



Ministry of Higher Education and Scientific Research
University of Babylon
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Internet communication

Lecture 7

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<https://classroom.google.com/c/ODU3NTY3MDEyMDg0?cjc=t56x3f7y>



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Lecture Topics

- Introduction
- Definition of the Internet Communication .
- Basics of electronic mail .
- Getting an email account .
- Activities and tasks
- Conclusion



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](#) .

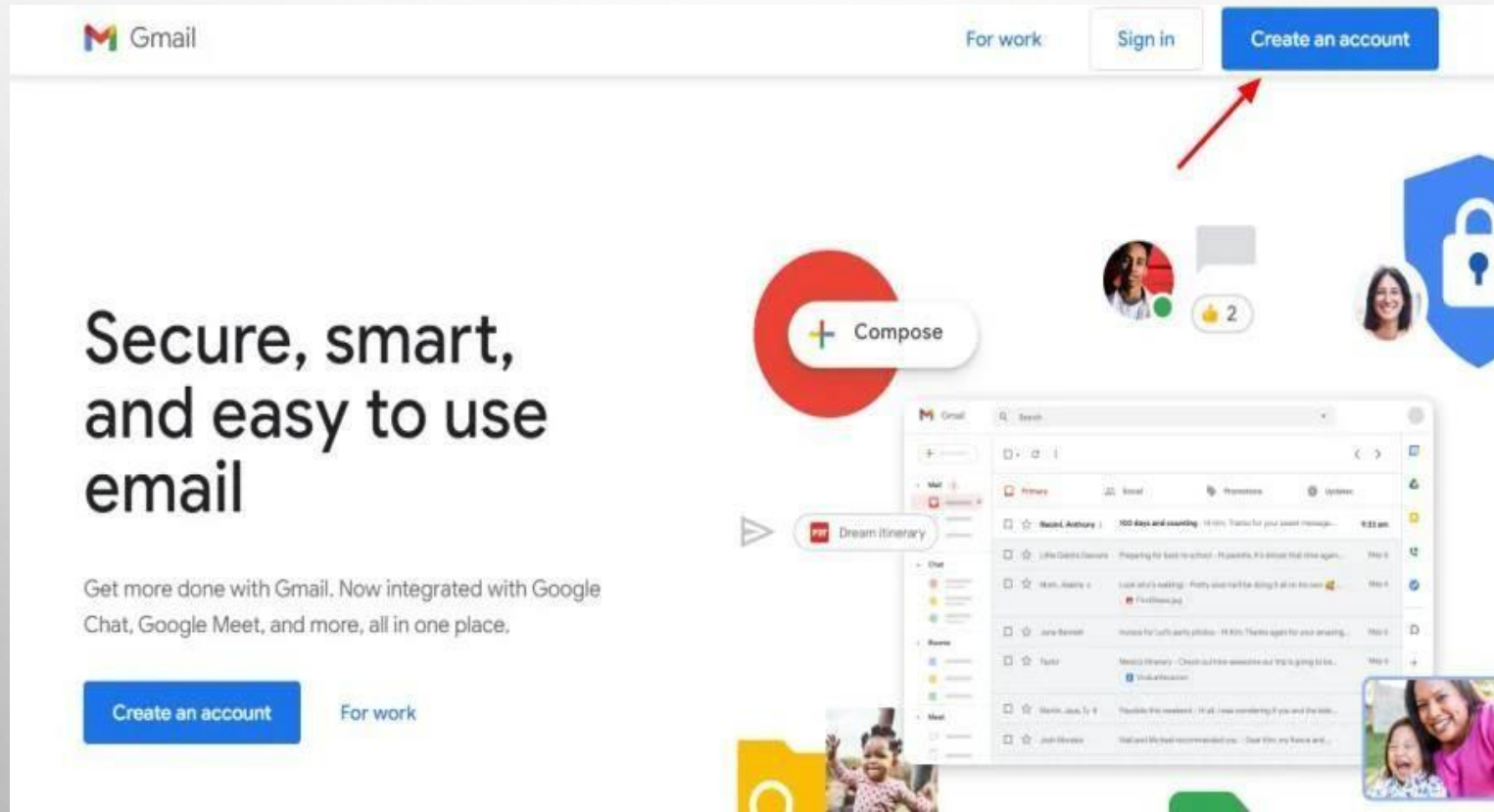
3- An email client : is software used to send, receive, and manage emails, such as Gmail, Outlook, or Apple Mail .




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



Create your Google Account

to continue to Gmail

First name Last name

Username


You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols


Show password

[Sign in instead](#)




One account. All of Google working for you.

