

## Internet communication

**Internet communication:** refers to the exchange of data, information, and messages between individuals, devices, or systems over the Internet

It encompasses various forms of online communication,

including:

- email,
- instant messaging,
- video conferencing,
- social media, and more.



## Basics of electronic mail

Electronic mail, commonly known as e-mail. Email is a beneficial way to communicate with individuals or small groups of friends or colleagues. over the Internet.

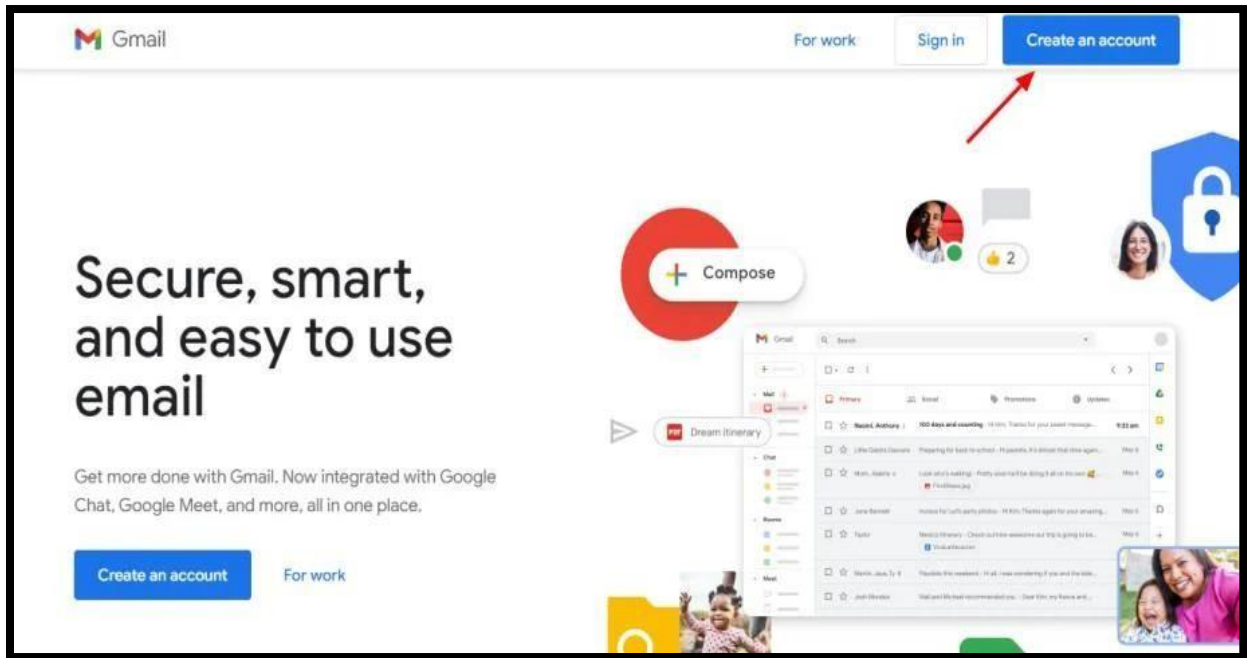
1. An email address: is a unique identifier for each user,
2. Typically in the format of name@domain.com.
3. An email client: is software used to send, receive, and manage emails, such as Gmail, Outlook, or Apple Mail.



## Getting an email account

We can create a new Gmail account on our PC with these simple steps.

**Step 1:** Visit Gmail's website: [Gmail website](#).



**Step 2:** Fill in your information

A screenshot of the Google Account creation page. The page title is "Create your Google Account to continue to Gmail". The form fields are: "First name" (John), "Last name" (Doe), "Username" (doe482528@gmail.com), "Password" (.....), and "Confirm" (.....). A red box highlights these fields. Below the form is a "Next" button, also highlighted with a red box. To the right, there is a graphic of a blue shield with a white person icon and the text "One account. All of Google working for you.".

**Step 3: Verify your phone number**


Google

### Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a six-digit verification code.

