

E-mail, Social Networking and E-Governance

In This Chapter We Talk About

- Introduction
- Introduction to e-mail.
- Structure of e-mail
- Structure of e-mail ID
- Mailbox: Inbox and Outbox
- Social Network
- Introduction to Blog
- Basics of e-Commerce
- Netiquettes
- Overview of e-Governance

Introduction

Communication has been the virtual tool in our daily life, business routine, education, research and many more. e-mail social networking, chats, blogs and many more are key tools used in communication.

Introduction to e-mail.

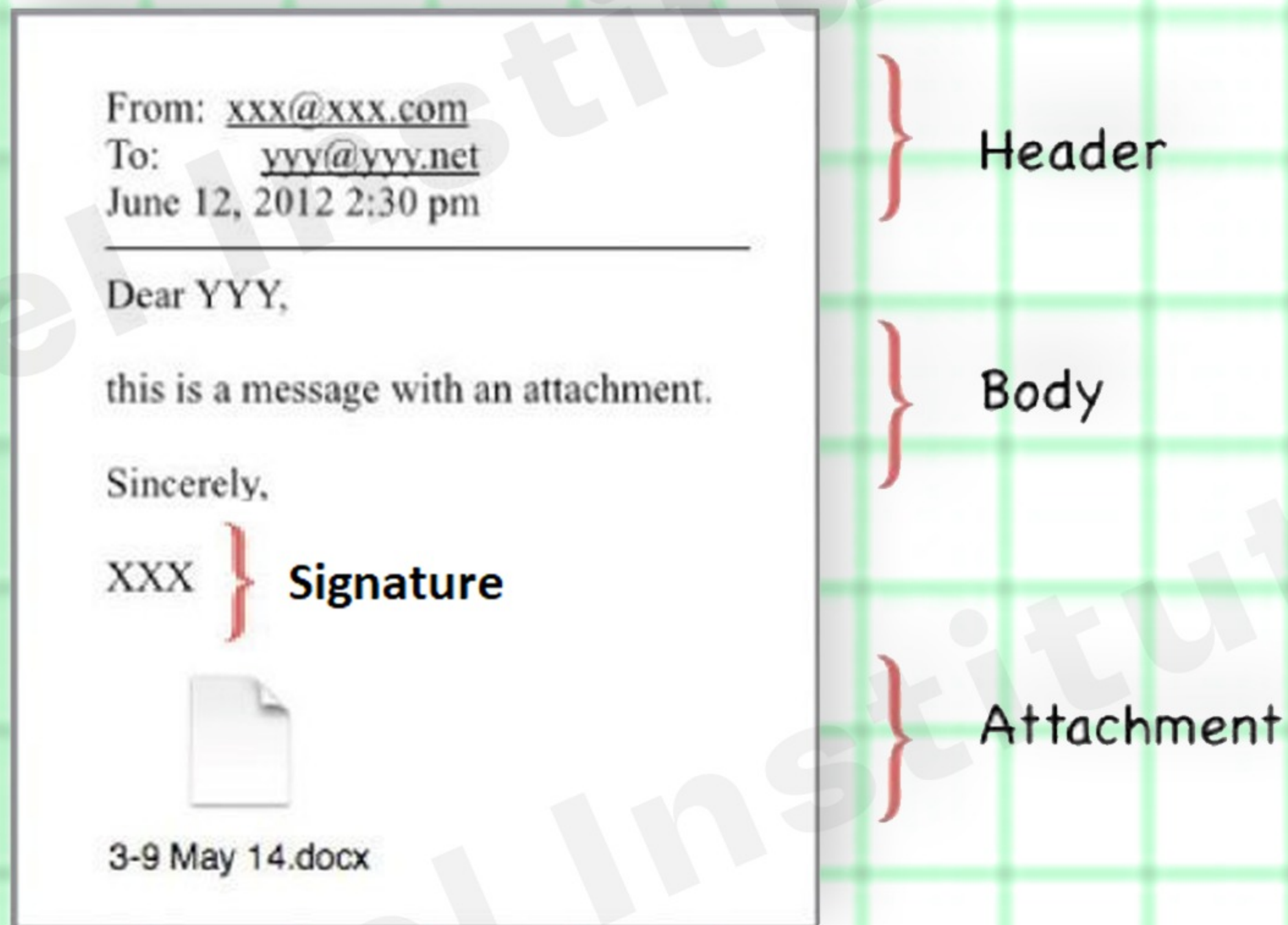
- E-mail stand for electronic mail.
- E-mail is the method of sending message, voice, video and graphics over digital communications link such as Internet anywhere in the world.
- It is the most popular way of communication on the Internet
- Technically it is a type of client/server application that provided routed, Stored message service between any two e-mail accounts.