Step 3: Verify your phone number



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



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:

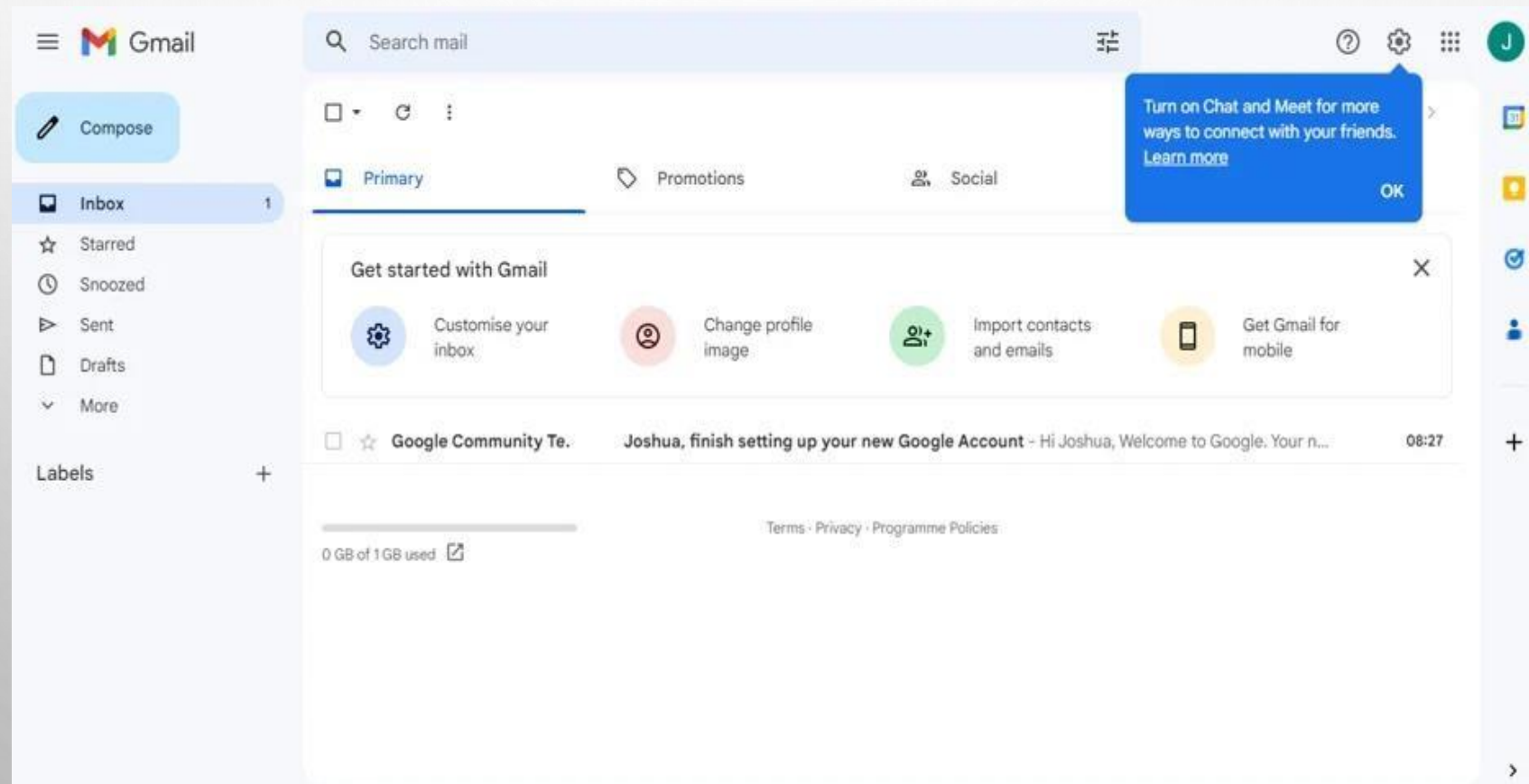
Data that we process when you use Google

- 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 services such as ads, Analytics and the YouTube



