

10+ Basic Functions of Email | Uses of Email | Features, Advantages & Disadvantages.

The Email was invented by an American programmer named **Raymond Samuel Tomlinson** in 1971.

The email has easily replaced old means of communication.

The functions of Email and uses of Email have revolutionized the communication industry.

There are several advantages and disadvantages of using an email system.

Email can be accessed using mobile phones with an internet connection.

Most email services are free; some famous companies that provide such services are Gmail, Yahoo Mail, etc.

What is Email with Example?

Email stands for electronic mail, also referred to as mail.

Email is a digital message transferred from one computer to another to help in better communication.

Email is considered the fastest, most reliable, and cheapest communication method between users and users.

What is Email

The Email can attach text, images, videos, PPTs, and slides to itself and forward them to others instantly.

The Email can be sent to a different individual, or bulk messages can be performed with just one click using a feature like BCC.

Email can be accessed with the help of a computer, laptop, tablet, or mobile phone with an internet connection. Email cannot be accessed if the internet is missing.

The email has easily replaced old fashion letters due to its instant result and 100% [accuracy](#).

10 Functions of Email

1. Automatic reply and forwarding of emails.
2. Autoresponder can be used while accepting and sending bulk emails.
3. The extensive contact list can be saved and further used to save time.
4. A large number of emails can be sent instantly.
5. The composition of emails is simple to execute.
6. Receives notifications when emails are not delivered.
7. A carbon copy of the same Email can be shared with others.
8. Reporting can be viewed to track performance.
9. Unwanted Emails can be sent to the trash or even deleted them.
10. Emails can be saved for a long time in an email database.
11. Emails can be saved as drafts for further use.
12. Vulnerable or suspicious emails are directly sent to the spam folder
13. The chat feature is also available for better usability and performance.

7 Functions of Email Software

1. The Email software is extensively used to send predefined Emails to many recipients.
2. They are also used to track the delivery of Emails the software has sent.
3. The software also calculates the number of successful delivery of Emails, with complete reports.
4. They also provide an autoresponder service for any query the owner has received.
5. The Email provided to such software are stored in the database permanently.
6. Periodic or email scheduler can also be done using their services.
7. Mail chimp is a company that offers such services.

4 Types of Email

1. Promotional Emails.
2. Survey Emails.
3. Newsletter Emails.
4. Professional Email

Five Features of Emails

5 significant features of emails are included below.

1. Easy to Use.
2. Efficient.
3. Personalized Emails.
4. Fast in Processing.
5. Used Anywhere.

#1. Easy To Use.

Email systems are elementary to use and implement. It can be used with the help and assistance of mobile phones, laptops, and desktop computers with an internet connection.

Email Systems are designed and developed according to the user's needs; hence, with continuous efforts, it has been made more user-friendly than ever before.

Using mobile phones, users can directly access emails and messages in the **mobile phones'** memory and inbox.

#2. Efficient.

Email is one of the most convenient modes of communication. Once sent, the email can reach its destination within a few seconds.

Email is an efficient way of communication.

Communication made between two ends using emails is the fastest communication mode.

Email is easy to send and receive, making it the most famous form of electronic communication. It's also possible to respond from anywhere worldwide, making it very convenient.

#3. Personalized.

Email is one of the essential tools used in business and personal stuff. Email communication is made simple to use and handle.

Personalized emails can include images, social media icons, and a signature at the bottom of every email.

#4. Fast in Processing.

Speed is an essential feature of emails.

The email can be sent from anywhere using laptops, computers and mobile phones with the help of an internet connection.

#5. Used Anywhere.

Email can be used anywhere. It has no restrictions.

The basic setup required to use emails is an internet connection and devices to use the internet.

Full Form of Email

Email Stands for Electronic Mail.

Who is the Father of Email?

