

# Electronic mail



**ASSIGN  
BUSTER**

Electronic Mail E-mail, or electronic mail, is the transmission of messages via a computer network such as a local area network or the Internet (Reader).

The message can be simple text or can include an attachment such as a word processing document, a graphic image, or an audio or video clip. Using electronic mail software you can create, send, receive, forward, store, print, and delete e-mail messages. Most e-mail software has a mail notification alert that informs you via a message or sound that you have received new mail, even if you are working in another application.

When you receive an e-mail message, the message is placed in your mailbox, which is a storage location usually residing on the computer that connects you to the local area network or the Internet, such as the server operated by your Internet service provider. The server that contains the mailboxes often is called a mail server. Most Internet service providers and online services provide an Internet e-mail program and a mailbox on a mail server as a standard part of their Internet access service.

To make the sending of messages more efficient, e-mail software allows you to send a single message to a distribution list consisting of two or more individuals. The e-mail software copies the message and sends it to each person on the distribution list ( ). For example, a message addressed to the Accounting Department distribution list would be sent to each of the employees in the accounting department. Just as you address a letter when using the postal system, you must address an e-mail message with the e-mail address of your intended recipient.

Likewise, when someone sends you a message, they must have your e-mail address. An Internet e-mail address, which is a combination of a user name and a domain name, identifies a user so he or she can receive Internet mail. A user name or user-ID is a unique combination of characters, such as letters of the alphabet or numbers that identifies you. Your user name must be different from the other user names in the same domain. For example, a user named Henry Jones whose server has a domain name of ASK site. COM might select Jones as a user name.

If . COM already has a user of Jones, maybe for Hunter Jones, then Henry Jones will have to select a different user name such as Henry Jones or H Jones. In an e-mail address, an at-sign (@) separates the user name from the domain name. Therefore, the address for Henry Jones might be [email protected]site. COM or possibly [email protected]COM. When sending messages, you can append additional information to the message called a signature. A signature is usually located at the bottom of the message and is attached automatically to each outgoing message.

A signature typically includes your name, your company, and perhaps a favorite both personal and business use. Predicted that by 2005, over half of all commerce would be done via e-mail and the Internet.