# AECC-2 Business Communication & Personality Development

UNIT – V: Internet - components; www working, browsing, searching, saving; Email - creating, receiving, reading, responding, attachments, signature, junk mail and sending messages.

## Internet & www

The **Internet** is a global network of networks while the Web, also referred formally as World Wide Web (www) is collection of information which is accessed via the **Internet**.

Pls refer to http://www.netugc.com/internet-browsing-and-searching for net browsing and searching

## E-mail

**Electronic mail** (**email** or **e-mail**) is a method of exchanging messages ("mail") between people using electronic devices.

### CREATING/COMPOSING

1. Log in to your E-mail
2. Click the Compose Mail link.
3. Your email ID will come automatically in from field
4. Write the recipient's email address in the To field.
5. Cc or Bcc the email message by using Add Cc and Bcc functions.
6. Enter a Subject for the message you want to compose.
7. Click the Attach a file link to attach a document.
8. Now, write the body of the message.
9. Format your text as required using the menu bar above.
10. Click the Discard button if you don't wish to send the message.
11. Or else, click the Send button to shoot your email.

From   Dr Parveen Ahmed Alam <ahmedparveen2003@yahoo.co.in> ⌄
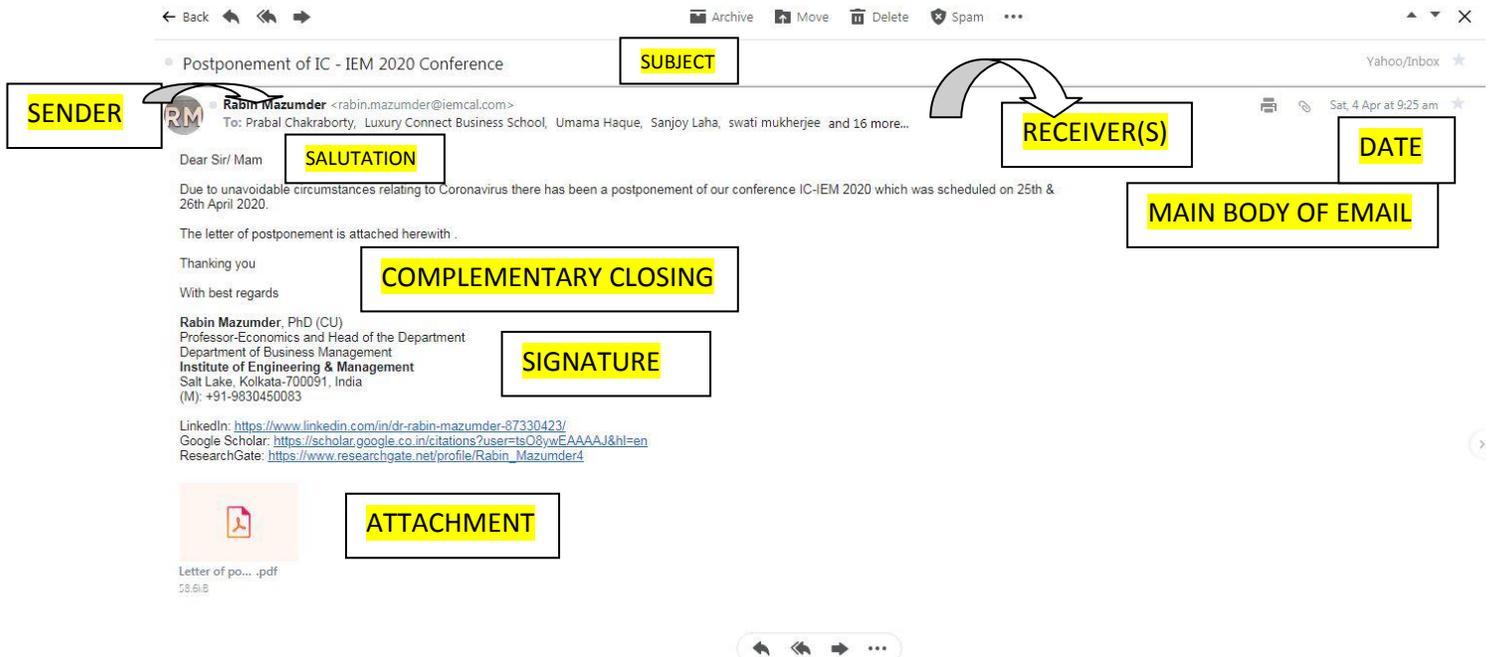
To                                                                                                              Cc / Bcc

