

E-Mail Basics/ADVANCED

WHAT IS E-MAIL?

“Electronic Mail”, is **any electronic transmission of messages**, which is viewable by another specific individual via computer or other electronic device.

Basically, it is a digital way to contact people using computers.

With it, you can:

- keep in touch with friends and family
- free web services
- online employment application
- most government “Login” services
- you can access email on your cell phone

PARTS OF AN E-Mail Address:

- Username
- @ (at)
- Domain.com, website.net, school.edu, organization.org, government.gov, etc.

Example: *jsmith@gmail.com*

TYPES OF EMAIL:

Webmail-

- Accessible anywhere in the world via any web browser
- @yahoo.com , @gmail.com, @hotmail.com
- Some internet providers offer webmail access

POP3

- Often comes with internet service
- Requires a mail reader program
- @rtcol.com, @comcast.com, @att.net

IMAP

- Allows you to access mail locally from several locations (synchronized on login)
- Offered by SOME ISPs (Internet Service Providers)

Most Common Webmail Providers:

Gmail

Yahoo!

Outlook (Windows Live Mail/MSN Mail/Hotmail)

These are the 3 most popular ones, but MANY others are available.

Choosing a Username:

- Simple, descriptive, and easy to remember
- Something appropriate to give to others
- Something unique! Have fun :)

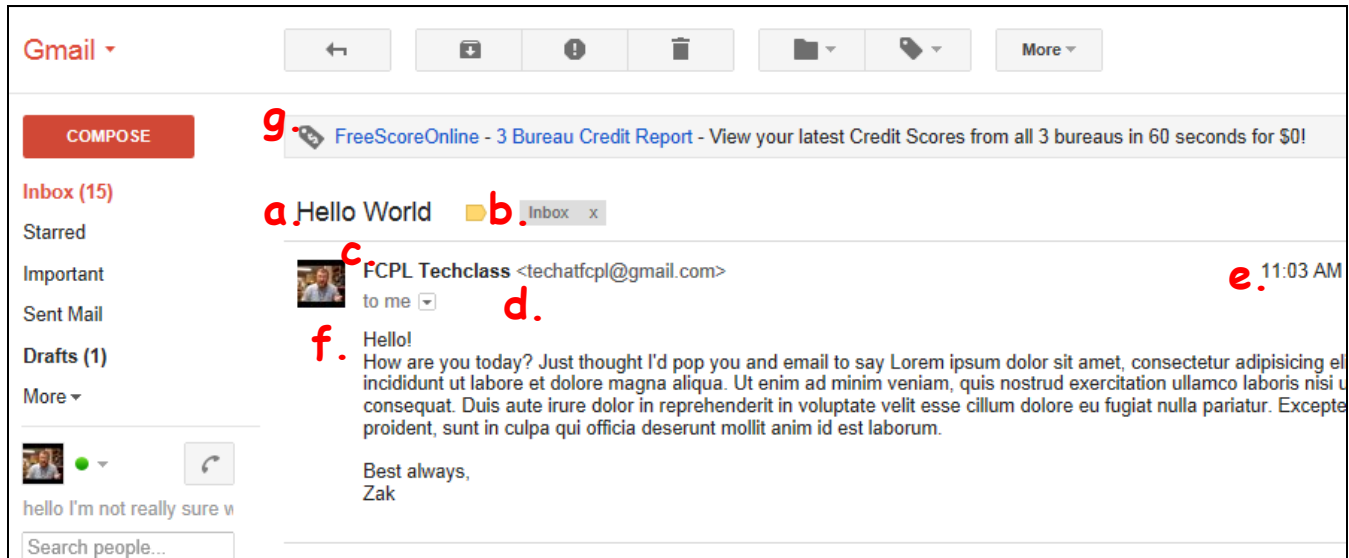
PASSWORDS:

- Use different passwords for each account
- Password strength increases by adding numbers, capital letters, and special characters
e.g. 1bRoadStreet23#
- Use 12 characters or more for an impossible to crack code!
- Keep it random, change it at least every few months
- Avoid using personally identifiable info, such as your name, SS#, Birthdates, Personal names, your favorite color, etc.
- Avoid All Numbers (55555) and too simple passwords
Example: janedoe@hotmail.com Password: doejane—Too weak!