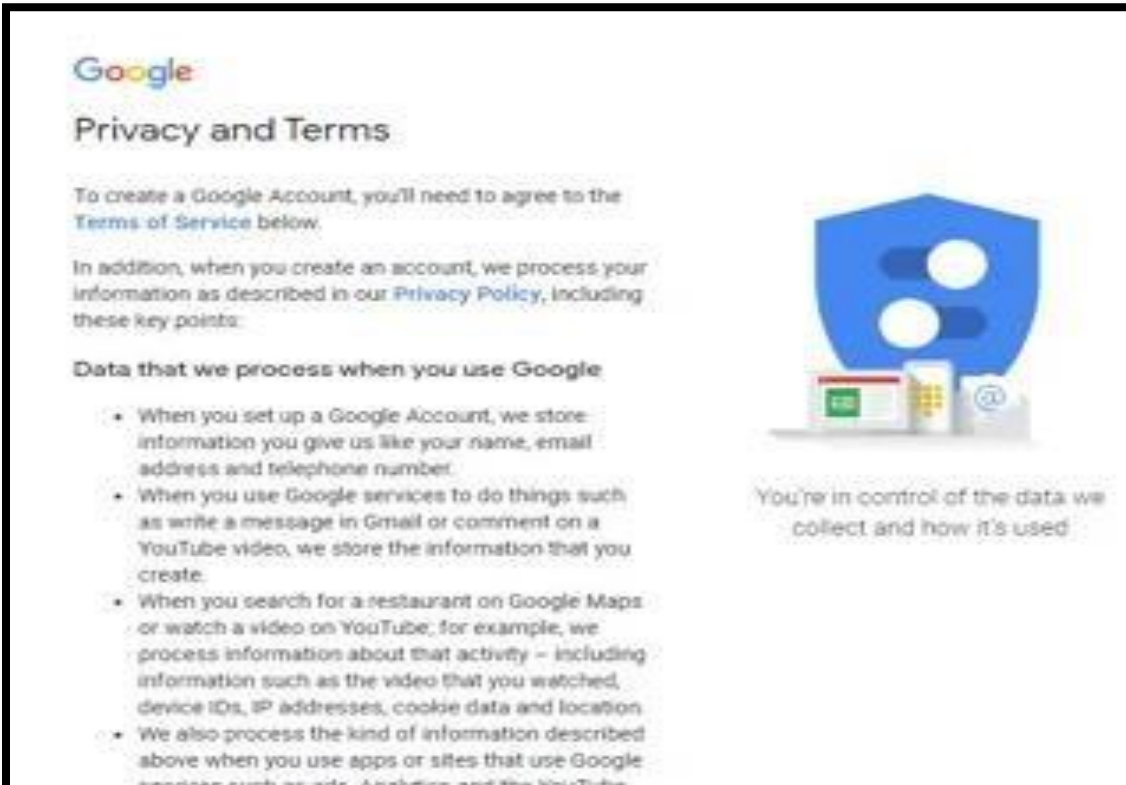
Phone number:

Standard rates apply

[Back](#) [Next](#)

Your personal info is private and safe.

English (United Kingdom) [Help](#) [Privacy](#) [Terms](#)