• Important Point

1. To send e-mail - +compose
2. e-mail sent in a day - 500
3. e-mail sent at a time - 100
4. maximum size of a email - 25 mb
5. file we can attach to the e-mail - audio, video, picture, pdf, spreadsheet, ppt.
6. First email sent in - 1971
7. The first email was sent by computer engineer Ray Tomlinson in 1971.
8. In 1972 @ (at symbol) introduced.
9. Father of e-mail in india - Shiva Ayadurai.

Structure of e-mail



There are five sections of an e-mail message,

- 1) E-mail address :- Sender ID, receiver ID
- 2) Header:- From, To, CC, BCC, subject.
- 3) Body
- 4) Signature
- 5) Attachment.

Structure of e-mail ID

yashdeura@gmail.com

User name

at
symbol

domain
name

domain
extension

Domain Name

It is a part of the e-mail address is the name of server that host your emails. It can be anything from the standard list of domain extensions.

There are various platforms or provide e-mail services.

www.gmail.com



www.yahoo.com

YAHOO!

www.outlook.com

 Outlook.com

www.msn.com.

 msn

Account Name Or Username

An e-mail hosting server may be host e-mail for one person or one million of persons. All the e-mail account name from the server have to be unique so that the server can send e-mail to various accounts without any confusion.

Mailbox: Inbox and Outbox

Mailbox

contains all the email sent & received to a certain email account. It has a lot of folders which differentiate the email sent. received. junk, spam or deleted.



Inbox

Inbox is the place where all the incoming emails are stored.



Outbox

Outbox is place where all the sent data are stored until it is not fully sent.



Draft

It is place where messages composed but not sent and even not queued to be sent.



Junk

It is place where fake and spam kind of mail which contain virus, malware, spyware or do stealing data kind of activity, is stored.



Sent Items

It is a place where all delivered mails are listed.

