

# E-MAIL

## E-mail Address

### Commonly Used Domains

.com – commercial organizations  
 .co – company/commercial organization  
 .org – NGOs  
 .go – government  
 .edu – educational institution  
 .ac – academic/educational institution etc

Country Domains are:

.ke – Kenya.                      .tz – Tanzania  
 .uk – United Kingdom    .ug – Uganda

## Electronic Mail (E-mail)

- Electronic Mail refers to the sending and receiving of electronic letters and documents on the Internet.

### Advantages Over the Traditional Paper Mail/ Snail Mail'

- It is fast
- It is cheap
- It is convenient
- Easy to send one mail to many recipients by use of carbon copies
- Mail can be saved for future retrieval
- Easy to reply mails
- Mails can easily be forwarded to another recipient
- Document created using other application can easily be attached to the mail etc.
- Reliable if all email etiquette and netiquette is observed.

### Disadvantages

- Security of message may not be guaranteed – due to tapping while on transit.
- Not yet accessible to every body due to the connectivity limitations
- Requires some ICT literacy to use and enjoy
- It is boring to read 'junk mails'

## Activity 1

- The participants should create an email account to acquire email address using any email facility e.g Yahoo( [www.mail.yahoo.com](http://www.mail.yahoo.com) ) or Gmail ( [www.google.co.ke](http://www.google.co.ke) )
- The participants should exchange email addresses. Each to have at least three addresses.

## E-mail Address

- For one to send and receive an email, he/she must have an email address.
- Email address directs the computers on the Internet on where to deliver the email message.
- A typical email address has this format: [Username@host-computer.domain](#) e.g. [pekyalo@yahoo.com](mailto:pekyalo@yahoo.com) i.e. the email parts are:
  - **Pekyalo** – This is the user name that identifies the owner of the email address.
  - **@** - Separates the username from the rest of the address parts
  - **Yahoo** – The name of the host computer on the Internet in to which the email account is hosted.
  - **The period (.)** – read as dot. Separates different parts of the email address.
  - **Com** – The domain. Identifies the type of Institution that owns the host computer.

## LOG ON/SIGN IN

- Load the e-mail program that you are using e.g. for yahoo mail account holders, type 'www.mail.yahoo.com' in address bar of your browser to load the mail program.
- In the username text box, type your user name e.g. pkmulwa
- In the password text box, type the password. The password appears encrypted for security.
- Click on Sign in command button and wait as your mails window is opened

## Composing and sending Email

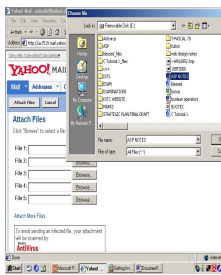


- Steps:**
- Load email application program/Email Editor
  - Log in/sign in if required by typing your user name and password.
  - Click on compose command button – mail editor window appears as shown on the left.
  - Type email address of the recipient in the **TO:** text box.
  - To sent Carbon Copies (Cc) & Blind Carbon Copies (Bcc) type the addresses in the **Cc:** & **Bcc:** textboxes respectively. Separate two or more addresses by commas. **Bcc:** recipients don't see the identity of other recipients.
  - Type the subject/title of your message in the **Subject:** text box.
  - Type the message and format it as you want in the **message text area.**
  - Click on **send** command button to send mail.
  - The computer confirms on sending the mail.

## Saving an E-mail

- With the mail window opened, click on file menu
- Click on save as from the pull down menu
- Select the location to save the mail and type the file name
- Click on save

## File Attachment



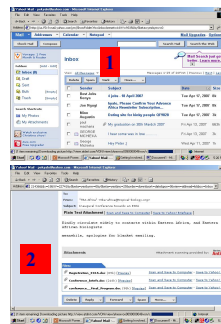
- Steps:**
- Load email application program/Email Editor
  - Log in or sign in as expected to access your account by supplying your username and password.
  - Compose your mail as usual.
  - Click on **Attach Files** command button.
  - From the dialog box that appears, browse to specify the file/s to attach from your computer.
  - Click on **Open** command button from the 'Choose file' dialog box after choosing the file to attach.
  - The attachment progress bar appears. Wait as the file/s is/are attached to you mail.
  - An attachment bar is inserted in the mail window with the name of the attached file.
  - Click on send command to send the mail.

## Deleting and Spamming mails

- From the inbox window, select the mail to delete or spam
- Click on the delete or spam command button to delete or spam the mail

NB: For deleting, confirm the deletion

## Receiving/Replying/Forwarding mail



- Steps:**
- Load email application program/Email Editor
  - Log/sign in if required to access your email account by supplying your username and password.
  - Click on **'check mail'** command button
  - Click on **Inbox** to view the mails received as shown on the left.
  - To read a mail, click on its subject/title from the list of received mails. To read an attachment, click on the **attachment icon** & follow the instructions that follow.
  - To reply the mail, simply click on **Reply** tab/command and type the reply message then click on **send** command to send it.
  - To forward the mail, click on **'Forward'** tab, type the address of the person whom you want to forward the mail to, click on send.

## Printing Mails

- Open the mail that you want to print
- Click on the file menu
- Click on print from the pull down menu
- Specify the printer and the number of copies
- Click on print.

### Sign Out/Log Off

- Once you have read your mail, it is advisable to sign out or log off to ensure that unauthorized users do not read the mail.
- To sign out or log off, click on the sign out or log off command button.

### Home Work

- a) Log into the Public Service Commission website and download the public service vacancy application forms 2a and 2b and print them. NB: PSC URL address is [www.psc.go.ke](http://www.psc.go.ke)
- b) From the Internet, search for a tutorial on your area of specialization and save it in your floppy disk or flash disk.

**END**

**THANK YOU.**