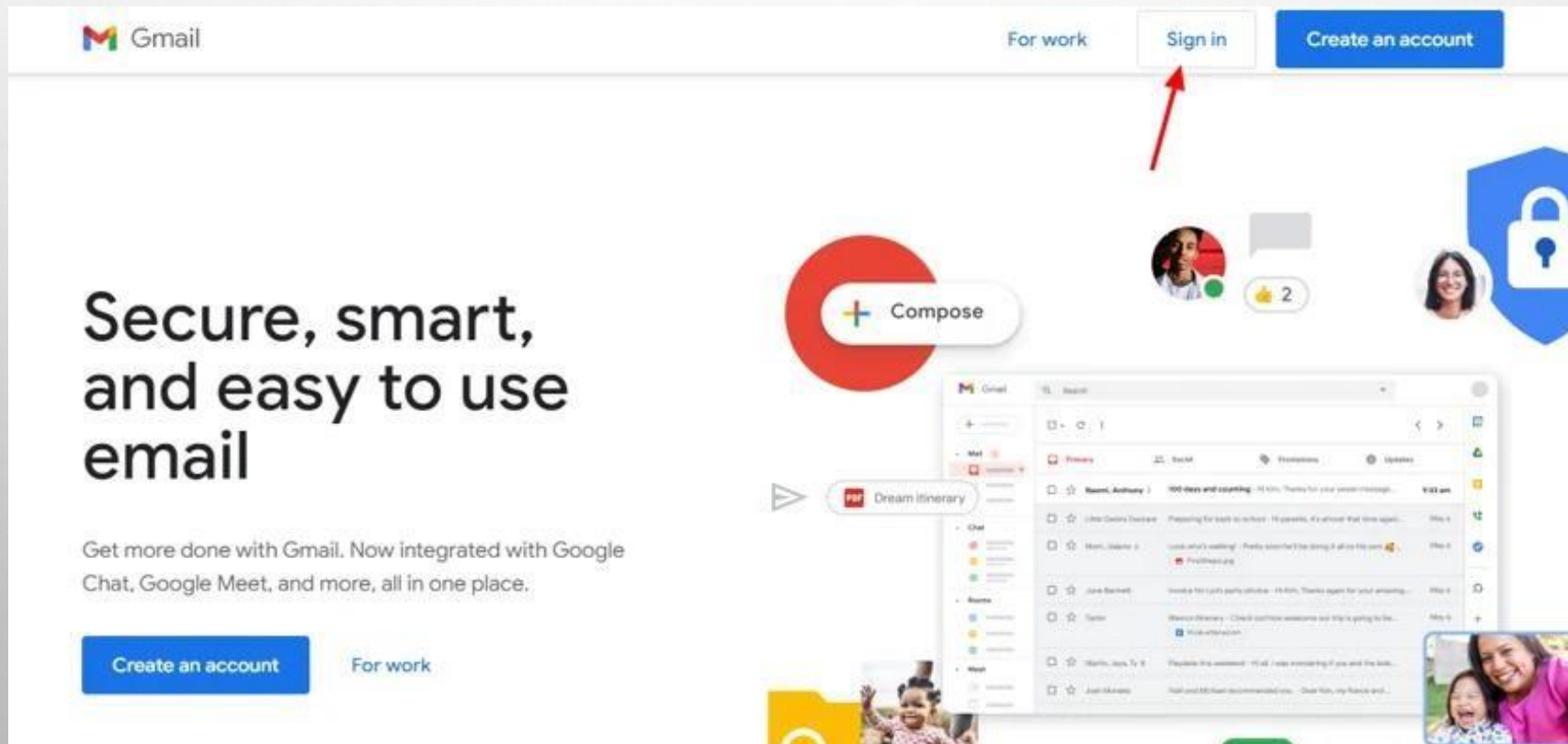
You're in control of the data we collect and how it's used

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 .



