

E-mail

Electronic mail (also known as email or e-mail) is one of the most commonly used services on the Internet, allowing people to send messages to one or more recipients. Email was invented by Ray Tomlinson in 1972. Email (electronic mail) is a way to send and receive messages across the Internet. Email (electronic mail) is one of the great inventions of our times. It has changed the way we communicate. Millions of people all over the world uses this method of communication every day, and the number keeps growing. Communicating by email is cheap (costs next to nothing) and fast (in a matter of seconds or minutes), compared with conventional mail (letters) that needs stamps (can cost a substantial sum), and takes days or weeks to reach. E -mail is flexible in that it does not depend very much on the type of computer or program you use. We can send and receive text, document files, image files, audio files- in fact, any file at all. One big advantage is, unlike using the telephone, the recipient does not have to be present when a message is sent to them. They can read incoming mail and reply (if necessary) at their own time.

Parts of an Email Address

The following are three major parts of an e-mail address:

- **Username:** The first part of an email address is the username. This is the unique name that you or your ISP select. This can be your real name or a nickname. The username must be unique. No two people or organizations can have the same username with the same provider.
- **@Symbol:** An “at” or “@” symbol is the second part of an email address. This fits in between the username and the domain of your email address. When you insert the symbol, your email program recognizes the character and sends the email to the domain name that follows it.
- **Domain:** The last part of an email address is the domain, which can be broken down into two portions: the mail server and the top-level domain. The mail server is the server hosting the email account. For example, Gmail email accounts use “gmail” as the server name. The top-level domain is the extension such as .com, .net or .info. Emails from educational institutions often have the .edu extension, while employees of a government agency use a .gov extension.

Parts of an email message

An email message consists of the following general components:

- **Headers:** The message headers contain information concerning the sender and recipients. The exact content of mail headers can vary depending on the email system that generated the message. Generally, headers contain the following information:
- **Subject:** Subject is a description of the topic of the message and displays in most email systems that list email messages individually. A subject line could be something like "2010 company mission statement" or, if your spam filtering application is too lenient, "Lose weight fast!!! Ask me how."
- **Sender (From):** This is the sender's Internet email address. It is usually presumed to be the same as the Reply-to address, unless a different one is provided.
- **Date and time received (On):** The date and time the message was received.
- **Reply-to:** This is the Internet email address that will become the recipient of your reply if you click the Reply button.
- **Recipient (To):** First/last name of email recipient, as configured by the sender.
- **Recipient email address:** The Internet mail address of the recipient, or where the message was actually sent.
- **Attachments:** Files that are attached to the message.

Body: The body of a message contains text that is the actual content. The message body also may include signatures or automatically generated text that is inserted by the sender's email system.