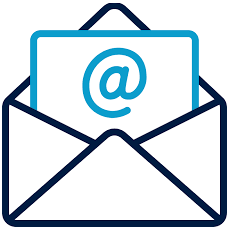


## Electronic Mail (e-mail)



Electronic mail (or e-mail) was invented in 1971 and today, almost everybody, who has access to the internet, uses e-mail. Worldwide, there are about 3 billion e-mail users. They have more than 5 billion e-mail accounts. Ray Tomlinson (1941-2016) is credited as the creator of e-mail, as part of a program for ARPANET. In 2020, around 112 trillion e-mails were sent globally (equivalent to 3.5 million per second!)



It is possible to write “e-mail” or “email”, they are both correct. The issue of the hyphen is a personal choice. For this document, the form “e-mail” is used.

### Vocabulary

User	Somebody who uses e-mail.
Account	An “e-mail account” refers to your unique identity.
Sender	The person who sends an e-mail.
Recipient	The person who receives an e-mail.
E-mail address	Your unique identity to receive e-mail. (typically: <a href="#">name@company.com</a> or <a href="#">name@company.com.br</a> )
CC (Carbon Copy)	People who also receive a copy.
BCC (Blind CC)	People who also receive a copy (hidden).
Mark as read	Show that the e-mail has been read.
Mark as unread	Show that the e-mail has not been read.
Subject	The title of an e-mail.
Header	Information about an e-mail (sender, recipient, date, time, etc.)
Content/Body	The main message of an e-mail.
Attachment	A document or file attached to an e-mail.
Contacts	A list of e-mail addresses from which you can select recipients.
Import/Export	Transfer a list of contacts between programs or computers.
E-mail client	Software for sending and receiving e-mails (ex. Outlook).
E-mail server	Remote computer which stores e-mails for e-mail clients to access.
Webmail	Software accessed from a browser which acts as an e-mail client.

### Verbs:

check, receive, open, read, write, send, forward, filter, move, copy, save, edit, delete, attach

### **Folders:**

- Inbox: For messages that you receive.
- Sent: For copies of messages that you send.
- Drafts: For messages that are not ready to send.
- Trash: Messages that you delete.
- Spam: Unsolicited messages that can contain adverts or viruses.
- Starred: E-mails marked as important.

## The format of an e-mail address

This was originally defined as: **username + @ + hostname**

Ray Tomlinson chose the “@” symbol (called “at”) to be used because it doesn't appear in names, so it could be used as a separator between username and hostname. Today, e-mail addresses have 4 or 5 components:

**username + @ + hostname + domain type + country code**

For example: [johnsmith@companyname.com.br](mailto:johnsmith@companyname.com.br)



The unique combination of the components after the ‘@’ symbol is called a “**dominion**”, and each dominion can have many e-mail addresses. For example:

[john.smith@zandex.com.de](mailto:john.smith@zandex.com.de) (username: john.smith, dominion: zandex.com.de)  
[james.brown@zandex.com.de](mailto:james.brown@zandex.com.de) ('de' = 'Deutschland')  
[eric.jones@zandex.com.de](mailto:eric.jones@zandex.com.de)

## Domain Types

In 1985, the Internet Assigned Numbers Authority (IANA) created six main domain types. They represent the highest level in the Domain Name System (DNS) hierarchy. They are:

### 1) .com

This is an abbreviation for “**commercial**”. This was the first domain type in common use. It was initially created for use only by commercial organizations.

### 2) .net

This is an abbreviation for “**network**”. It was initially created for organizations involved in network technologies.

### 3) .edu

This is an abbreviation for “**education**”. It was created for educational institutions such as universities and schools.

### 4) .org

This is an abbreviation for “**organization**”. It was created for non-profitable organizations such as charities. These days it is also used by businesses, schools, and communities.

### 5) .mil

This is an abbreviation for “**military**”. It was created for US military organizations. Today, it is still only used for the US military.

### 6) .gov

This is an abbreviation for “**government**”. It was created for US federal governmental agencies. These days it is used by the governments of many countries.

Today, many other domain types exist, such as “tv”, “blog”, “vlog”, “jobs”, “aero”, “me”, “sch”.