



Communications and Emails

1. Basics of Electronic Communication

Communication is the process of sending and receiving information between two or more parties. Electronic communication is fast, reliable, and widely used in education, business, and daily life.

Types of Electronic Communication

- Email
- Messaging
- Video conferencing
- Social media
- File sharing



2. Electronic Mail (Email)

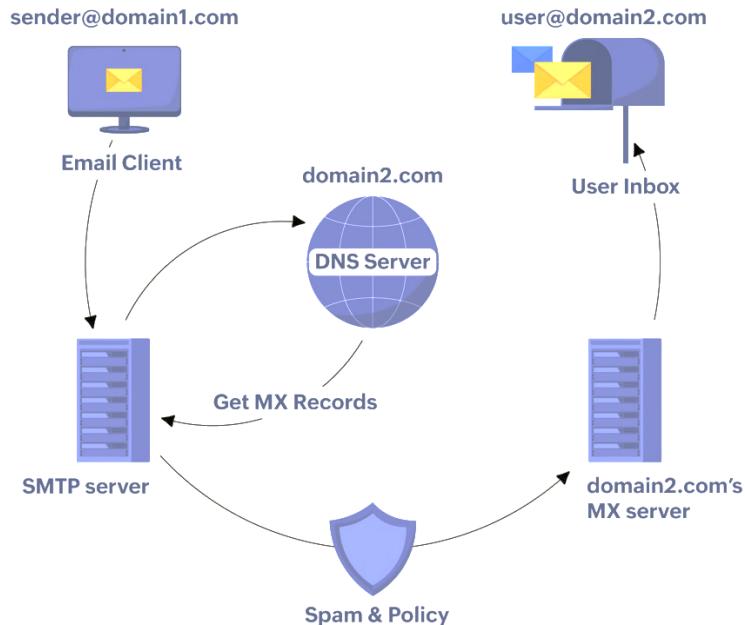
Email (Electronic Mail) is a method of exchanging digital messages over the Internet.

Advantages of Email



- Fast communication
- Low cost
- Can send files (documents, images, videos)
- Accessible anytime and anywhere
- Used for official and academic purposes

How does email work?



3. Getting an Email Account

To use email, you must create an email account.

Popular Email Service Providers: Gmail, Outlook and Yahoo Mail.

Steps to Create an Email Account

1. Open the email provider's website
2. Click on **Create Account**
3. Enter personal information
4. Choose a username and password

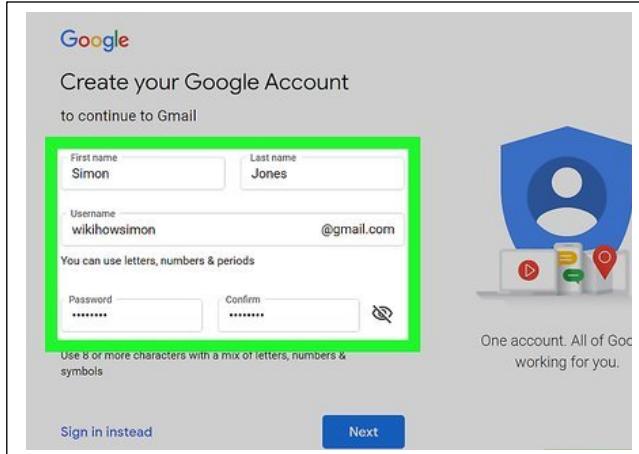


5. Verify the account

4. Sending Emails

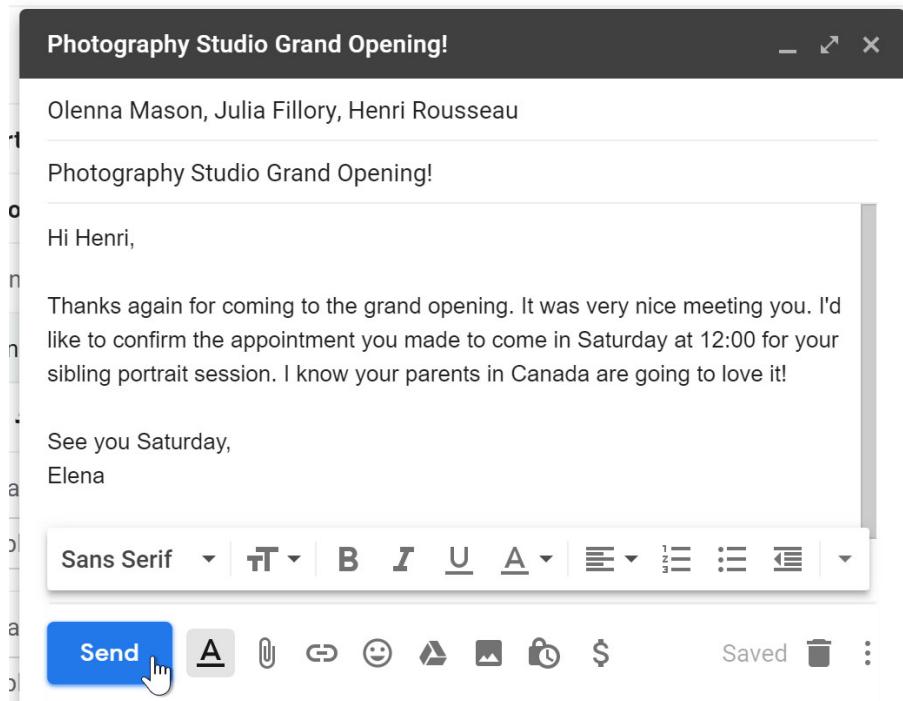
To send an email:

1. Log in to your email account
2. Click **Compose** or **New Message**
3. Enter the recipient's email address
4. Write a subject
5. Type the message
6. Attach files if needed
7. Click **Send**



5. Receiving Emails

- Incoming emails appear in the **Inbox**
- Users can **read**, **reply**, **forward**, or **delete** messages
- Important emails can be marked or starred





The screenshot shows a Gmail inbox with the following list of unread emails:

From	Subject	Date
Sarah from pdfFiller	[pdfFiller tips] Share documents securely - Learn how to share a ...	25 Jul
Sarah from pdfFiller	You should know this - Learn how to specify the data you need fro...	23 Jul
Sarah from pdfFiller	eSign a document in a click - Optimize every one of your docume...	22 Jul
Sarah from pdfFiller	Reuse templates, save your efforts - Optimize your document ma...	21 Jul
Sarah from pdfFiller	Pssst...your form is waiting for you - Complete your documents & ...	20 Jul
Sarah from pdfFiller	More than PDF editing: Drive efficiency with us - pdfFiller is full of su...	16 Oct
Sarah from pdfFiller	Share your docs via LinkToFill - Get all your document tasks done in ...	11 Oct
Sarah from pdfFiller	All your tools for document management are here - Use pdfFiller to ...	3 Sept

6. Accessing Sent Emails

- All sent messages are stored in the **Sent** folder
- Users can review previously sent emails
- Useful for tracking communication and attachments

7. Using Emails Effectively

Email Best Practices

- Use clear and meaningful subject lines
- Be polite and professional
- Avoid sending unnecessary attachments
- Check spelling and grammar
- Do not share sensitive information

8. Document Collaboration Using Email

Email can be used for collaboration by:

- Sending documents as attachments



- Sharing cloud links (Google Drive, OneDrive)
- Receiving feedback and comments

Benefits of Document Collaboration

- Multiple users can edit the same document
- Saves time and storage
- Improves teamwork and communication

9. Examples of Collaborative Tools

- Google Docs
- Microsoft Word Online
- Google Sheets
- Microsoft OneDrive