**Step 4: Accept Google's terms of service and privacy policy**


Google

### Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

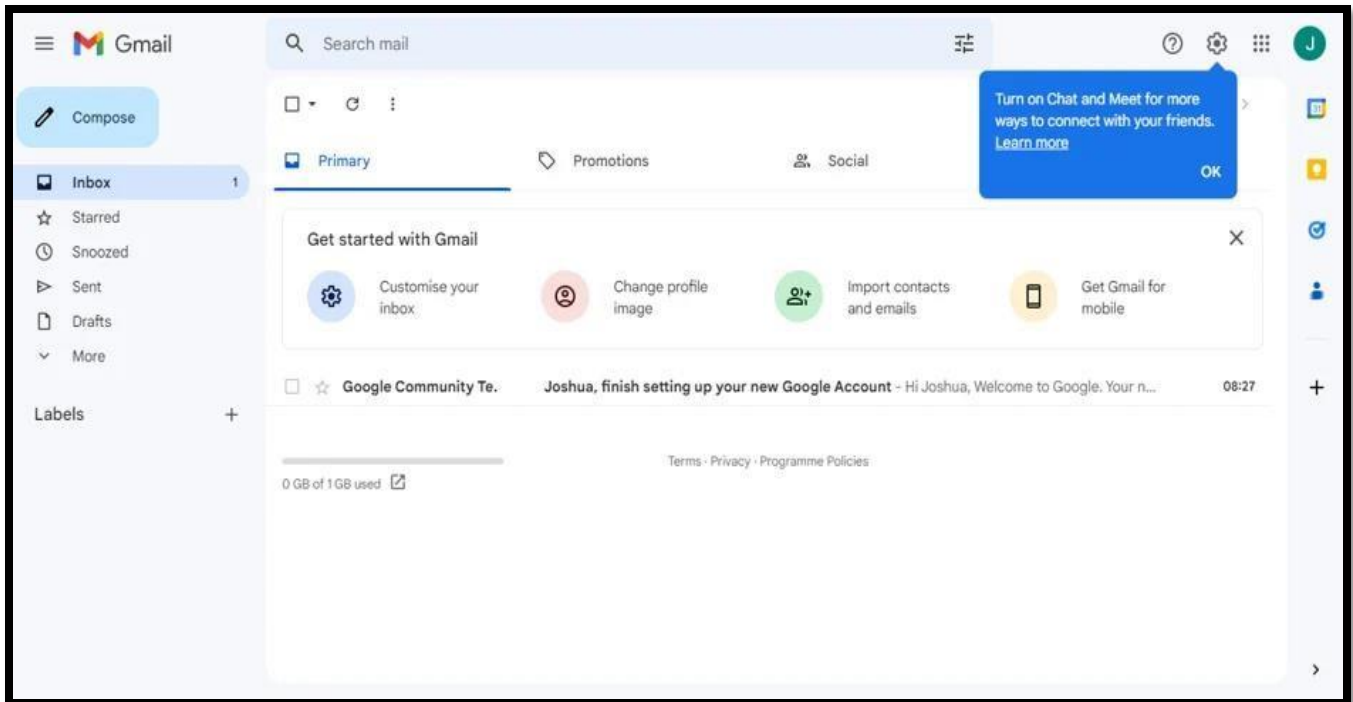
In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

#### Data that we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address and telephone number.
- When you use Google services to do things such as write a message in Gmail or comment on a YouTube video, we store the information that you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information such as the video that you watched, device IDs, IP addresses, cookie data and location.
- We also process the kind of information described above when you use apps or sites that use Google products such as ads, Analytics, and the YouTube

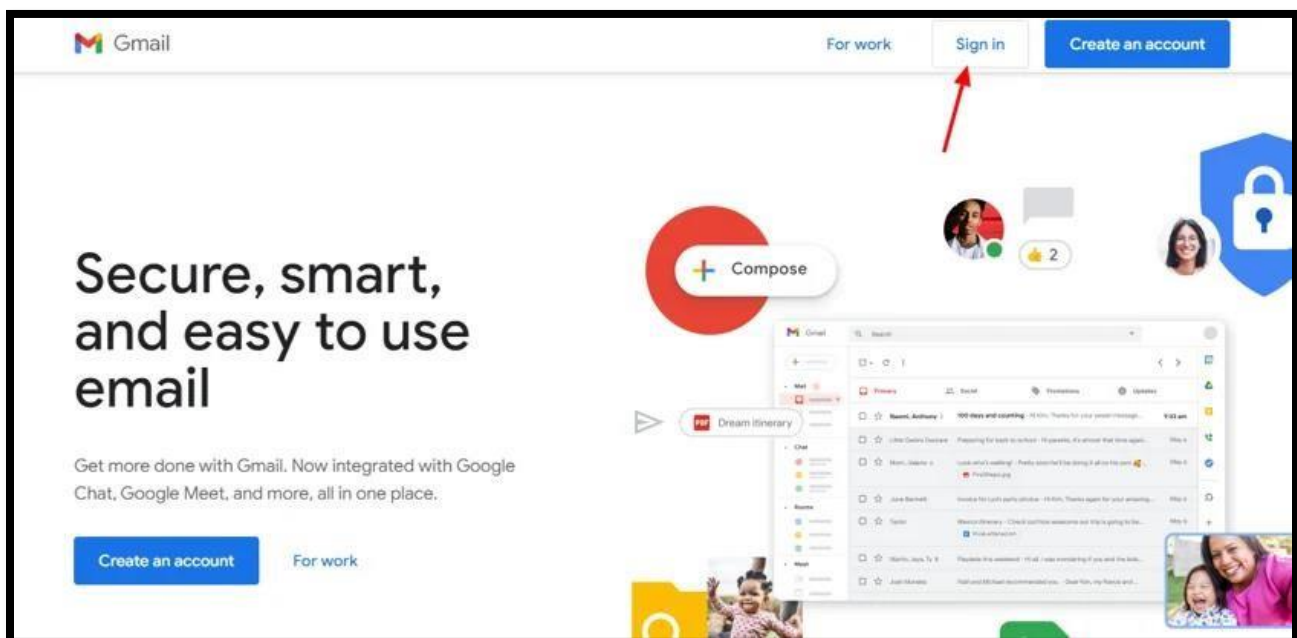
You're in control of the data we collect and how it's used.