OPENING EMAIL MESSAGES

Emails are found in your Inbox. Click on the Subject title to open them.

This is what a typical email looks like when opened:



a. Subject

b. Email Location

c. Sender

d. Sender's Email Address

e. Time Email Received

f. Message

g. Advertisement

FUNCTIONS:

Compose/New: Starts a new email message

Reply

- Sends a new message to the person who emailed you
- Includes original email text, for continuity
- Adds "Re:" to the beginning of the Subject

Reply All: Like Reply, but sends email to ALL people who got the original email

Forward

- Sends a message to another person
- Adds "Fwd:" to the beginning of the Subject

Delete

- Removes a message from your Inbox
- Check the box next to the message, and click the Trash Can
- Check the box above all the checkboxes to check them ALL

Composing a New Email:

To write someone an email message, click the New or Compose button. Then, you have a few fields to fill in...

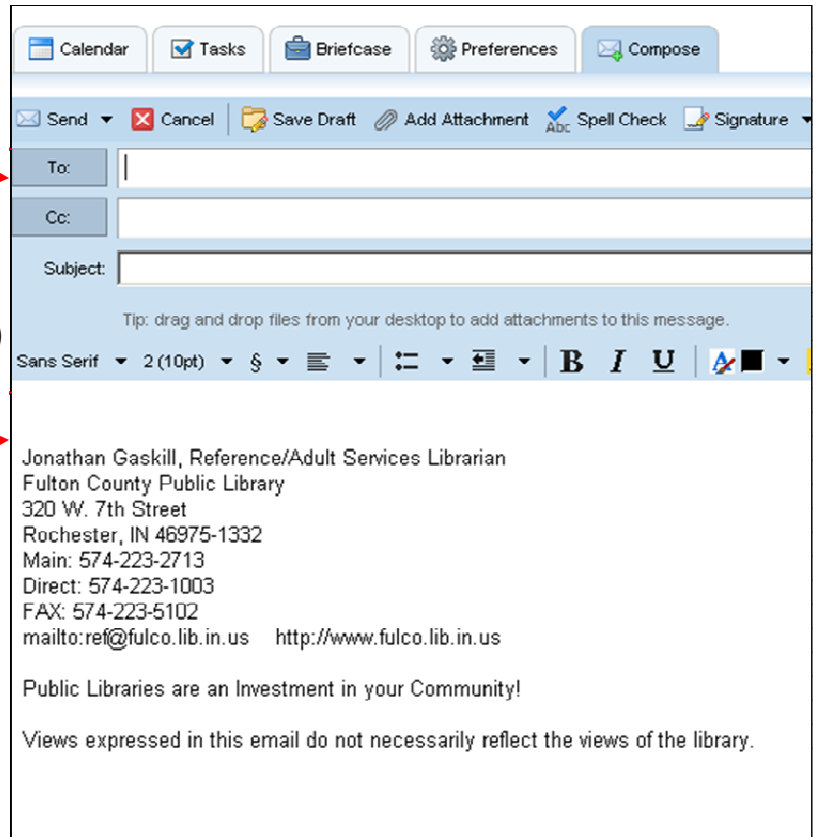
"Parts" of an eMail MESSAGE:

Header

- **To: (links to Contacts)**
- **Cc: (Carbon Copy)**
- **Bcc: (Blind Cc, often hidden)**
- **Subject (what it's about)**

Body

- **Formatting tools**
- **Message**
- **Signature (customizable)**



Email Message Controls:

The top row of most email clients has options for what you can do with the email message.

Send: When you are ready to send the email to the person, click this.

Cancel: In case you change your mind and don't want to send this email. May be a trashcan icon.

Save Draft: If you aren't ready to send the email, but need to come back to it later. Saves anything typed.

Add Attachment: If you need to send a file, such as a picture. Looks like a paperclip.

Spell Check: Be sure you didn't make a mistake.

Signature: A message at the end of each email that you can customize.

