

Tender Heart School, Sec-33, chd
class - VI Subject - Computers
ch-9 'Internet - Online Surfing'

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Good Morning Students,

Students, this lesson is of class VI, for the subject of Computers. Topic is Email and its features which is covered in chapter 9 starting on page no. 111 of your text book titled Logix 6 and is being submitted to you on 10.02.25

Students, in previous lesson, we learnt about the threats while using internet. I hope you all are now aware of these threats and know how to protect your device from various types of threats. One of the most talked about internet threats is a virus. Viruses are often attached to files for download as they are designed to spread infection into computers. Let us start our next topic 'Email and its features'. Email or Electronic mail is a method of exchanging messages between people using electronic devices. The first ever e-mail was sent by Raymond Samuel Tomlinson in year 1971. Email works like conventional correspondence, but it is instant and convenient. The best part of e-mail is that one can send a single message to multiple users at the same time. You can attach various types of files with your email like photos, videos, audios etc.

Email account → Students, as you know that for sending or posting letters through post office, we require an address to send. Similarly for sending e-mails we require an email account or email address. For creating email account we have to select a user name

which can be used as an e-mail address and also create a secret code which is known as password.

What is an e-mail address → Students as discussed earlier e-mail address is used to send or receive e-mails. An e-mail address is a combination of a Username and Domain name. Children, as all of us are having a name, by which our friends, relatives identifies us, similarly a Username is the name of a person's account by which the server identifies him on website, whereas a Domain name is a unique name that identifies a website on the web. An example is given below to show an e-mail address.

tender_heartin @ yahoo.com
↓ ↓ ↓
Username At Domain name

Students, an e-mail address is unique for every individual

Creating an e-mail account → Children, for creating an e-mail account, follow the given steps:-

1. Connect to the internet.
2. Open any website for example www.gmail.com.
3. Click on the Create account link and proceed further.
4. A form will appear for registration. Fill the form and choose username and password.
5. Accept the agreement and your e-mail address or account will get created

Students, our next topic is **Inbox**. Inbox is a place where we get all the emails received by others. Each message will show the sender's name, subject of message, time and date when the mail is received.

Compose / Write Mail → Students as you can see in figure given on page no. , the

Compose option is given on the left side of the e-mail account window. Compose option is used to write an e-mail. When you will click on Compose option a new window will open as shown in figure given on page no. . Various components will be seen as given below:-

TO → In this box we can type or paste the e-mail address of the person, to whom we want to send the e-mail.

CC → It stands for Carbon Copy, which is used to send the copy of the mail to multiple users. The e-mail addresses mentioned in this field are visible to all the receivers of the mail.

BCC → It stands for Blind Carbon Copy which is also used as carbon copy option but in this the e-mail addresses mentioned are not visible to other receivers of the mail.

Subject → It shows the brief description of mail, by which we can know the idea of the message.

Message → Students, message is the main part of an e-mail, which contains the actual text that we wish to send to the receivers.

Students, I am giving you three minutes break now.
During this break try to write your username with a
domain name gmail.com.

Welcome Back children, I hope you have written your user
name. Now let us start with our next topic **Attaching
a File**. Email provides us the facility of sending images,
videos, audios etc with the text. These files can be
attached with our email to send to the receiver at other
end. Follow the steps to attach a file.

1. Click on the **Attach a file** icon  on the toolbar at the
bottom of the **Compose** window.
2. The **Open** dialog box will appear.
3. Select the file you want to attach.
4. Click on the **Open** button. The file will get attached.
Click on the **Send** button.

Students you cannot send files or messages larger than
25 MB as an attachment. We are having other options
through we can share more than 25 MB of file, like
We Transfer and sendspace is used for sending larger
files.

WeTransfer is a free online file transfer service that
shares upto 2 GB of files from one system to another.

You need to have an email address to transfer files
through WeTransfer. Follow the steps :-

1. Open link www.wetransfer.com.
2. Click on the **Add Files** button and select the files from **Open**
dialog box.

3. Add the receiver's e-mail address
4. Add your e-mail address in Your email text box
5. Click on the **Transfer** button.

Replying and Forwarding E-mail → Students, Reply button is used to send reply or answer to a received e-mail. You have to click on the **Reply** button and can type text and latter click on the **Send** button to send the reply or your answer.

Adding a Signature to a Mail → Students, signature at the end of your e-mail can be added by using following steps:-

1. Click on the **Settings** icon in the upper right corner of the window and select the **Settings** option.
2. Locate the signature section and enter your signature.
3. Click on the **Save Changes** tab.

Managing Contacts → Students, you can add contacts or create groups of your friends and relatives to whom you want to send e-mails as we cannot remember the e-mail address of each and every contact like we save phone numbers of our friends and relatives in our mobile phones. To add contacts follow the steps:-

1. Click on the Contact option present under Gmail tab
2. Contact preview window appears. click on **Add New Contact** button. Now type the contact's name and click on the **Create** button.

3. The **Edit Contact** form will open.
4. Add the contact information and click on **Save** button.

Groups → As we create different groups in whatsapp for different purpose as some are family groups, some are groups of friends and these days there is a group of school also, similarly we can create groups of e-mail addresses also. To create a group, follow the steps :-

1. Click on **Contacts** option present under Gmail tab.
2. Contact preview window will appear.
3. Click on the **Groups** option and select **New group**.
4. A New group dialog box appears. Enter the name of the group.
5. Click on the Create group button. Now to add person's contact in the group, click on the Add person button.

Log Out / Sign Out → Students, when your work is done of sending mails, then always remember to log out or sign out from your account, so that no other person can use your account. For this click on the **Sign Out** button present at the right side of the window as shown in figure on page no. 7.

Students, I am ending the lesson here. You are advised to read assignment carefully and also try to solve part A and B and C.