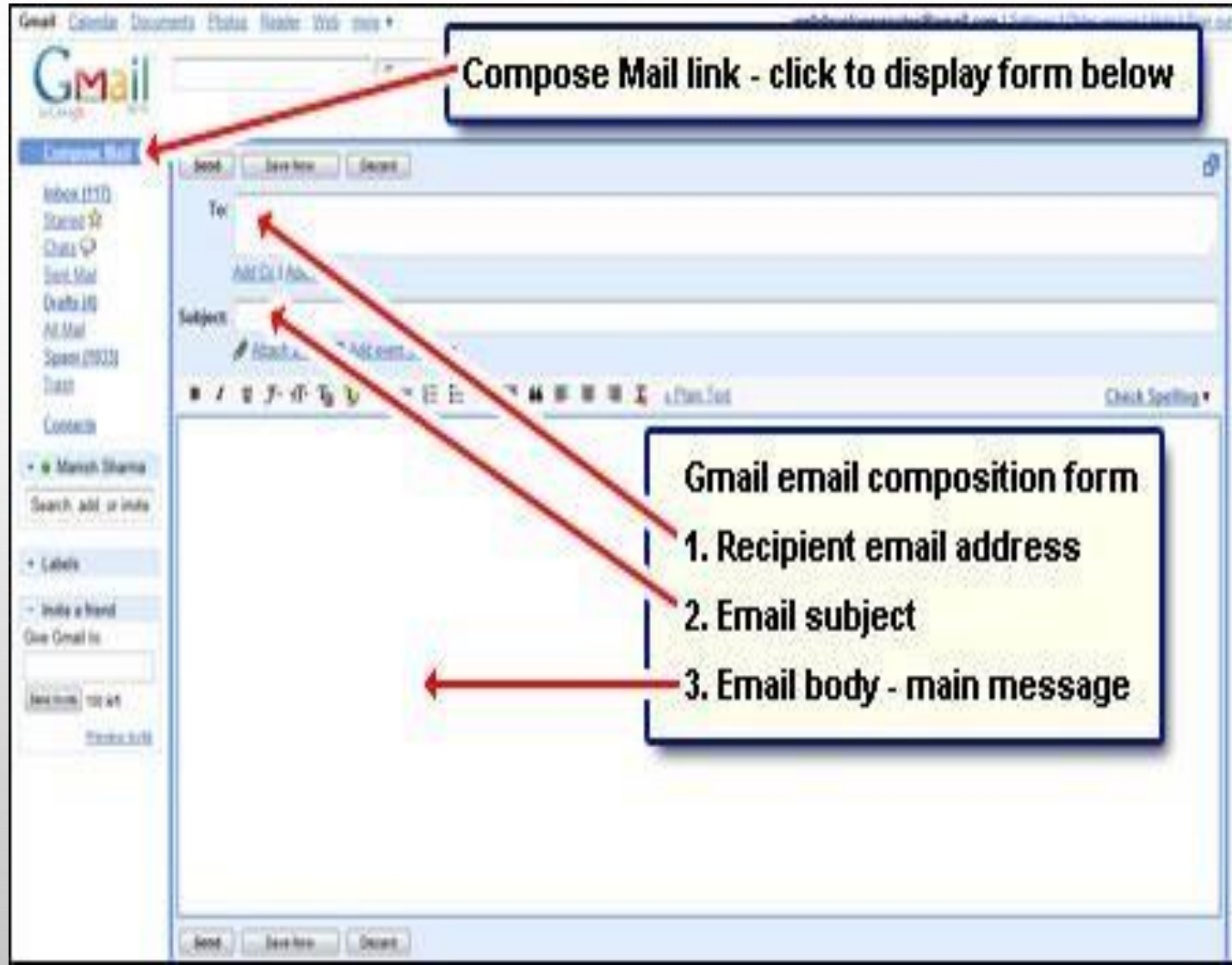
Step 6: Sign in to your new Gmail account

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.



Components of an Email

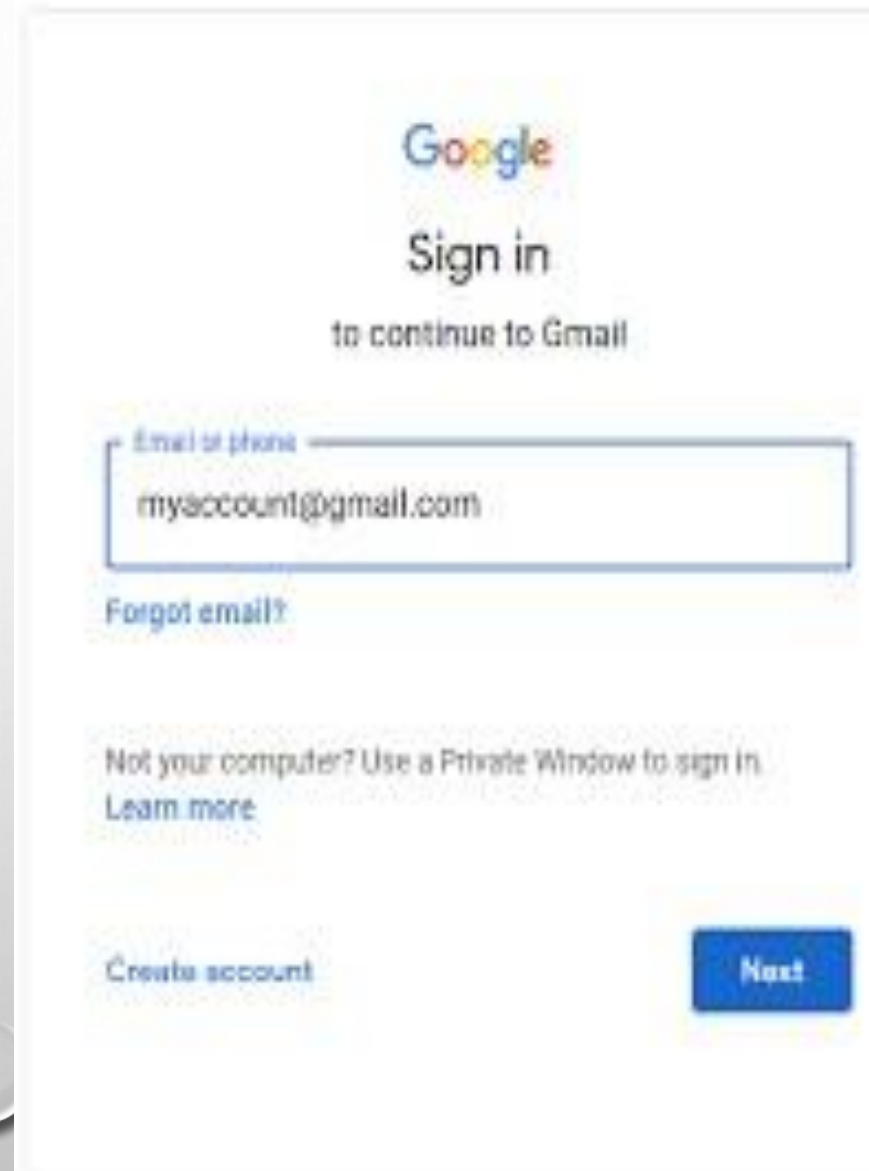
- 1- Recipient Email Address .
- 2- Email Subject .
- 3- Email Body – Main Message .