**Step 5:** Personalize your account Your Gmail dashboard will be the next page you'll see. This is where you can view your emails, create and send new emails, and set up Gmail to forward your emails to another address if you'd like



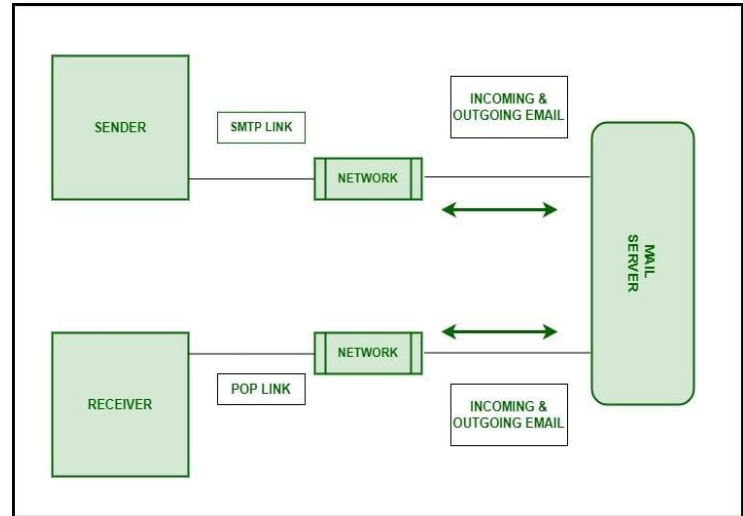
**Step 6:** Sign in to your new Gmail account

➤ To sign in to your Gmail account, all you have to do is visit Gmail's website and click on the "Sign in" button in the top-right corner of the page, then enter your email and password.



## Sending and Receiving e-mails

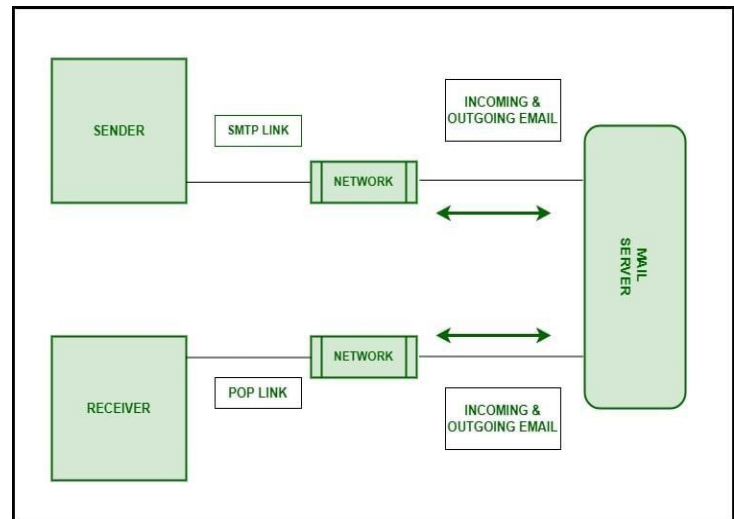
1-When the sender sends the email using The mail program, then it gets redirected to the simple mail transfer protocol which checks whether the receiver's email address is of another domain name or it belongs to the same domain name as that of the sender (Gmail, Outlook, Yahoo,etc.).



