

**Course Name :** O Level(B4-1st sem.)  
**Topic :** E-mail part-2

**Subject :** ITT&NB  
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## Using E-mails

### Opening E-mail account:

E-mail account can be created using some popular E-mail services such as Gmail.

Follow the steps below to create email account:

- Connect to the Internet and write the **www.gmail.com** in the address bar of the browser and then press enter.
- Click on **Create account** option given on the screen.
- A registration window will be open.
- Fill all details in registration form such as first name, last name, user name, password etc..
- Then click next
- On the next screen, again fill the required information and click next.
- Click on the **Accept the agreement button** to allow the Gmail to create your account to your given information.

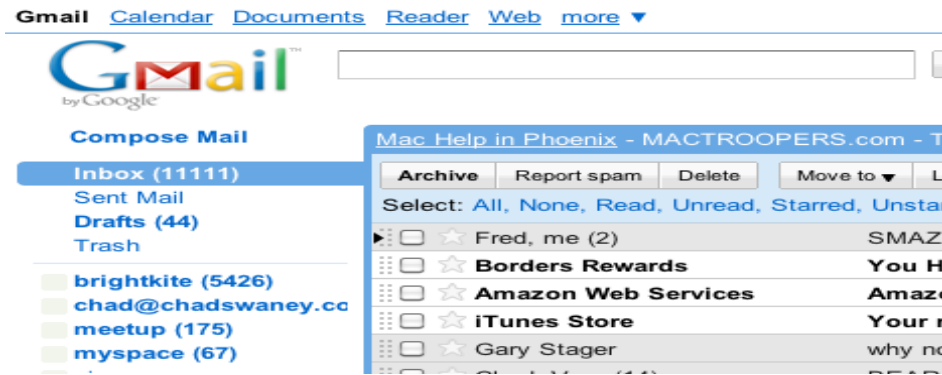
## Mailbox: Inbox and Outbox

### Inbox

An inbox is the main folder where our incoming mail gets stored in. It is the default location for every incoming mail. It is available on the left side of the user Gmail account window.

### Outbox

An outbox is a place where all the outgoing e-mail messages are temporarily stored until it is not fully sent. There is also a section named Sent mail which contains the list of fully delivered emails. Difference is only Outbox keeps the email which is pending to delivers and is not sent whereas Sent box keeps the list of fully delivered emails.



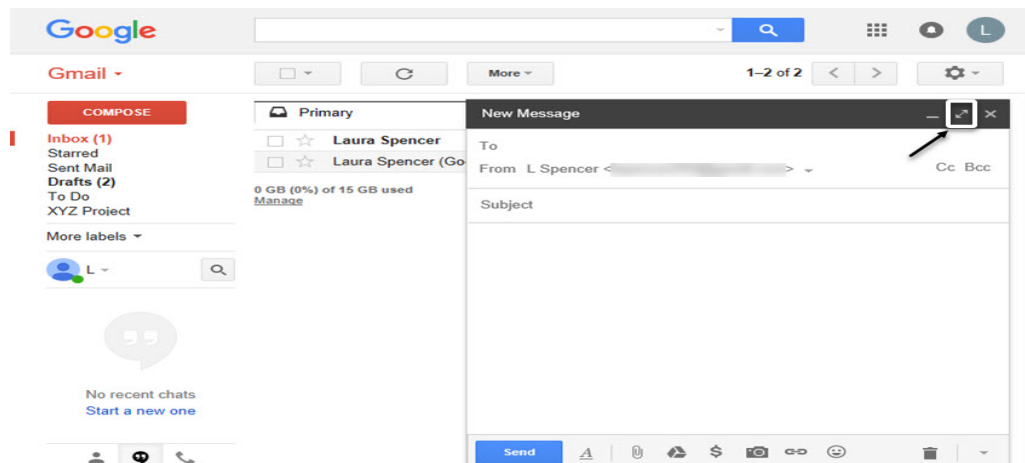
## Creating and sending a new E-mail

In order to send a new text message to the user, first create or compose the message which includes the following steps:-

**Step 1** – Open your mail account by providing correct User name and Password.

**Step 2** – Compose or create your message by selecting "compose" option shown in the window.

**Step 3** – In the window displayed, enter recipient's address in "To" textbox and add "Subject" of message, then add a "Body" of the message and press "Send" button. Remember, the subject of the mail should be explicit and short.



## Replying to an E-mail message

Replying is giving response to the received mail which includes the following steps:-

**Step 1** – Open an email to which you want to reply and press the "**Reply**" button or press "**Shift+R**" on the keyboard.

**Step 2** – In the window displayed, enter "**Body**" of the mail and click "**Send**" button. The mail will be sent automatically to the corresponding person without having to re-type the "**To**" address.

### Exercise:

1. What do you mean by Inbox and Outbox in Email?
2. Write the steps to creating and sending a new mail.