Using Emails

1. Access Your Email Account

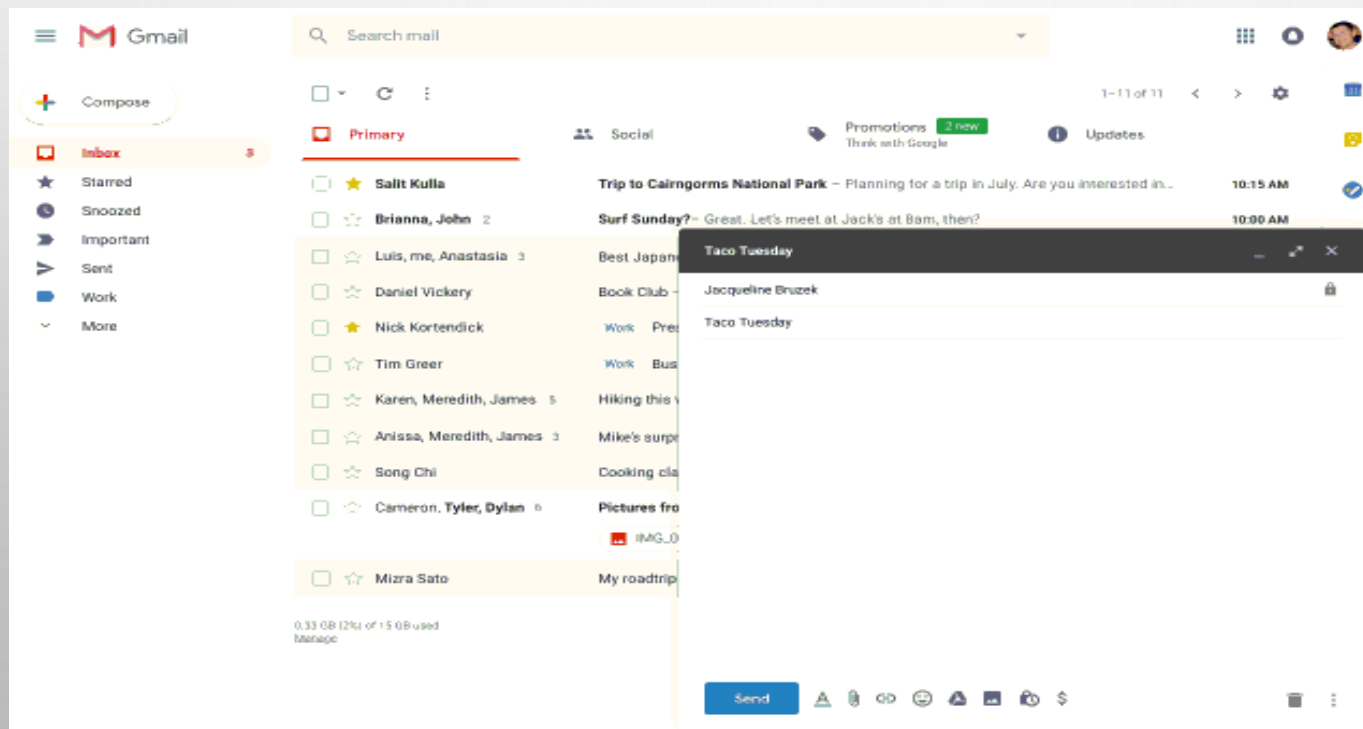
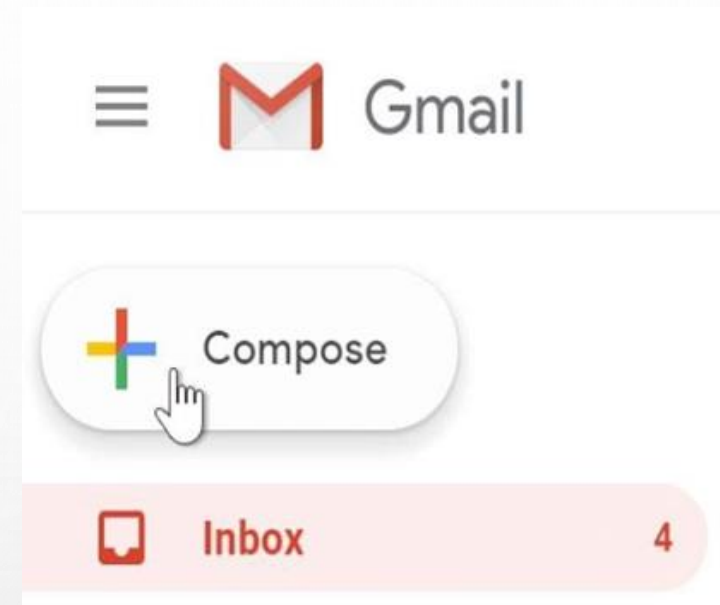
- Go to the email provider's website or open the email app on your device.
- Log in with your email address and password.



