JS2 - INTERNET AND WEB SERVICES

Meaning of the Internet: The Internet is a worldwide network of connected computers and other devices that communicate and share information.

The Internet allows people to send messages, search for information, attend online classes, watch videos and communicate with others around the world.

Uses of the Internet

1. Communication through email and messaging.
2. Education and online learning.
3. Research and information gathering.
4. Online banking and payments.
5. Buying and selling goods and services.
6. Entertainment, such as music, games and videos.
7. Social networking.
8. Online meetings and collaboration.

Meaning of Web Services

Web services are services or facilities accessed through the Internet, usually with a web browser or an application. Examples include:
Email services: Used to send and receive electronic messages, such as Gmail and Outlook.
Cloud storage: Used to store and share files online, such as Google Drive and OneDrive.
Video conferencing: Used for online meetings and lessons, such as Google Meet and Zoom.
Video streaming: Used to watch and share videos, such as YouTube.

Meaning of a Web Browser: A web browser is a software application used to access and view websites on the Internet.

Examples of web browsers include: Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari

Functions of a Web Browser

1. Opens websites and web pages.
2. Displays text, pictures, audio and videos.
3. Allows users to download files.
4. Saves bookmarks for frequently visited websites.
5. Keeps a history of visited web pages.
6. Allows users to fill out online forms.

Meaning of a Search Engine

A search engine is an online tool that helps users find information on the Internet by entering keywords or questions.
Examples include:
Google: Used to search for websites, images, videos, news and other information.
Bing: Microsoft's search engine for finding online information.
DuckDuckGo: A search engine known for its emphasis on user privacy.

How to Use a Search Engine

1. Connect your device to the Internet.
2. Open a web browser.
3. Visit a search engine, such as Google.
4. Type a keyword or question into the search box.
5. Press Enter or tap the Search button.
6. Examine the results and open a relevant page.

Differences Between a Search Engine and a Browser

Web browser	Search engine
It is software used to access websites.	It is an online tool used to find information.
Examples: Chrome, Firefox and Edge.	Examples: Google, Bing and DuckDuckGo.
It opens and displays web pages.	It finds relevant pages based on a search query.

Meaning of Email: Email means electronic mail. It is a method of sending and receiving messages over the Internet. Examples of email services include Gmail, Outlook and Yahoo Mail.

Parts of an Email Address: Example: `student@gmail.com`

- `student` — username. `@` — separates the username from the domain.
- `gmail.com` — domain name of the email service.

Common Email Fields

Field	Meaning
To	The main recipient of the email.
Cc	Sends a copy to another recipient; their address is visible to other recipients.
Bcc	Sends a copy without revealing that recipient's address to other recipients.
Subject	A short title describing the message.
Message body	The main content of the email.
Attachment	A file sent with the email.

Email Etiquette

Email etiquette refers to the rules of polite, clear and professional communication when sending emails.

Rules of Good Email Etiquette

1. Use a clear subject: The subject should explain what the email is about.
2. Use a proper greeting: Examples include “Dear Sir,” “Dear Teacher” and “Hello Mary.”
3. Be polite and respectful: Use appropriate language.
4. Write clearly: Keep your message understandable and organised.
5. Use correct spelling and grammar: Check your message before sending.
6. Avoid typing everything in capital letters: It may appear as if you are shouting.
7. Keep the message relevant: Avoid unnecessary information.
8. Check the recipient: Make sure you are sending the email to the correct person.
9. Be careful with attachments: Attach the correct file and avoid suspicious attachments.
10. Protect privacy: Do not share passwords or confidential information carelessly.
11. Reply appropriately: Respond within a reasonable time when necessary.
12. End politely: Use “Yours faithfully,” “Best regards” or “Thank you,” as appropriate.

Safety Rules When Using the Internet and Email

- Never share your password with others.
- Avoid clicking suspicious links.
- Do not open unexpected attachments from unknown senders.
- Verify information before believing or sharing it.
- Avoid posting private information publicly.
- Sign out of your account when using a shared computer.
- Report cyberbullying, scams and suspicious messages to a trusted adult or the appropriate authority.

TICKET OUT

Out line the steps to setup an Email

Outline the steps to Send an Email