyboard symbols used in electronic communication to express emotions or feelings such as happiness, sadness, anger, surprise etc. They help convey the sender's mood in messages and e-mails.

Acronyms

Acronyms are short forms created by using the first letters of a group of words. In online communication, acronyms are used to save time and make communication faster.

