Elements of Email

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What is Email?

Normally, you will have an email address that is your personal place to receive messages. Email is a service that permits you to send and receive electronic text messages with other persons who have email addresses.

Understanding email servers and clients

A dedicated program or application locate on your computer is called an **email client.** *Examples are: Outlook Express; Windows 7 Mail; Thunderbolt (Mozilla); Apple Mail.*

in Windows 7 - you will need to locate Windows Live Essentials . . . because Windows 7 does not come with its own email program. Because of lawsuits, etc. Microsoft now has it set up as a separate download.

You can also get email addresses from organizations that provide such services from a web site. ***These are known as email server accounts (as opposed to email clients)***. Examples are: *gmail (Google); hotmail (Microsoft); outlook mail (Microsoft); yahoo mail (Yahoo); Mac Mail (Apple).* All these services are free, and only requires you to set up an account with a user name and password.

Contacts and Address Books

All email services provide for an address book/contact list where you store frequently used names and email addresses. This feature permits you to accurately address emails, with just a couple of clicks. You store these in a contact/address folder.

Receiving and reading email

When you open your email program you will want to find your inBox. That is where all incoming mail arrives.

Click on Inbox to see your incoming messages. Then click on the message in the message box to read your message - one at a time.

Usually unread messages are in bold, and once you read them the bold changes to regular.

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Delete emails by selecting them (click on the email) and press the Delete button.

Forwarding and Replys

You can forward an email you have received to a third party without having to retype it. You just select the email you want to forward in your Inbox, and click the forward button. The program automatically creates a new message, and even puts your email address in the From: field. All you have to do is address it, and you can add a note in the email if you wish (I almost always do that to explain why I am sending it.)

Reply is like a forward, except it comes up with the To: address filled out with the name and email address of the person who sent the original

message. No big deal. You can add your notes, and click send. Quick and easy.

Composing new email messages

To send an email simply click on **Create Email**

A new blank Email message is created for you. Note it has already filled out the From address - which is your email address.

First, you enter the address or addresses you want to send your mail to. Note that when you click in the To field, a few characters will bring up any matching names that are in your Address book. This is important because if you have entered them correctly, they will be brought into your To field without any errors that you might make if you typed them.

Second, Enter the subject of the email. This should be a brief description of what is in the email. DO NOT LEAVE THIS BLANK, it is very discourteous to the recipient. Take a moment to think about what your email is about, so that the recipient will know what they are dealing with.

Third, Type your message and sign the message. Most email clients provide a way for you to select a standard signature for your emails. This also saves time and increases accuracy.

Attachments

For Incoming Attachments: you can double click on an attachment to just read it, or you can right click on it and choose to save it. I like to save mine
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to the desktop where I can find it more easily. Another way to save it is to simply click and drag the attachment to the desktop (then you can read it or file it later

For Outgoing Attachments: you can attach documents or pictures to your emails. You must first set the document or picture up correctly. Documents should generally be saved as .pdf (portable document format) which can be read by any other computer operating system (Linusx, Mac or Windows). Pictures are more universally available by recipients if they are saved as .jpeg. If you don't use a universal format on your attachment there is a good chance your recipient may not be able to open the documenT.

SPAM - JUNK MAIL

Spam or Junk Mail is unsolicited (and generally unwanted) mail that appears in your InBox when you go to look at your mail.

It is a real problem, and there is no 100% sure way to get rid of all of it. It is possible to screen your mail and have the obvious junk mail placed in a separate folder. Problem is - often good mail gets mixed in with the bad, and you lose some important and useful stuff.

So you get spam by giving your email address to others. Or by replying to a piece of spam and asking them to remove you from their list . . . that just tells them that your address is valid, and unless it is a reputable company doesn't help, if fact it makes it worse.

We could spend an entire program just on SPAM, how it is generated, how to deal with it and how to prevent or block it.

You can do your own research . . . go to Google and type in the search box "Windows Spam Filters?" You will get back hundreds of sites that have helpful information, including many free programs that will help block SPAM - plus some that you have to pay for.

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