The image shows a screenshot of the Google Sign-in page for Gmail. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". A text input field is present with the placeholder text "Email or phone" and the value "myaccount@gmail.com". Below the input field, there is a link for "Forgot email?". At the bottom of the page, there is a link for "Create account" and a blue button labeled "Next".

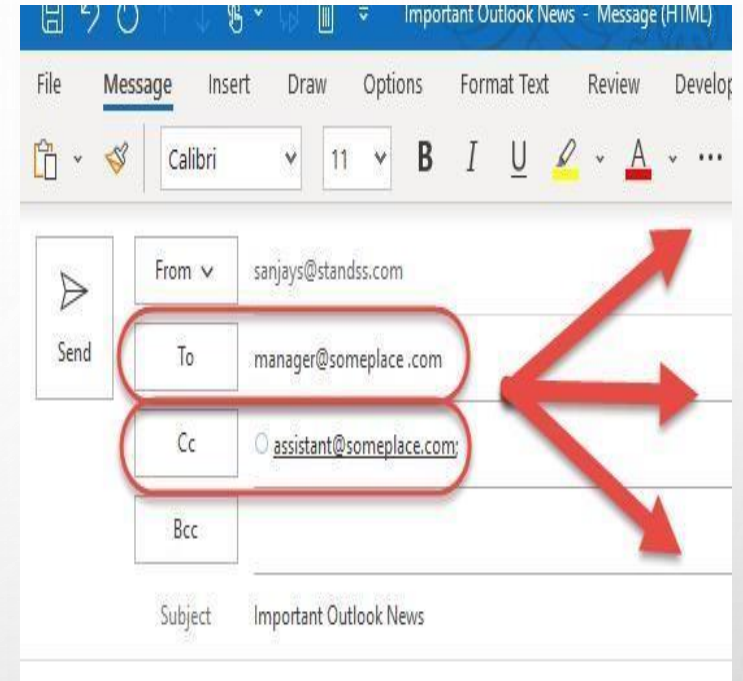
2. Compose a New E-mail

- 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.



