

Email Uses & Email Etiquette




(Creating Email ID, Sending & Receiving Emails, Attachments, Reply, CC & BCC)

Introduction: Why Email is Important?


Email is one of the **most powerful digital communication tools** in today's world.

It is used for **education, jobs, offices, government work, and online services.**

 **Learning email skills helps us:**

- Look professional 
- Communicate clearly 
- Share documents easily 

What is Email?

 **Email (Electronic Mail)** is a way to send and receive messages digitally using the internet.

 **Email is used for:**

- ✓ Sending messages
- ✓ Sharing documents & photos
- ✓ Online registrations
- ✓ Official communication

1. Creating an Email ID (Gmail Example)

An **Email ID** is your **digital identity**.

ID Example:

✉️ jiramji@gmail.com

● **Steps to Create an Email ID:**

1. Open www.gmail.com 🌐
2. Click on Create account +
3. Enter your Name 👤
4. Choose a Username
5. Create a Strong Password 🔒
6. Enter Mobile Number for OTP 📱
7. Click Next and finish setup ✅

⚠️ **Important Tips:**

- ✓ Use real name
- ✗ Avoid nicknames & symbols
- 🔒 Keep password safe

✉️ 📧 **2. Sending an Email**

✍️ **Steps to Send an Email:**

- Open Gmail 📧
- Click Compose 📝
- Enter email ID in To field
- Write Subject 📌
- Write message in body
- Click Send 🚀

★ **Why Subject is Important?**

- ✓ Shows purpose of email
- ✓ Makes email professional

3. Receiving an Email

All received emails come into the **Inbox**.





 **You can:**

- ✓ Open and read emails
- ✓ Download attachments
- ✓ Reply or forward messages




4. Sending Attachments

 **Attachments** are files sent with an email.

 **Examples:**

-  PDF files
-  Photos
-  Documents
-  Certificates

Steps to Send Attachment:

1. Click Attachment ()
2. Select file from device
3. Wait for upload 
4. Click Send 

Important Rules:

- ✓ Check file size
- ✓ Send correct file only
- ✗ Avoid unnecessary files

5. Replying to an Email

 **Reply** is used to answer an email.

 **Steps:**

1. Open received email
2. Click **Reply**
3. Type your message
4. Click **Send**

 **Good Reply Etiquette:**

- ✓ Be polite
- ✓ Be clear and short
- ✓ Use “Thank you”

6. CC and BCC (Basic Understanding)




 **CC (Carbon Copy):**

- ✓ Used to **inform other people**
- ✓ All recipients can see email IDs

 **BCC (Blind Carbon Copy):**

- ✓ Used for group emails
- ✓ Email IDs remain **hidden**

 **Example:**

- CC: Teacher , Manager 
- BCC: Students group 

7. Email Etiquette (Good Email Manners)

 Email etiquette means **writing emails politely and professionally.**

Do's:





- ✓ Write clear subject
- ✓ Start with greeting (Hello / Dear)
- ✓ Use simple language
- ✓ Check spelling
- ✓ End with **Regards / Thank you**

Don'ts:

- ✗ Do not use CAPITAL letters
- ✗ Do not send blank emails
- ✗ Do not use rude words
- ✗ Do not forward fake mails

8. Email Safety Tips

 Stay safe while using email:

-  Never share password
-  Do not open unknown links
-  Avoid fake prize emails
-  Logout from public computers






9. Advantages of Email

- ✓ Fast communication
- ✓ Free service
- ✓ Easy file sharing
- ✓ Accepted everywhere
- ✓ Professional identity

Conclusion

Email is an **essential digital life skill**.

By learning:

-  Creating Email ID
-  Sending & receiving emails
-  Attachments
-  Reply, CC & BCC
-  Email etiquette

We become **digitally smart, confident, and professional users**.