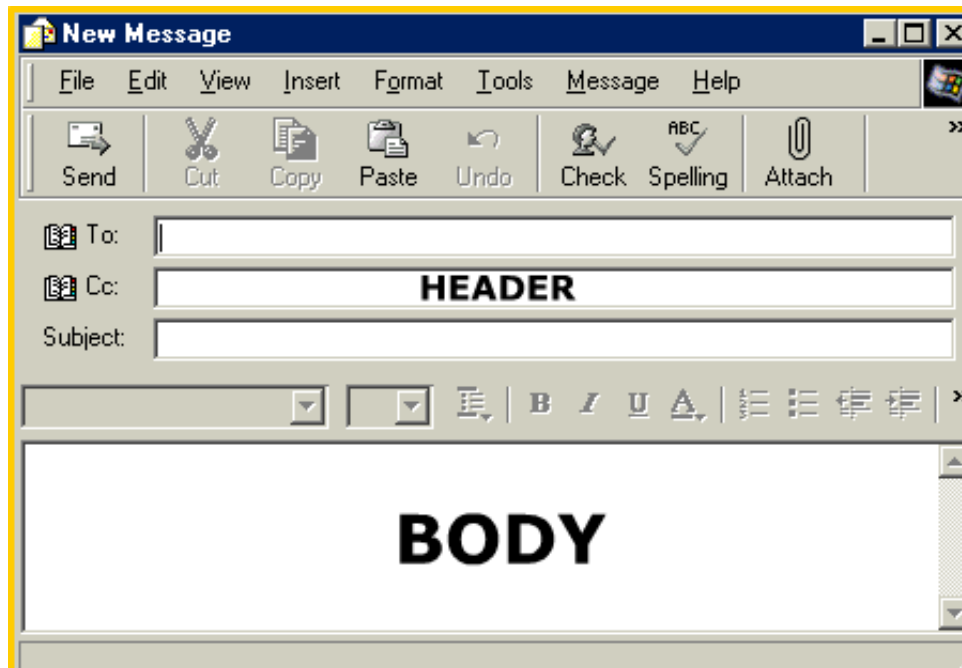# Parts of E-mail Message

No matter what type of mail system you use, Electronic mail messages that you send and receive have two main parts, the **Header** and the **Body**.

- The **Header** contains the information necessary to route the message to the recipient or return it to the sender if the recipient cannot be found.

  Depending on the mail system, the message header may contain more lines than the sample header. Some lines, generated automatically by the mail system, may show the path the message took, which can be useful in troubleshooting Electronic mail problems. The recipient does not need to be concerned about these additional lines.

  To: girish@vispl.com is the Email address of the message recipient. The sender of the message types this information. Email addresses follow strict rules. Misspelling the recipient's name or system name, leaving any spaces in the address, or using a comma instead of a period results in an undeliverable message.

- The **Body** contains the text (message) entered by the sender, which can be a short note or many pages of information.

Your Internet service provider or mail administrator may limit the size of the message you can send. While the maximum length of the message is probably more than sufficient for any text you would want to type.

Embedding long files in your message could cause you to exceed the length restriction. To avoid this problem, compression the file or break it into several files and attach each as a different message.

Ways To Simplify Sending E-Mails:

Many Electronic mail programs have features to simplify the tasks of addressing and sending messages.

- Your program may allow you to create address books , aliases, or Mailing Lists .

- You may also be able to add a signature to your E-mail messages with personalized information useful to the recipient.