

MISSES:LAHIANI.T

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## Lesson: how to send an Email

### What is an email?

Electronic mail, commonly shortened to email, is a communication method that uses electronic devices to deliver messages across computer networks. "Email" refers to both the delivery system and individual messages that are sent and received.

Email has existed in some form since the 1970s, when programmer Ray Tomlinson created a way to transmit messages between computer systems on the Advanced Research Projects Agency Network (ARPANET). Modern forms of email became available for widespread public use with the development of email client software (e.g. Outlook) and web browsers, the latter of which enables users to send and receive messages over the Internet using web-based email clients (e.g. Gmail).

### Create and send email ( steps):

- 1 On your computer, go to Gmail.
- 2 At the top left, click Compose.
- 3 In the "To" field, add recipients. You can also add recipients: In the "Cc" and "Bcc" fields. ...
- 4 Add a subject.



5 Write your message.

6 At the bottom of the page, click Send

[EXAMPLE OF AN EMAIL \(Look at this picture\):](#)