ATTACHMENTS:

If you want to send someone a file or picture, you have to "attach" it to the email. Multiple files/pictures can be sent in one email.



Size Limitations

- Smaller is faster
- sometimes up to 200MB files can be sent (though it will take a long time to do!)

Webmail Clients file size limitations:

| | |
|--------------------------------|---|
| Gmail | 25Mb (per email sent or received) |
| Outlook.com aka Hotmail | 10Mb (per attachment) (300Gb for files on SkyDrive!) |
| Yahoo Mail | 25Mb (per email) (unlimited for files using DropBox) |
| AOL | 25Mb (per email) |
| Mail.com | 50Mb (per email) and 10Mb (per file) |

Email Clients file size limitations:

| | |
|----------------------------|--|
| Windows Live Mail | 10Gb (per email) 50Mb (per attachment) |
| Microsoft Outlook | 20Mb (per attachment) |
| Mozilla Thunderbird | unlimited |

Send pictures, documents, music, etc.

- Any file on your computer can be attached
- If it is on a website, you need to save it to the computer first, or else just email a link to the web page

If you absolutely NEED to attach a larger file...

Such as a video or other large file:

- You can upload videos to YouTube and send the link
- You can upload batches of photos to Facebook (or other photo sharing websites) to Albums and share the Album
- You can upload other files to Dropbox and send the link in the email

SETTINGS:

Autoreply

- Sends form message when on vacation

Spam/Filters

- Personal adjustments & Preferences
- Do not just open every email message you get
 - Some can be malicious
 - Don't fall for come-ons and schemes
 - If it sounds too good to be true...

For webmail users:

Occasionally, while browsing the internet, you may come across a website with an email address you wish to contact. Clicking on the address may bring up a window to set up Outlook Express or Windows Live Mail.

If you don't use either of those for your email, you should close the window, or cancel the process. Here is how to use that email address:

1. Highlight the email address (can be tricky since it's a link)
2. Right-click the email address
3. Click "Copy" (NOT "Copy Link" or "Copy Target")
4. Go to your webmail (aol.com, google.com, etc.) and login
5. Click the button to create/compose a new email
6. Right-click in the To: field, and click Paste
7. Finish writing your email and hit Send!

INTEGRATION:

Chat/MMS texting from your email app

- Contact someone using a cellphone without using a cellphone!

Calendars/reminders

- Your own personal scheduler!

Mobile Technology/Apps

- Read email on the go

Social Media Integration

- Search for Friends using email Contacts

NOTE: All of the above are FREE features of many email services.

Availability with YOUR email provider may vary...

EMAIL HEADERS:

If you are unsure of the source of a sender, you can view the underlying code to see where it REALLY came from. It is often called **“View Message Source”**, **“View Full Headers”**, or **“Show Original Message”**.

Note: This contains technical information about the email message which most people won't understand.

The image shows a screenshot of an email client interface. At the top, there's a header "Hello World" and "Inbox x". Below that, the sender is "FCPL Techclass <techatfcpl@gmail.com>" and the recipient is "to me". The email body contains a "Hello!" and a paragraph of Lorem ipsum text. A red arrow labeled "Normal email" points to the sender information.

On the right side, there's a context menu with options: Reply, Forward, Filter messages like this, Print, Delete this message, Report spam, Report phishing, Show original (circled in red), Message text garbled?, Translate message, and Mark as unread. A red arrow labeled "Click here" points to the top right corner of the email view, and another red arrow labeled "Then here" points to the "Show original" option.

Below the email body, there's a section for "Email technical data" which contains a long list of headers and their values, including "Delivered-To", "Received", "Return-Path", "Received-SPF", "Authentication-Results", "DKIM-Signature", "X-Received", "Date", "From", "To", "Message-Id", "In-Reply-To", "References", "Subject", "MIME-Version", "Precedence", "Mailing-list", "List-ID", "X-Google-Group-Id", "List-Post", "List-Help", "List-Archive", "Sender", "List-Subscribe", "List-Unsubscribe", and "Content-Type". A red arrow labeled "Email technical data" points to this section.