

6TH STNADARD

ELECTRONIC MAIL

Holiday Assignment(To be submitted by January 4th 2009)

I. FILL IN THE BLANKS:

1. From the example given write the username and domainname: acd@yahoo.com.
Username: _____ and domainname : _____
2. If SMPT cannot find the recipient's mailbox, your message will _____
3. The left section of outlook Express window contains, _____ folders.
4. The _____ section of outlook Express window contains the contents of the message that is highlighted in the top section.
5. The top section of outlook Express contains a list of _____ in your inbox.
6. To download new messages into your inbox, choose the _____ button.
7. Full forms of CC: _____ and BCC: _____
8. An attachment can be document or _____ message.
9. E-mail messages stored in folders on your local PC are _____ only when you are using that particular PC.
10. You can move, delete, reply-to and _____ the messages you store in folders.

II. ANSWER THE FOLLOWING:

1. What are the two e-mail systems.
2. Write any 3 e-mail software.
3. Write the use of option 'Reply' in outlook Express.
4. What are the steps to attach a file to your e-mail message.
5. Name and define any 5 outlook Express folders.
6. Write steps to add a new address(or card) to your personal Address Book.
7. Write the steps to lookup an e-mail address in your Address Book in outlook Express.