

CLASS NOTES

Class: **V**

Topic: **Chapter -11**
Introduction to E-mailing (Cont...)
(To be done in Computer Notebook)

Subject: **Computer**

A. Write the steps for signing up a new email account.

Ans.

Step 1: Write www.gmail.com in the address bar of any browser like Google chrome and press enter.

Step 2: Gmail page appears on the screen. Click on **“Create an account”** link.

Step 3: Enter the Registration details like First name, last name, user name, password, etc. in the registration form.

Step 4: Enter the captcha code to check that a human being is using the system.

Step 5: After completing the registration form, tick the check box next to **I agree to the Google Terms of Services and Privacy Policy** statement and click on **“Next step”** button.

Step 6: Add a photo by clicking on **“Add a photo”** link. If you don't want to add your photo you can click **“Next step”**.

Step 7: A welcome message will appear, click on **“Continue to Gmail”**.

Step 8: The loading page appears and your account will be displayed.

B. Give at least 3 examples of what can be sent with an email. What are these called?

Ans. Images, Documents (docx, pdf etc.), Audio files can be sent with an email. These are called as attachments.

C. What is email bouncing back?

Ans. Gmail allows up to 25 MB sizes of files to be exchanged through email. If you send larger files then the email shall not be delivered and sent back with an error. This is known as email bouncing back.

D. How shall you write the address in ‘To: box’ if you have to send emails to both Karan and Alok simultaneously.

Karan's email: karansehgal@gmail.com

Alok's email: alokgupta95@yahoo.com

Ans. Firstly, we will write Karan's email address separated by a comma (Comma will not be displayed) we will write Alok's email address.



To