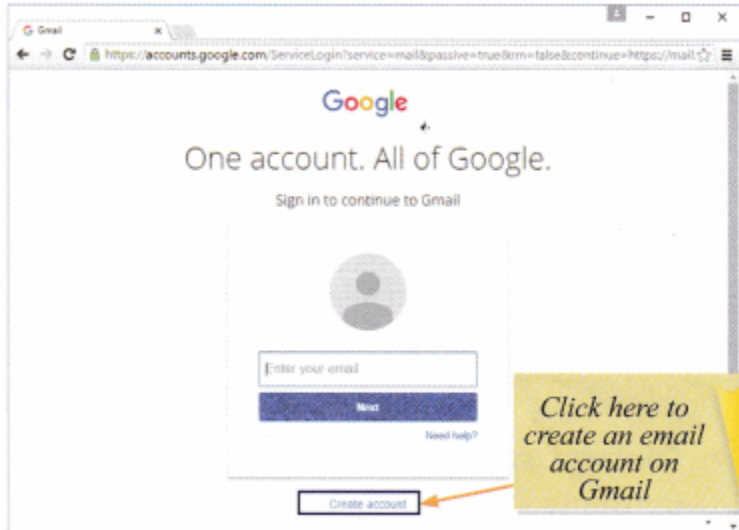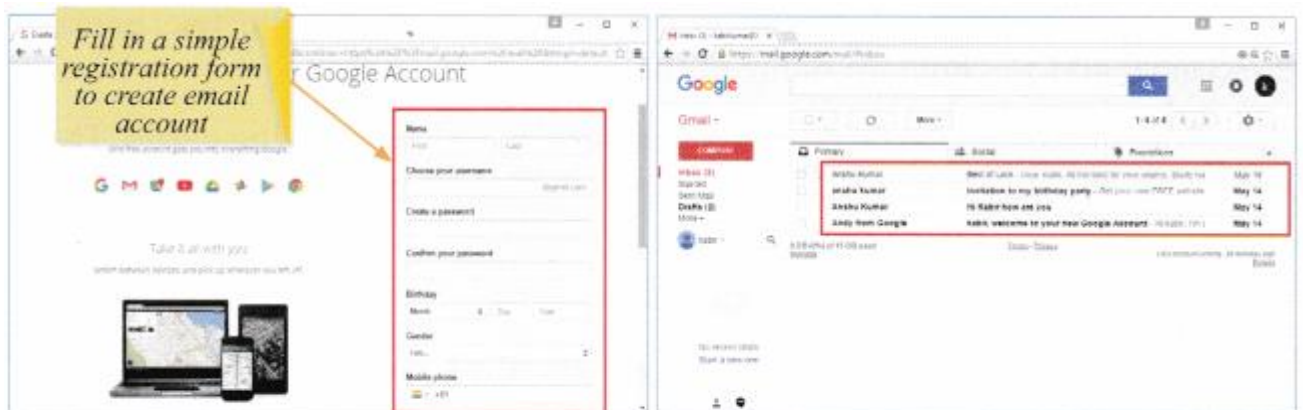# INTERNET SERVICE-III

After creating an account, you can use the email address and password to access your email account.

Creating an email account on Gmail

Email registration form

Inbox showing received mails

The interface or the layout of different email accounts may differ, but they all offer the following basic features.

1. **Inbox:** The inbox displays the details of the mails sent to you. You can click on a mail to view its contents.
2. **Compose Mail:** You can send a mail after composing it. An email message contains the following general components.
   To: In this field, you write the recipient's email address. The people whose email addresses you add in the 'To' field are the primary mail recipients.
   Cc: It stands for Carbon Copy. This field allows you to direct a copy of your mail to the secondary recipients. In this case, every recipient will be able to see all the other recipients who have received the mail.

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Bcc: It stands for Blind Carbon Copy. This field is meant for the secret recipients. The email addresses mentioned in the Bcc field are not visible to the other recipients of the email.

Subject: It is a short title that gives the objective of the mail.

Attachments: You can send pictures, documents or any other files with your mail. These are known as attachments.

3. **Replying to a mail:** After reading the mails, you can reply to them. The reply can also include the original message.
4. **Forwarding a mail:** You can share an email that you received with your friends, co-workers or others by sending a copy to them.
5. **Contact List or Address Book:** Here you can store the email addresses of your contacts.
6. **Spam folder:** An unsolicited or unwanted email sent to numerous people is known as spam mail. You can make use of the Report Spam feature to block emails from the sender. A spam folder contains all the spam mails that usually get removed after a specified period of time.
7. **Sent folder:** This folder contains the emails sent by you to others.

In addition, you can create additional folders to organise your emails.

CHAT

Real time textual communication between two users through computers is called chat. Chatting has become a popular way for people to communicate with others. Chatting can be used to send instant messages. Instant messengers such as Yahoo Messenger and Google Hangout let us chat with people in our friends' list.
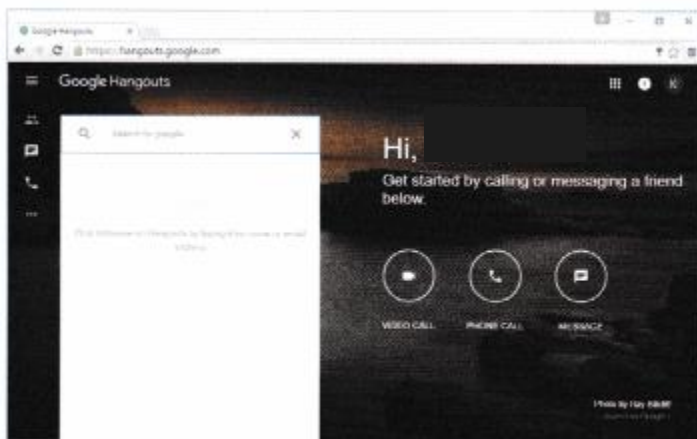
Google hangout for instant messaging

WhatsApp instant messenger is also very commonly used these days. People use WhatsApp to send text messages, documents, images, audio and video files and so on.

VIDEO CONFERENCING

Video conferencing allows people at two or more locations to communicate and interact with one another via audio and video transmission. It makes use of computer

networks to send audio and video data from one place to another. Video conferencing is very useful for business meetings, educational trainings and health care conferences.

The Best Video conferencing Apps for:

- ✓ Zoom. Zoom is one of the most popular **video conferencing** solutions for businesses. ...
- ✓ Google Hangouts. Google's foray into the **video conferencing** market is part of its Google Hangouts service. ...
- ✓ Google Meet. ...
- ✓ GoToMeeting. ...
- ✓ Skype for Business. ...
- ✓ Cisco WebEx. ...
- ✓ BlueJeans. ...
- ✓ Slack.