Then the email gets stored on the server for later purposes transfer using POP or IMAP protocols.

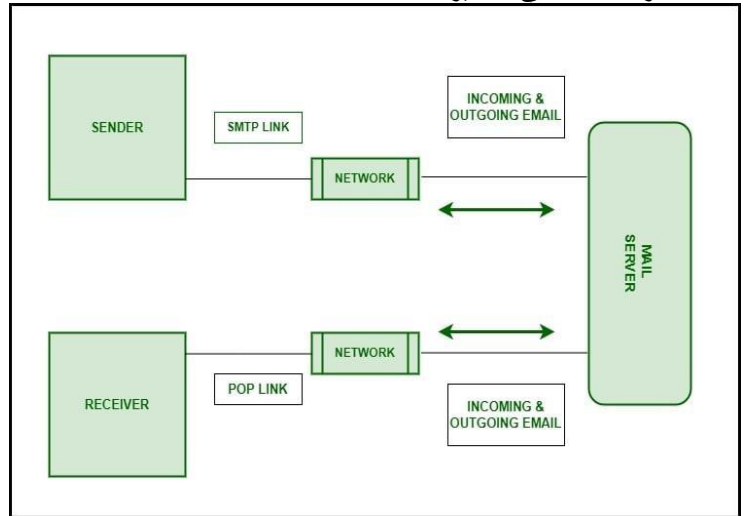
2- If the receiver has another domain name address then, the SMTP protocol communicates with the DNS (domain name server) of the other address that the receiver uses.

Then the SMTP of the sender communicates with the SMTP of the receiver which then



carries out the communication and the email gets delivered in this way to the SMTP of the receiver.

3- If due to certain network traffic issues, both the SMTP of the sender and the receiver are not able to communicate with each other, the email to be transferred is put in a queue of the SMTP of the receiver and then it finally gets receiver after the issue resolves.



If due to very bad circumstances, the message remains in a queue for a long time, then the message is returned to the sender as undelivered.