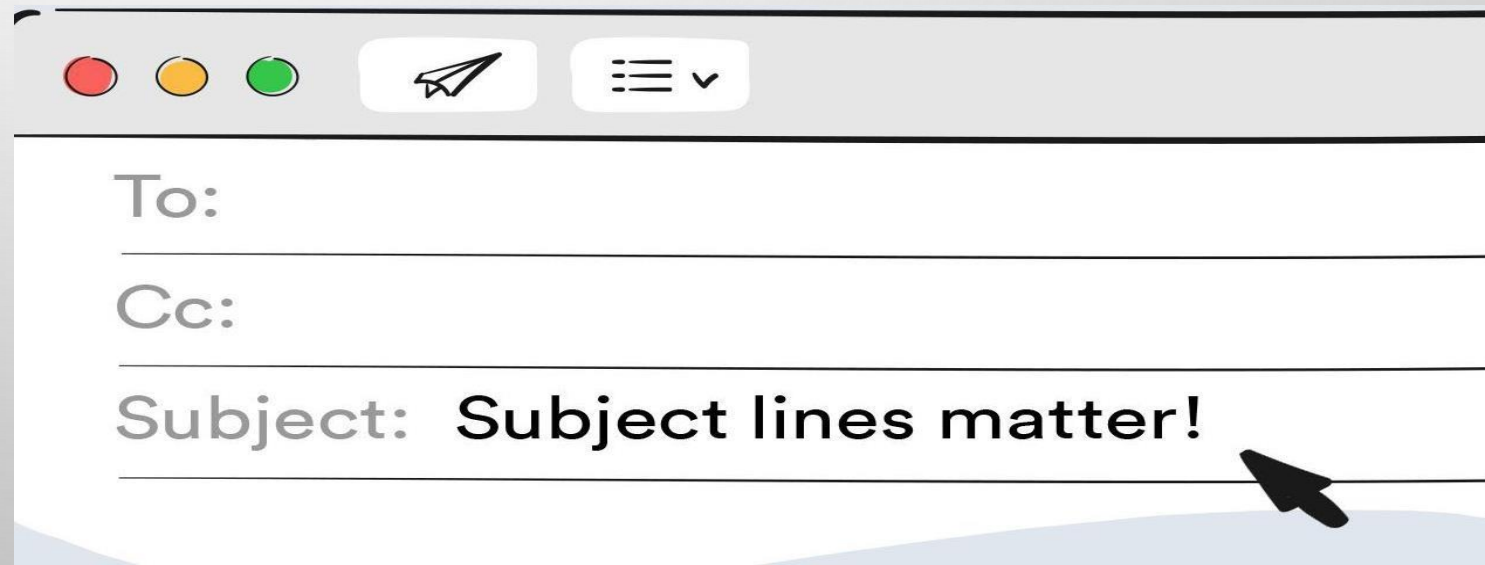
3. Add Recipients

- 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 .
- the "Bcc" (blind carbon copy) field to send a copy without showing other recipient's 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.

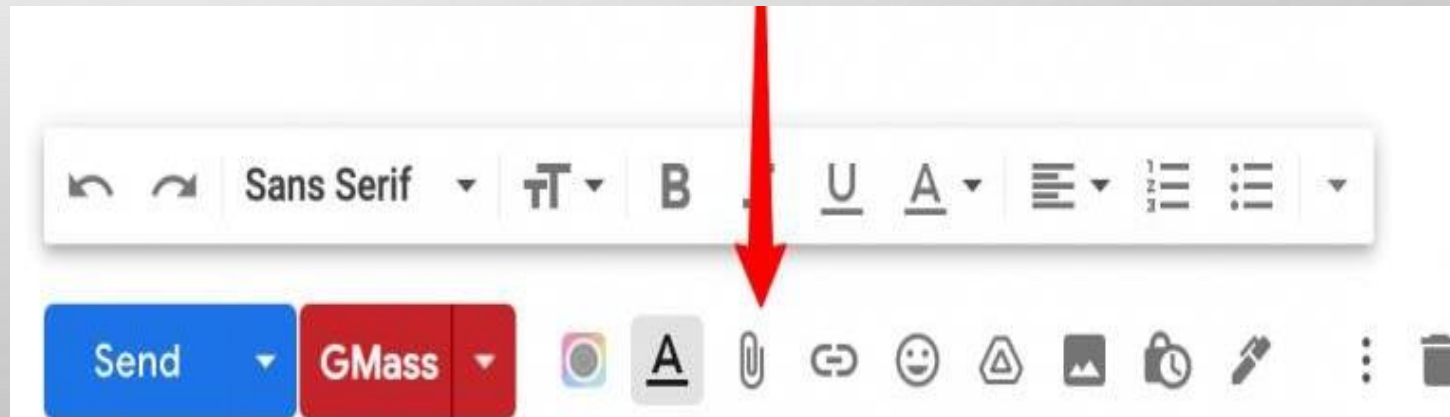
The image shows a 'New Message' form with the following fields and content:

- To:** johndoe@companyname.com
- Subject:** Your exclusive Premium subscription discount
- Subject Line:** An annotation points to the subject field.
- Introduction:** 'Hi, John,'
- Email Body:** 'Thank you for being our loyal customer for over five years. We at [Company Name] really appreciate your commitment to our product, so to celebrate this, we've granted you a 70% discount on your yearly Premium subscription.'
- Closing:** 'Use code JOHNDOE at checkout.'
- Email Signature:** '[Company Name] team' with social media icons for Instagram, LinkedIn, and Twitter.

