EMAIL, SOCIAL NETWORKING AND E-GOVERNANCE SERVICES CH-7

PAPER NAME M1-R5 (IT TOOLS & NETWORK BASICS)

Short questions with answers

1:-   What is E-mail?

Answers: -

E-mail is short for electronic mail. It is similar to a letter, sent through the internet to a recipient.

An e-mail address is required to receive e-mail and that address is unique to the user.

2:-   What are the benefits and features of using e-mail?

Answers:-

(a)   It is quick-recipient receives the e-mail as soon as they go Online and check their mail.

(b)   It is secure.

(c)   It is low cost.

(d)   Photos, documents and other files can be attached to an e-mail, so that more information can be Shared.

(e)   One e-mail can be sent to more than one recipient at a time.

3:- **How to forward an e-mail message?**
Answers:-

When you receive an e-mail message, you can read, delete, or reply to that e-mail. You can also send that e-mail to another person known as forwarding an e-mail.

(a) Access your e-mail account or client program.
(b) Open the e-mail message you want to forward.
(c) At the top of the e-mail message, click the forward.
(d) A new e-mail message window will open .In the To: field,
(e) enter the e-mail address of the person you want to forward the message.
(f) In the subject field, modify the e-mail subject.

In the body of the e-mail message, type a message explaining the e-mail.

When you are ready to forward the e-mail, click the send button.

4:- **How to create an e-mail account?**
Answers: -

E-mail is a way to send and receive information over the internet. However, as there are many different e-mail and webmail clients, the steps used to start an account differ.
To create a new e-mail account with Google Gmail do the following:

(a) Go to the Gmail website.
(b) At the bottom of the sign in screen, click the create account Link.
(c) On the account creation screen, fill out all the fields and Then click next.

(d) On the next screen, fill out your birth date and gender as Well as any optional information that you are comfortable with, then click next.

(e) Read Google's privacy and terms, then click the I Agree Button.

(f) Click the next button until you have moved through the Features menu.

(g) Click the go to Gmail button and you will be able to access Your new account.

5. **What is an attachment?**
   Answers:-
   An attachment is a file sent with an e-mail message. An attachment can be a picture, document, a movie,
   A sound file or any other file that requires another program to open it.

6. **What is social networking?**
   Answers:-
   Group of individuals and organizations together using a medium for sharing thoughts, interest and
   Activities is called social networking. There are many web-based social network services in market such as twitter, Face book, LinkedIn, and so on which are easy to use and more interactive. Many users are connected within the country and with people overseas as well. There are apps created for these network Services to use it in mobile, such as WhatsApp and so on.

7. **What is E-mail Address?**
   Answers:- it is a unique name for every user e-mail account. Users can send and receive messages
   According to the e-mail address. E-mail is in the form of username@domainname. Consider webcreative@futurejobs.com

is an e-mail address where the username is webcreative and the domain name is futurejobs.com. An @ (at) symbol divides the username and the domain name.

E-mail addresses are not case-sensitive and the address should not have spaces.

8. **What is the UMANG app?**

   Answers:-

   UMANG, Unified mobile application for new-age Governance, is all about e-governance. It is developed

   By ministry of electronics and information technology and national e-Governance Division . It is an evolving platform designed for citizens of India to offer them access to the pan India e-Gov services from the Central, state and agencies of government on app, web SMS and IVR channels.

9. **What services are available on UMANG?**

   Answers:-

   (a) My PAN: new PAN card application form 49a for individual, Etc. We can change PAN card details using the CSF form. We Track PAN card status and make payment online.

   (b) EPFO: EPFO assists the Central board in monitoring the PF For the workforce engaged in the organized sector in India. The services offered in the app are generic search services and employee services.

   (c) CBSE: We can view exam results and locate the exam center for all your CBSE board and competitive exams.

   (d) GST: Goods and services Tax network provides GST related IT infrastructure and services. It plays a crucial role in registration and search of GST taxpayers, GST payment and filing of returns.

10. **How to register for UMANG APP?**

Answers: UMANG app is available for windows, iOS and android platform. Download the UMANG app from our respective app store such as Google Play store for Android users. During the UMANG installation, we have to choose the desired language the OPT. It also asks permission for call and SMS.

(a) Launch the UMANG app.

(b) Click new user. The select Registration Mode screen Appears.

(c) Select the Mobile Number option. The Registration screen Appears.

(d) Enter the mobile number and click the proceed icon to Continue. The mobile number verification screen appears.

(e) Enter the OTP received on the mobile number. If the entered OTP is Correct, then the set MPIN screen appears.

(f) In enter your MPIN, enter the MPIN to be set.

(g) In confirm MPIN, enter the same MPIN for confirmation.

(h) Choose proceed and answer the security question and continue.

(i) New, enter Aadhar number if we want to link it or click skip to move On to the profile information screen, where we will have to enter profile details and click save and proceed.

(j) This completes the registration process and you will be redirected to The home screen.