### Components of an Email



## Using Emails

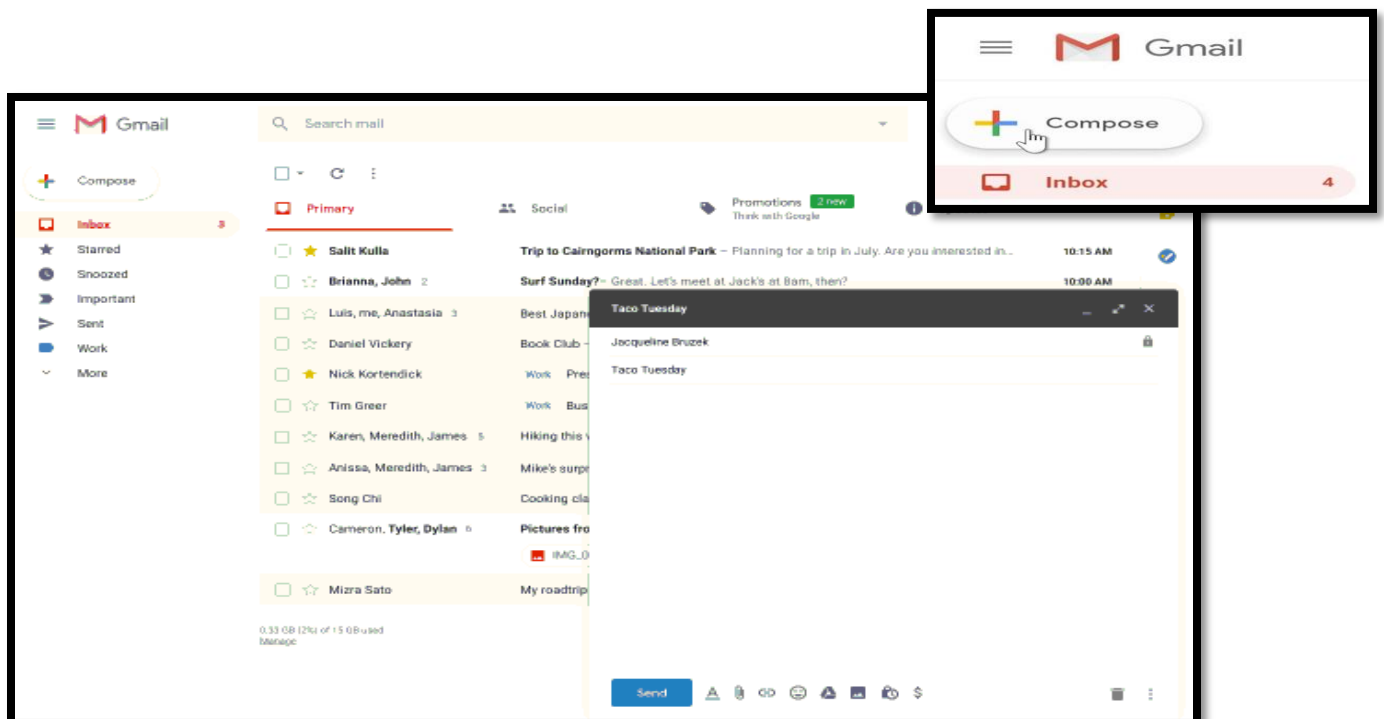
### 1. Access Your Email Account

- Go to the email provider's website or open the email app on your device.
- Log in with your email address and password.



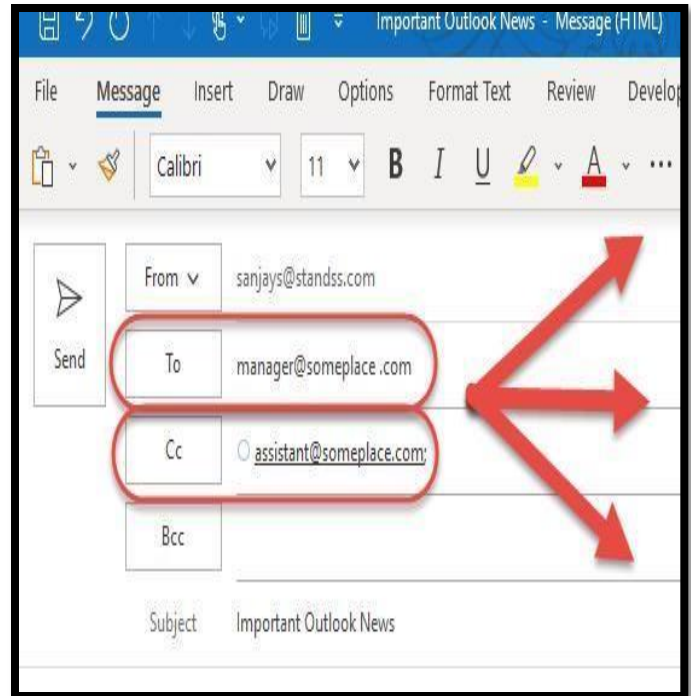
### 2. Compose a New E-mail

- Click on the "Compose" or "New Email" button, usually found at the top of the email interface.
- A new email window will appear where you can start writing your message.