At the bottom, there are three buttons: 'Remind me' (with a bell icon), 'Save as Draft' (with a bookmark icon), and 'Send Now' (with a send icon).

6- Attach Files (Optional)

- If You need to send files link Documents , Images , OR Videos , Click on the “Attach” Or “Paperclip” Icon .
- Select the Files You Want to Attach From Your Computer or Device .



7. Review Your Email

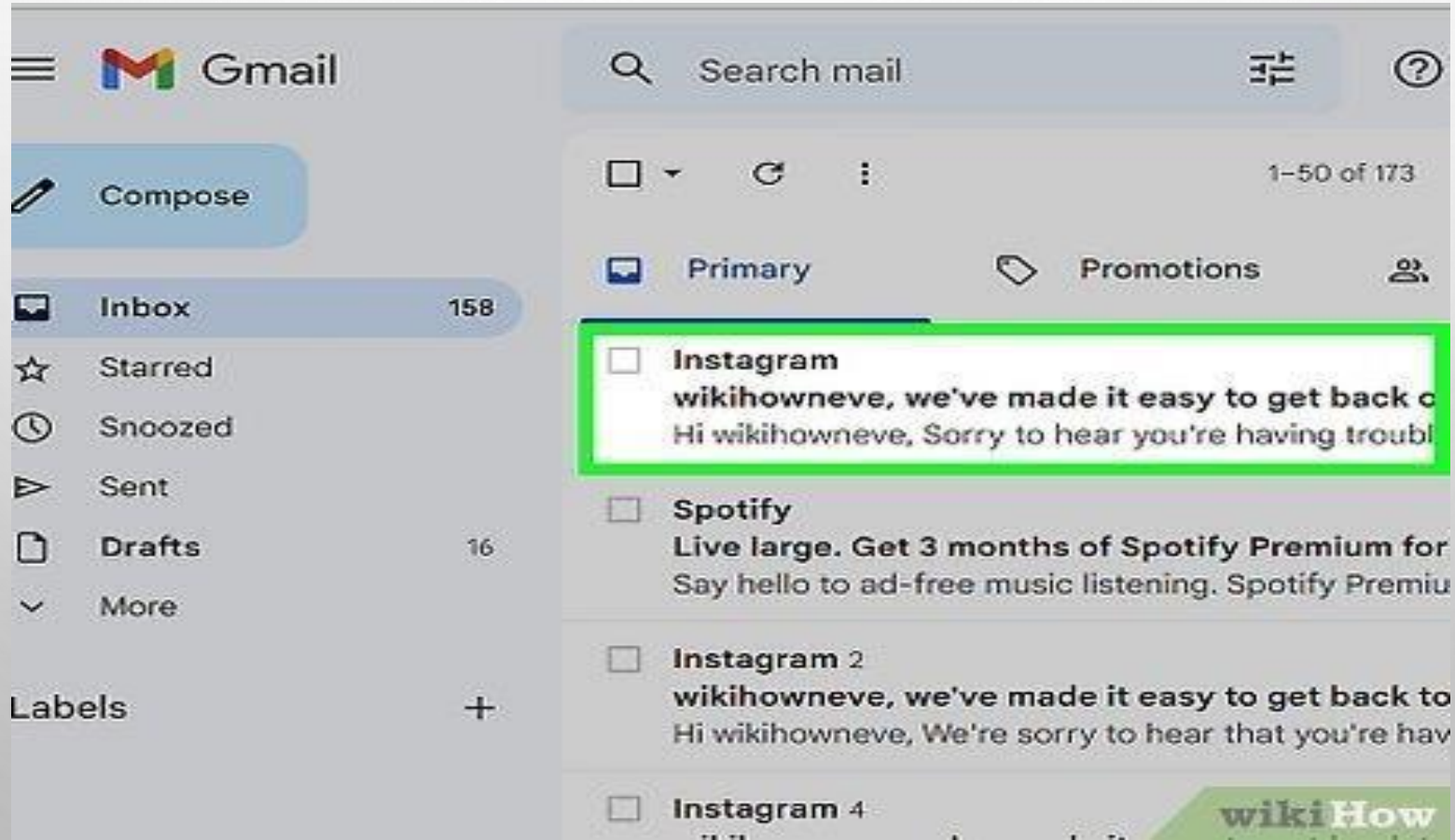
- Before sending, review your email for any spelling or grammatical errors.
- Make sure all the necessary attachments are included.

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.



Summary of the seven lecture

In this lecture, we learned what an email is and how to create it.



SOURCES

- Computer Basics by Al-Khader Ali Al-Khader
- Technology in Action by Alan Evans, Kendall Martin, Mary Anne Poatsy.



Thank you

