

CHAPTER -2

ELECTRONIC MAIL

Q1. Define E-mail.

Ans: E-mail is a process of sending and receiving messages in an electronic form.

Q2. Define CC.

Ans: CC stands for Carbon Copy. It helps to send same messages to several people at the same time.

Q3. What is the use of Attachment option?

Ans: Attachment option is used to insert any file or picture in your message.

Q4. Write down the names of some e-mail programs.

Ans: Some of the e-mail programs are

- www.hotmail.com
- www.gmail.com
- www.yahoomail.com
- www.rediffmail.com

Q5. What is the difference between CC and BCC?

Ans: CC stands for Carbon Copy. It helps to send the same message to different people at the same time. BCC is Blind Carbon Copy. It allows to send the same

message to several others at the same time without letting them know that others have also been sent the same message.

Q6. What are the advantages of e-mail?

Ans: The advantages are

1. Managing e-mail is easy
2. E-mail service is fast
3. It is less expensive
4. Transmission of information is secure and reliable.

Q7. What are the features of e-mail?

Ans:

1. E-mail address is unique.
2. Send and receive messages
3. Send the same message to multiple recipients.
4. Composes and reads messages offline.
5. Has an address book to save and retrieve e-mail addresses.
6. Create multiple folders to organize e-mail.

Q8. What is the use of sign out button?

Ans: Signout button is used to close your account. It is also called logout.

Q9. What are the parts of e-mail message?

Ans: E-mail message consists of two parts. They are

1. Header

2. Body

10. Explain captcha.

Ans: Captcha is a test used in the process of using computer internet to ensure that the response is generated by a person. It consists of letters and digits in distorted manner. We have to type the same letters and digits in the box. It prevents the misuse of e-mail addresses by some other person.
