Email

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What is Email?
What is Email short for?

- *Email is a system used to send digital messages from user to user.*

- *Email is short for 'electronic mail'.*

Explain the store and forward system

Email is the sender and recipients of an email message do not have to be online at the same time. When one person sends a message, it is stored on an email server. It wait in store until the recipient signs in, at which point the server forwards the message. the system is known as store and forward system.

Clarify the following keywords:

Address book – within your email program, you can create a list of people's contact details (including name, email address, company name, phone numbers).

Attachment – you can send a message at attach files to it 9such as photos, documents, spreadsheets).

Carbon Copy – cc stands for carbon copy. You can copy in additional email recipients using the field.

Blind Carbon Copy – bcc stands for blind carbon copy. You can copy in people to emails- but hide their identity and email address from other recipients- by entering them in this field.

Subject Line – what subject the email is about.

What are the benefits and drawbacks of Email?

Benefits	Drawbacks
Speed of delivery	Privacy and security. People can hack into your emails and read material which should not be available. Some of that material may pose a risk to your security, that of your employer or even that of the nation.
Cost. Unlike the conventional mail system, there is no additional cost to the standard broadband charges.	Internet access. The fact that both sender and recipient(s) have to have email accounts can be a problem. Some people do not have access to the internet (or choose not to use it) so you cannot assume that everyone has an email account.
Instant delivery on a global scale.	Sometimes a lack of interactivity may be a problem. In situations where an instant reply or interactive discussion is needed, email does have limitations if the participants are not online at the same time.
Delivery to multiple recipients.	spams
Attachments (e.g. documents and audio and video files).	viruses
Having a record of the correspondence between users.	Phishing scams
Webmail providers (including Hotmail and Gmail) tend to store	

Explain the following Email protocols

Protocol	Acronym	
Simple Mail Transfer Protocol	SMTP	The internet standard used for sending messages across IP networks in server-toserver transfers. Also used by email users to send a message to an email server.
Post Office Protocol 3		Used to retrieve emails from an email server over a TCP/IP connection. This is the most widely used email retrieval protocol. Normally users download emails to their local computer using POP3, deleting them from the email server.
Internet Message Access Protocol		This is the other popular email retrieval protocol. Normally users work on the emails as they reside on the email server using IMAP and do not download them.