Subject

**COMPLEMENTARY CLOSING**

Regards,

Parveen Ahmed Alam
Associate Professor
Dept.of Management &
        Business Administration
Aliah University

**SIGNATURE**

**SENDING ICON**

**FORMATTING  ICONS**

**DISCARD  ICON**

Send        ✎  GIF  📥  ☺        🔗  **B**  *I*  🎨  AA  •••                        🗑

**ATTACHMENT ICON**

# RECEIVING

← Back  ↩  ≪  ➡                    📥 Archive   📁 Move   🗑 Delete   🛡 Spam  •••                        ▲ ▼ ✕

⬤ Postponement of IC - IEM 2020 Conference          **SUBJECT**                                    Yahoo/Inbox ☆

RM   **Rabin Mazumder** <rabin.mazumder@iemcal.com>                                      🖨 📎   Sat, 4 Apr at 9:25 am  ☆
     **To:** Prabal Chakraborty,  Luxury Connect Business School,  Umama Haque,  Sanjoy Laha,  swati mukherjee  and 16 more...

**SENDER**                                                                    **RECEIVER(S)**                      **DATE**

Dear Sir/ Mam        **SALUTATION**

Due to unavoidable circumstances relating to Coronavirus there has been a postponement of our conference IC-IEM 2020 which was scheduled on 25th &
26th April 2020.                                                                                              **MAIN BODY OF EMAIL**

The letter of postponement is attached herewith .

Thanking you

With best regards          **COMPLEMENTARY CLOSING**

**Rabin Mazumder**, PhD (CU)
Professor-Economics and Head of the Department
Department of Business Management
**Institute of Engineering & Management**        **SIGNATURE**
Salt Lake, Kolkata-700091, India
(M): +91-9830450083

LinkedIn: https://www.linkedin.com/in/dr-rabin-mazumder-87330423/
Google Scholar: https://scholar.google.co.in/citations?user=tsO8ywEAAAAJ&hl=en
ResearchGate: https://www.researchgate.net/profile/Rabin_Mazumder4

[PDF]

**ATTACHMENT**

Letter of po... .pdf
58.6kB

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# RESPONDING



Labels on the email diagram:
- DATE
- SENDER
- RECEIVER
- PRINT
- SALUTATION
- MAIN BODY OF EMAIL
- COMPLEMENTARY CLOSING
- SIGNATURE
- ORIGINAL MESSAGE – OPENS UP ON CLICKING

Email content shown:

Dr Parveen Ahmed Alam <ahmedparveen2003@yahoo.co.in>
To: busjournals@resjournals.com

Thu, 2 Apr at 10:55 pm

Dear Prof Artusi,

I am keen to know more about the journal. Request you to share the link of the website of the journal.

Regards,

Parveen Ahmed Alam
Associate Professor
Dept.of Management &
    Business Administration
Aliah University

Show original message

JUNK MAIL

**Email spam**, also referred to as **junk email**, is unsolicited messages sent in bulk by email (spamming).

The **junk mail folder** or **spam folder** is a place used to store unwanted incoming e-mail so that it stays out of a user's inbox. All major e-mail clients and webmail services include junk mail folders (usually referred to as spam folders). These filtering systems help users decrease the volume of unnecessary and advertisement-based e-mail prevalent in the 21st century.