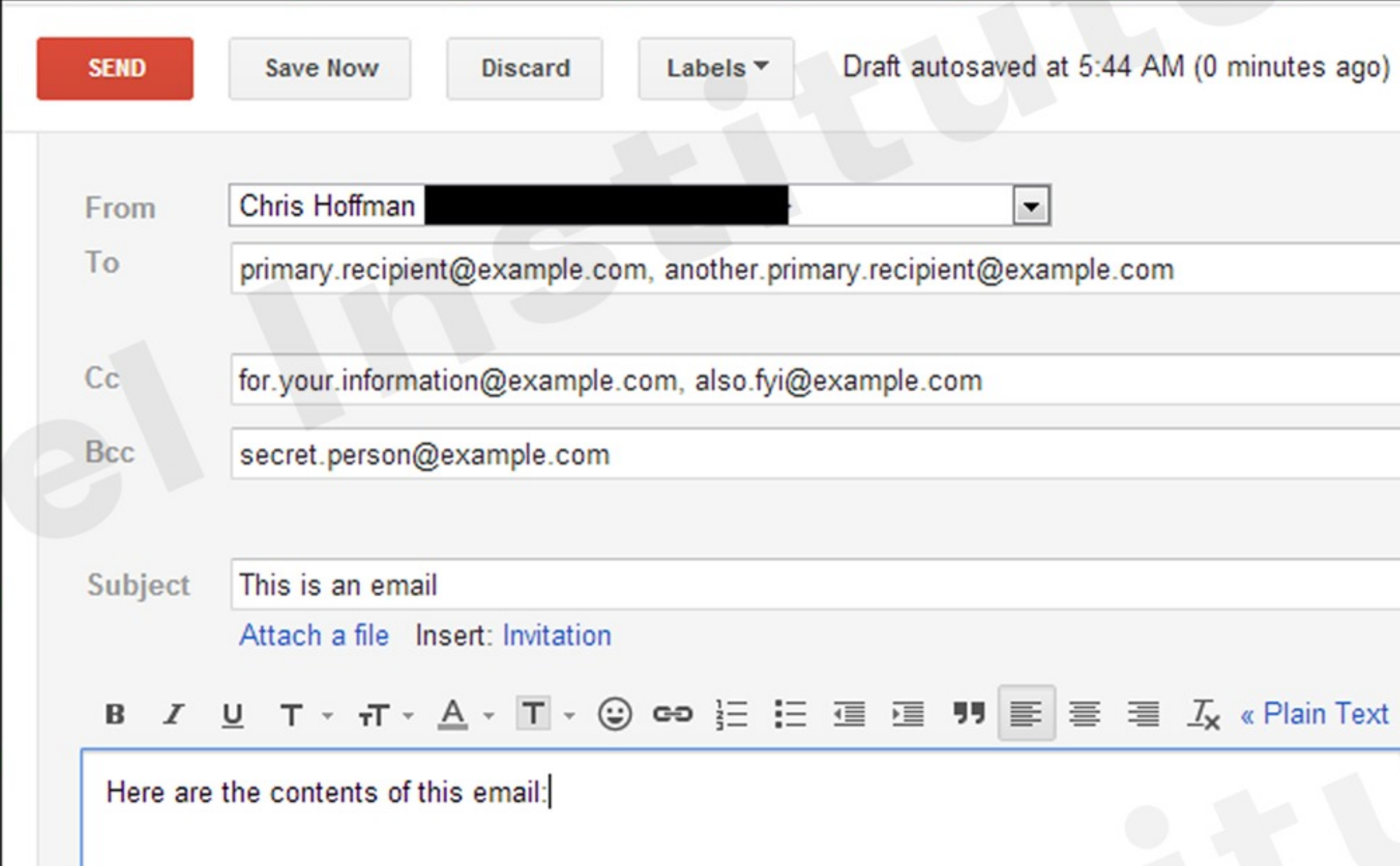


Deleted Items

It is the place in Mailbox where all the deleted emails are stored to which you can reuse, send, forward or print, depends.



Here some vital terms used to send an email.



The screenshot shows an email composition interface. At the top, there are buttons for 'SEND' (in red), 'Save Now', 'Discard', and 'Labels'. A status message indicates 'Draft autosaved at 5:44 AM (0 minutes ago)'. The 'From' field is set to 'Chris Hoffman'. The 'To' field contains two email addresses: 'primary.recipient@example.com' and 'another.primary.recipient@example.com'. The 'Cc' field contains 'for.your.information@example.com' and 'also.fyi@example.com'. The 'Bcc' field contains 'secret.person@example.com'. The 'Subject' field is 'This is an email', with options to 'Attach a file' or 'Insert: Invitation'. Below the subject is a rich text editor with various icons (bold, italic, underline, text color, background color, link, unlink, list, indent, quote, insert table, insert image) and a 'Plain Text' option. The text area contains the text 'Here are the contents of this email:'.

TO

It is the section in which we write the receiver email addresses.

CC (Carbon Copy)

When we need to send the same email message to anyone else too then we write some the other email addresses in this section. But in this section it is known to both of the receivers that it had been sent to them too.

BCC (Blind Carbon Copy)

Same as CC but it is not known to anyone that who else too has received this email.

Subject

It is the header of email message

Send

It is the command used to send an email message finally.

Social Network

- social network service is an online service platform.
- Online community services are sometimes considered as a social network service.
- Social networking site allow user to share ideas, activities, event and interest within their individual networks.
- Sites are created specifically to make sharing, communicating and creating information as simple and efficient.



Types Of Social Network

FACEBOOK

Facebook is a social networking website Intended to connect family, friends and business associates for creating Facebook around go to URL www.facebook.com and fill your details.



- Founders: Mark Zuckerberg,
- CEO: Mark Zuckerberg
- Headquarters: Menlo Park, California, United States
- Founded: February 2004, Cambridge, Massachusetts, United States

TWITTER



Twitter is a free social networking.

It is a massive services that allow

people to send and receive short messages, (called tweets) within their Twitter community. Phone dating Twitter account go to URL www.twitter.com and fill the name and phone number or e-mail ID.

