

# Introduction to E-mail

It is the most used feature on the Internet and all service providers give you an E-mail account as soon as you sign up. It let's you send messages, documents, even voice and video to people anywhere in the world. Many businesses are finding that Email is becoming more important than the Fax machine for them to stay in contact with their customers.

**Electronic Mail (E-mail) is a service for exchanging messages among computers.** It has become very popular because, unlike in regular mail, there is no delay. Postage is not required.



Most Internet access providers provide Email accounts for their dial-up customers. However, corporations with leased lines usually provide their own Email gateways for their employees.

## Why use E-mails?

Today, overnight mail delivery is available in certain areas, for a hefty surcharge. But faxing and Electronic mail provide **faster** and **less expensive** delivery of messages.

## Various Benefits of E-mail Include:

**Exchange Messages:** Millions of people in the world use Electronic mail to exchange messages, as well as messages containing documents, voice, and video.

**Broadcasting Messages:** You can address Electronic messages to an individual or you can broadcast a message to a group of people via a [Mailing List](#) .

**Attaching Computer Files:** Most E-mail packages also allow you to attach computer files to messages and to mail them as well.

**Interest Groups:** You can use E-mail to join interest groups and access many other Internet services.

**Sending Messages:** You receive information in Electronic format so that you can easily manipulate it on your computer. You can send messages to anyone with an Internet service, and like wise you can receive E-mail from any where on the Internet.

**Communication Medium:** Electronic mail offers a communication medium between employees,

customers, peers, and friends.

**Sending Instructions:** You can also send instructions to computers on the Internet via E-mail. The computer carries out the instructions and mails the results back.

**Gommunicating With People:** With over million people having some sort of connection to Internet you have got the opportunity to communicate with people nearby and around the world in a relatively quick and efficient manner.

### **Can my E-mail be private!!!**

Electronic messages, like postal messages, can be intercepted. Email has many advantageous features, but privacy is not one of them. Although not widely used currently, Encryption software can make data more secure.

A standard called Privacy Enhanced Mail (PEM) provides [Encryption](#) and [Authentication](#) .

**PGP** (Pretty Good Privacy) is another encryption program becoming more widely used on the Internet. Encryption may become a standard feature of Electronic mail software in the future.

### **See Also**

- [How E-mail Works](#)
- [Parts of E- mail message](#)
- [Configuring E-mail](#)
- [Receiving E-mail](#)
- [Organizing E-mail](#)
- [Sending E-mail](#)
- [Replying E-mail](#)
- [E-mail Address Book](#)
- [Attaching Files](#)