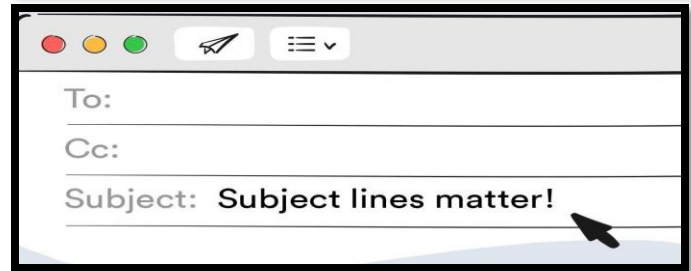
### 3. Add Recipients

- In the "To" field, enter the email address of the person you want to send the email to.
- You can add multiple recipients by separating email addresses with commas.
- Use the "Cc" (carbon copy) field to send a copy to other recipients and the "Bcc" (blind carbon copy) field to send a copy without showing other recipients' email.



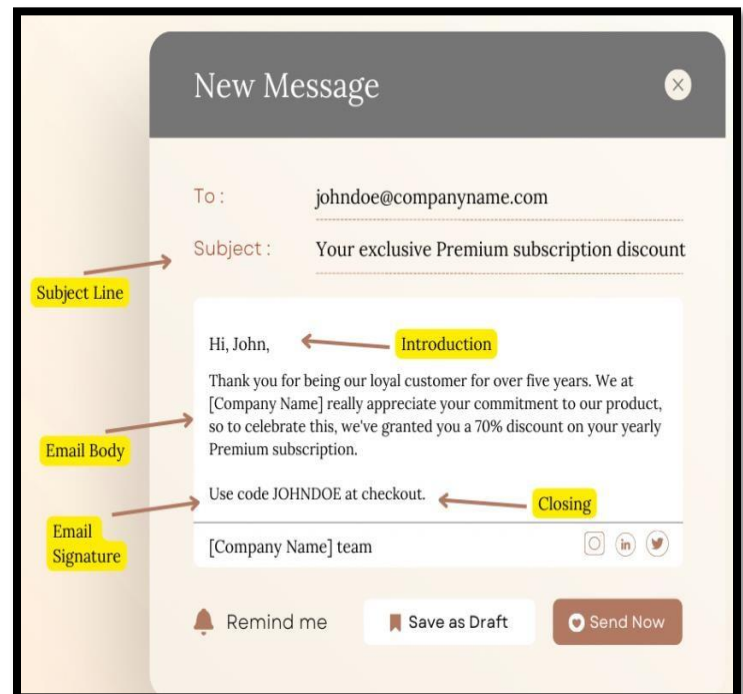
### 4. Write a Subject Line

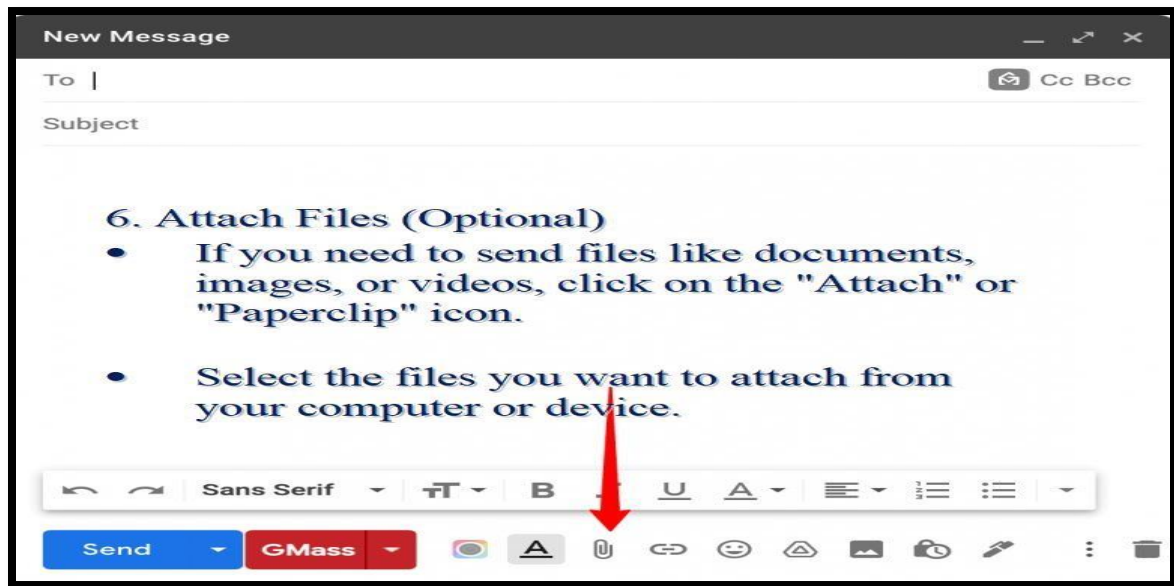
- In the "Subject" field, write a summary of the email's content. This helps the recipient understand the purpose of the email at a glance.