- CEO: Elon Musk
- Founders: Jack Dorsey, Evan Williams, Noah Glass, Biz Stone
- Headquarters: San Francisco, California, United States
- Founded: 21 March 2006, San Francisco, California, United States

Instagram



Instagram is a photo and video sharing social media site. It was designed for mobile use with the intention that users would take photos on their mobile devices then upload the images “instantly” through the Instagram app.

- Founder: Kevin Systrom
- launch date: 6 October 2010
- parent organisation: meta (facebook)

LinkedIn



LinkedIn is a business and employment-focused social media platform that works through websites and mobile apps.

- Parent organization: Microsoft Corporation
- It launched on May 5, 2003.
- CEO: Ryan Roslansky
- Founders: Reid Hoffman, Eric Ly, Jean-Luc Vaillant, Konstantin Guericke, Allen Blue
- Headquarters: Sunnyvale, California, United States

Instant messaging.

Instant messaging is a form of real-time direct text based communication between two or more people using personal computers or other devices, along with shared clients.



It is a type of online chat that offers video Calling Features such as voice over Internet Protocol (VoIP) and web conferencing services over the Internet.

Some type of instant messaging are given below like Facebook Messenger, WhatsApp and Telegram.



Introduction to Blog

Blogging is often described as an online diary, but this is a bit of an inadequate definition, as it's become much more than that. We prefer to describe it simply as an easy interface to publish content on the web. Blogs can be used to publish news and reviews and to discuss products and ideas. They are easy to update and an excellent way to communicate online with customers and people interested in a particular industry or topic. From the readers perspective, a good blog provides useful, free Information and helps them to stay informed on the subject of their interest.



There are three blog services worth a mention.

Blogger.com



Typepad.com



Wordpress.org



Basics of e-Commerce

- E-commerce refers to commercial transactions



conducted online. This means

that whenever you buy and sell something using the Internet, you're involved in ecommerce.

Online retail is convenient due to its 24-hour availability, global reach and ease of customer service.

- E-commerce is not just on the Web- it was first introduced in the 1960s via electronic data interchange (EDI) .
- In the mid-1990s, ecommerce was transformed with the introduction of Amazon and eBay.

Types of E-commerce Models

B2B (Business to Business)

ex:-alibaba.com



B2C (Business to Consumer)

ex:- amazon.com



C2B (Consumer to Business)

ex:-amul



C2C (Consumer to Consumer)

ex:- OLX, Quikr



Examples of E-commerce

Retail

The sale of a product by a business directly to a customer without any intermedian.



Wholesale

The sale of products in bulk, often to a retailer that then sells them directly to consumers.



Drop-shipping

The sale of a product, which is manufactured and shipped to the consumer by a third party.



Crowd-funding

The collection of money from consumers in advance of a product being available in order to raise the startup capital necessary to bring it to market.



Subscription

The automatic recurring purchase of a product or service on a regular basis until the subscriber chooses to cancel.



