

# **E-mail**

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E-mail is the electronic way for transmission of messages as well as information with the help of internet. Via e-mail we can send or receive information, information may be text, audio, video, image, etc. E-mail is fully based on the internet without internet there is impossible to communicate with others via e-mail. But when there is an availability of internet it makes our works very easily.



Mailing

**Some main components of e-mail**

- **Username** – username identifies your account on the email server that handles the email.
- **@** - it means 'at the rate' which separates your account name and name of the mail server name.
- **Domain name** – the domain name usually consists of two pieces of identifying information. The first piece is the name of the e-mail server and located to the right of the "@". The second piece is usually have three letter extension indicates the top level domain. Some top level domains are .com, .org, .gov, .mil, .edu, .net.

E.g. [xyz@gmail.com](mailto:xyz@gmail.com). Where, XYZ is a username, @ (at the rate), gmail domain name and .com type of domain.

## Types of e-mails

E-mail is one of the most used features of the web. With the technology, you can not only send a text message but also digital such as image, audio, video, etc. attached with the e-mail messages. There are types of e-mail as mentioned below.

### 1. Web based e-mail accounts

All the web-based services provide both web-based free e-mail accounts and paid versions of the same with extra features. These are called web based e-mail accounts and services are as hotmail.com, gmail.com, yahoomail.com.

### 2. E-mail accounts provided by ISP

ISP generally provides an e-mail account for free with the internet connection.

### 3. Website e-mail accounts

Depending on your hosting package, you can create e-mail on the website for yourself or your staff.

### 4. E-mail accounts from your company

If you work in a medium-sized or a large company they would probably have their own e-mail servers. Generally, you got your own e-mail address a few days after joining the company.

### Advantages of e-mail

- The delivery of the message is fast.
- One message can be sent to different people at the same time.
- It enhances the communication system.
- It is more reliable and secure than paper mail.
- Time-saving.
- As a requirement, there is an editing facility of the messages.

- High graphics and multimedia file can be attached in an e-mail, etc.

### **Disadvantages of e-mail**

- Without educated receiver message will be useless.
- Without the internet, e-mail is not possible.
- To receive and send message receiver and sender should be online.
- Sometime may network failure occur, which lead to discontinuing to message transmission, etc.

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