### 5. Write your Message.

- In the main body of the email, write your message. Be clear and concise.
- We can use formatting options like bold, italics, and bullet points to enhance your message.





## 7. Review Your Email

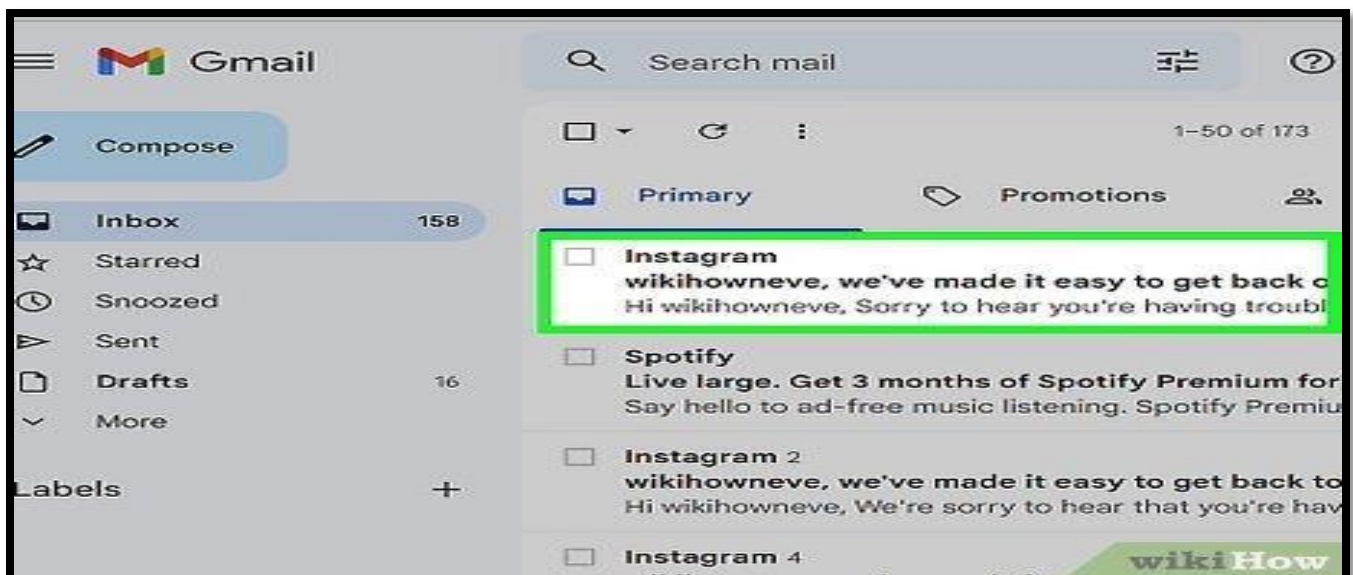
- Before sending, review your email for any spelling or grammatical errors.
- Make sure all the necessary attachments are included.

## 8. Send the Email

- Once you're satisfied with your email, click the "Send" button to send it to the recipient.

## 9. Check Your Inbox

- Periodically check your inbox for new emails.



## Document collaboration

➤ Document collaboration refers to the process of multiple people working together on a single document or set of documents.

➤ This can involve real-time editing, sharing feedback through comments, or managing different versions of a document to ensure that the most current information is being used.

## Benefits of using document collaboration tools

1- Improved productivity

With real-time editing and easy access to documents.

2- Enhanced teamwork

Collaboration tools foster a more inclusive work environment.

3- Better version control

Avoid confusion and errors by maintaining a single source of truth for all your documents.

