

## What is email?

Email, or electronic mail, is a method of sending messages via the Internet between computers or mobile devices, enabling fast communication across time zones for personal and professional purposes.

## Types of email addresses

Emails can be used for personal and business purposes and the email address will vary based on the usage. Professional email addresses can fall under two different categories:

- **User email address** - This is the email address of a user/member in your organization. For example, user@domainname.com.
- **Group email address** - This is a common email address shared between multiple members of your organization. For example, the marketing team of an organization may have many users and sending an email to the team can be achieved by creating a group email address such as marketing@domainname.com.

**tabular**

The image shows a screenshot of the Tabular email builder interface. On the left side, there are labels with arrows pointing to specific parts of the email draft:

- Recipient** points to the 'To' field: tabular@email.com
- Carbon Copy** points to the 'Cc' field: tabular@email.com
- Blind Carbon Copy** points to the 'Bcc' field: tabular@email.com
- Subject Line** points to the subject: Best Drag-and-Drop Email Builder
- Salutation** points to the greeting: Hi,
- Email Body** points to the main text: I'm excited to share Tabular, the best drag-and-drop email builder. It's user-friendly, packed with features, and absolutely free to try. Give it a go and see how it can elevate your email marketing.
- Closing** points to the sign-off: Best.
- Signature** points to the signature block: [Your Name], [Your Position], [Your Company]
- Attachment** points to an attached document: Parts\_of\_an\_Email\_1 (3).docx (299K)

The email draft is displayed in a window titled 'Best Drag-and-Drop Email Builder'. At the bottom, there is a 'Send' button and a rich text editor toolbar.

## **List of different parts of an email :**

**Header:** The header includes the sender's email address, the recipient's email address, and sometimes the date and time. You will not see this information when receiving an email.

**Subject Line:** The subject line is something that gives you an entire overview of the email before you read the email.

**Salutation:** This is your greeting to the recipient, such as "Hi John" or "Dear Ms. Smith."

**Body:** This is the main part of the email where you convey your message.

**Call to Action (CTA):** (Optional) A CTA, or Call to Action, is something you mention at the end of the email where you tell the receiver if you want them to do something, such as replying, clicking a link, or scheduling a meeting.

**Closing:** This is the part where you politely end the email, such as 'Sincerely' or 'Best regards.'

**Signature:** This is an important part. When you're sending an email, you should make sure to include this at the very end so the person receiving the email knows who is emailing him.

**Attachments:** (Optional) You can attach files, such as documents, images, or spreadsheets, to your email for the recipient to view.