Raymond Samuel Tomlinson

4 Essential Parts of Email

1. Recipients [To]
2. CC
3. BCC
4. Message Body

Basic Format of Email

The email services can be web-based or mobile-based applications

To **Recipient Email Address.**

FROM **Sender Email Address**

Date **Date of Email.**

Subject **A single line of text.**

CC **Sending carbon copy to another person except for the original recipient.**

BCC **Used to send Emails to a large number of people.**

Top Email Service Provider and Launched Date

#	Company	Launched Date
1	Gmail	April 1, 2004
2	Yahoo Mail	October 8, 1997
3	Rediffmail	February 8, 1996
4	Rocket Mail	June 19, 2008
5	Proton Mail	May 16, 2014
6	Titan	2018
7	Zoho Mail	March 2006

10 Uses of Email

1. Emails are reliable sources of communication globally. Therefore used and utilized worldwide.
2. It respects privacy, as when an Email is received, users can respond according to their convenience.
3. Files, documents, and the digital doc can be shared with others.
4. It can also be used as proof of communication or discussion if needed.
5. It is extensively used in business.
6. They are also used in the education sector for proper communication and spreading messages related to upcoming events, notices, etc.
7. They are also used in receiving coupon codes and discounts code.
8. Exam results and exam application forms can be sent via Email.
9. Online complaints and suggestions can be made with the help of emails.
10. They are a convenient communication source and can be used with the convenience of time and place.

6 Uses of Email in Education

1. All studies-related news can be circulated via Email in bulk.
2. Exam results and data can be distributed with the help of email services.
3. The communication is made simple and with no time with staff members and students.
4. Extra-curricular activities and their notification can be circulated in no time.
5. Sending notes, files, documents, letters, and data can be done in no time.
6. Emails are sent with an almost 100% success ratio and hence used and utilized in the education sector.

5 Advantages of Email

1. They are the fastest, simplest, and easiest way of communication.
2. Instant replies can be received using the email system.
3. They are the cheapest way of communication.
4. We can be in touch with anyone around the globe instantly.
5. It is a paperless mode of communication.

5 Disadvantages of Email

1. To send emails, your computer, laptop, or mobile device should have an internet connection. That is a significant dependency on the internet.
2. The restriction on the attached file size is 25 MB on the lower side.
3. Lots of unwanted Emails [promotional emails].
4. Anyone can send an Email to anyone until and unless they have the email id.
5. The authenticity of someone cannot be verified while communicating.

6 Importance of Email

- Emails are a faster and safer way of communication, it reduces time, with almost no security issues
- The contact list can be saved and used whenever needed.
- Multiple emails can be sent with CC [Carbon Copy].
- Email can be sent from desktops, tablets, and mobile phones.

- The emails are sent instantly.
- Business discussions are made simple by using emails.

10 Features of Email

- Email services are used and utilized in sending and receiving messages.
- The Email ID used is unique and creating a duplicate email ID is impossible in any mail service.
- One can use numbers, digits, and special symbols in email IDs.
- Email forwarding can be used.
- Email can be used as drafts.
- Multiple accounts can be created.
- Users have the privilege to switch accounts.
- Notification is one of the key features used in Email.
- Email can be archived.
- Can mute information of personal accounts.

Uses of Email in Daily Life

There are various benefits and advantages of uses of email in daily life.

Uses of Email

- 1 It helps in better personal communication.
- 2 It is one of the fastest ways of communication.
- 3 It is a cheaper mode of getting in touch with family members, colleagues, and friends.
- 4 It helps in sharing educational content with a group of students.
- 5 Important messages can be easily sent to loved ones across long distances even across continents.
- 6 The messages are sent without much delay.
- 7 It saves precious time.
- 8 We can get access to updated news and information.

Frequently Asked Questions [FAQs] on Email Functions

What are CC and BCC in Emails?

CC stands for Carbon Copy, and BCC stands for Blind Carbon Copy.

When Should BCC be Used?

BCC should be used when Email is needed to be sent to many people.

When Should CC be Used?

CC fields ask permission from the sender to send a carbon copy.

What are the Three Parts of Email?

Header, Body, and Envelope.

Why is Email so Popular?

Email has immensely improved the way of communication; also, it is an efficient and reliable means of communication; also, it saves time and resources.

What is End of the Email Called?

An Email Signature is called the end of an Email.

Why is Email so Powerful?

Emails are a very reliable means of communication and can send messages at one time from one location to another.

First Use of Email?

The first email was sent by computer engineer **Ray Tomlinson** in 1971

Where was Email First Used?

The first Email was used at the **Massachusetts Institute of Technology (MIT)**.

Who Uses Emails the Most?

In a recent survey, they found that **Americans** use email more than any other in the world.

No 1 Email Service Provider

Google Product **GMAIL**.

Who Created the Symbol for Email?

Raymond Tomlinson.

For More Information Please Visit.

- <https://www.chtips.com/computer-fundamentals/functions-of-email/>