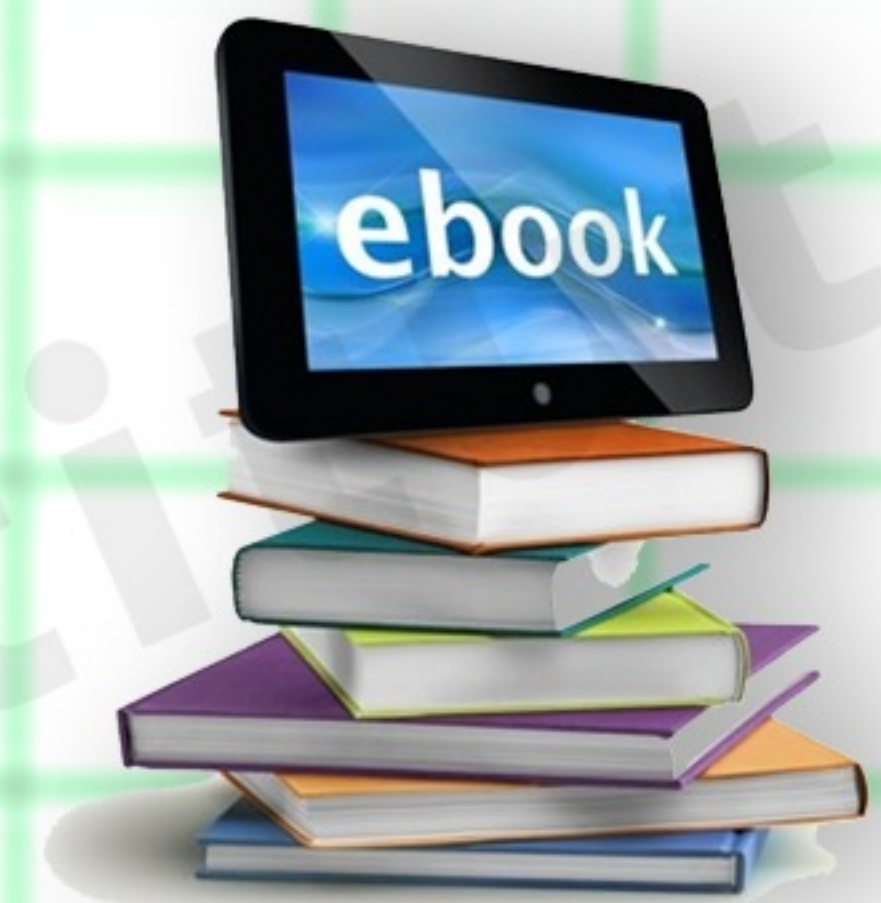
Physical products

Any tangible goods that requires inventory to be replenished and orders to be physically shipped to customers as sales are made, ex=toys, books etc.



Digital products

Downloadable digital goods, templates and courses or media that must be purchased for consumption or licensed for use. eg=eBooks, online course etc.



Services

A skill or set of skills provided in exchange for compensation. The service provider's time can be purchased for a fee.



Netiquettes



"Netiquette" refers to Internet etiquette.

This simply means the use of good manners in online communication such as e-mail, forums, blogs and social networking sites to name a few. It is important to use netiquette because communication online is non-verbal

Rules for Internet Etiquettes:

Rule 1:

Remember the Human

Rule :2

No Personal Abuse

Rule 3:

Share expert knowledge

Rule 4:

Respect other people's privacy

Rule 5:

Use emoticons



Overview of e-Governance

- In the past, all the service provided by Government of India on offline platform and were done manually such as Postal Service, railway ticket booking, applying for passport, pan card etc.



- E governance referred to the utilization of Internet and the WWW for delivering government information and services to the citizen.
- Now the government has taken many services on information technology platform known as E Governance.

Example of e-government which provided by government

Railway Reservation

It facilitate the passenger to enquire about the train available on the basis of source and destination booking and cancellation of tickets and the status of the book Ticket reservation and cancellation of train ticket can be done using the official website. Indian Railway catering and Tourism Corporation Limited (IRCTC) Which is www.irctc.co.in.



Indian Railway
E-Ticket Booking



Passport

A passport is essential for those who are travelling abroad for education, tourism, medical attendance, Business purpose and family visits Citizen can submit passport application and seek an appointment on payment of passport fees online through the PSP portal www.passportindia.gov.in



E-Hospital

Online registration system (ORS) is an online registration framework portal for taking OPD appointment in the government hospitals across the country. It is an Aadhaar based online registration and appointment system where counter based Out Patient Department (OPD) Registration and appointment system through hospital management information system. (HMIS) It has been digitalized. National Informatics Centre (NIC) has developed an online registration system occurs to book online OPD appointment for departments portal is www.ors.gov.in



UMANG APP

This app is designed for access to a range of central, state and local government services using only a single platform. It supports services such as Aadhaar, Digi Locker, Bharat Bill payment system. PAN, PMKVY service, education, job search, etc.



UMANG

Digital Locker

Digi Locker is a service launched by Government of India in February 2015

to provide a secure, dedicated personal electronic space for storing the document of resident Indian citizens. The storage space maximum is 1GB. Is linked to the Aadhaar number of the user.



Types of E-Governance Models

G2C(Government to Consumer /Citizen)

ex:-scheme

G2B(Government to Business)

ex:-Tender

G2G(Government to Government)

ex:-Selling petrol /electricity to interstate

G2E(Governmet to Employee)

ex:-ESIC,EPFO