

INTRODUCTION TO EMAIL

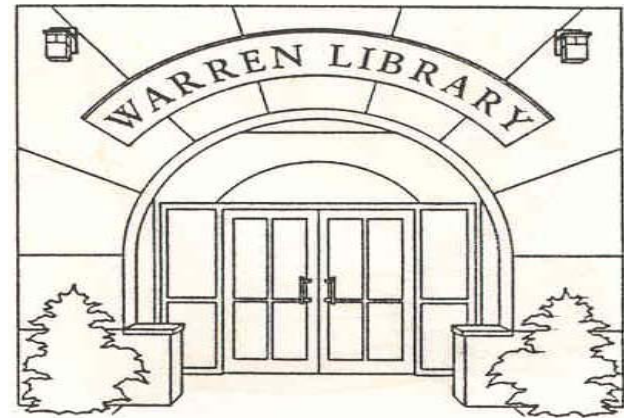
Tuesday, May 4, 2010

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The Warren Township
Library

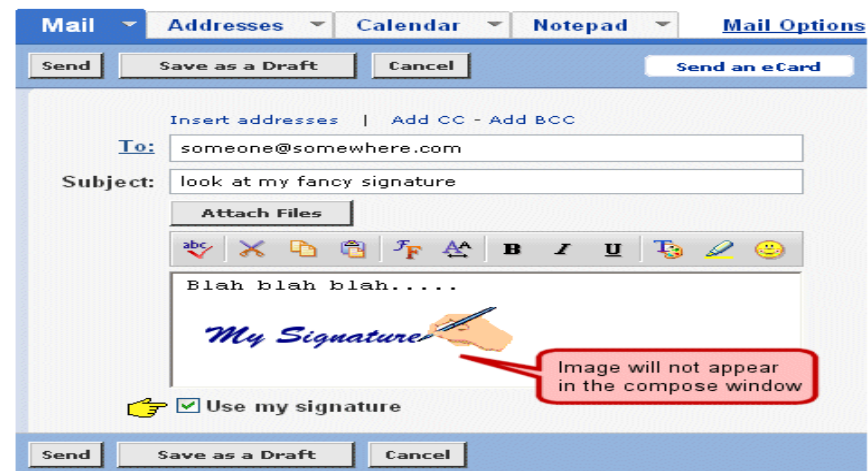
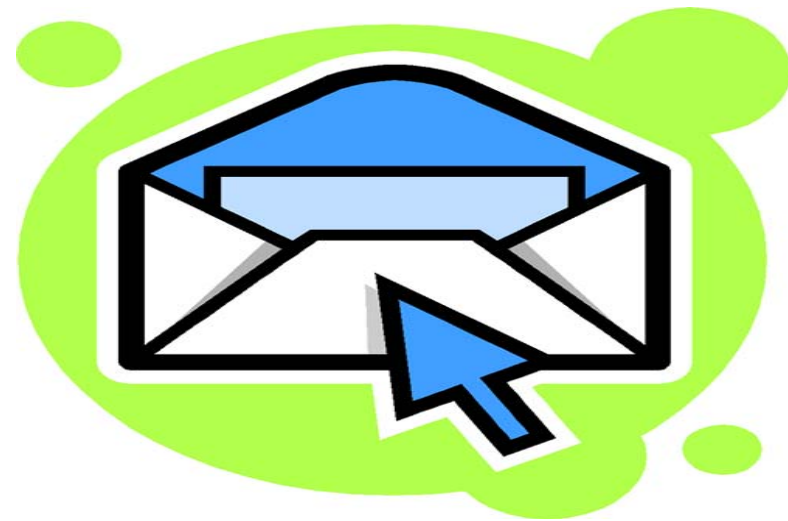
By

Catherine DeBerry



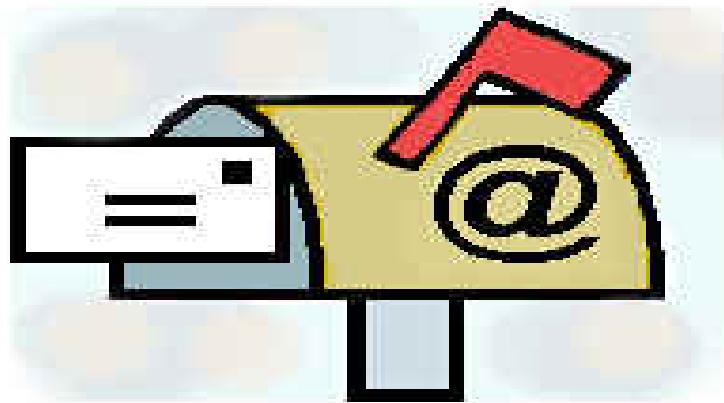
INTRODUCTION TO EMAIL

- What you will learn today....
- Some email basics
- How to select an email provider
- Why you should have multiple email addresses
- How to open a Yahoo email account
- How to send & receive email using your Yahoo email
- How to add an email attachment



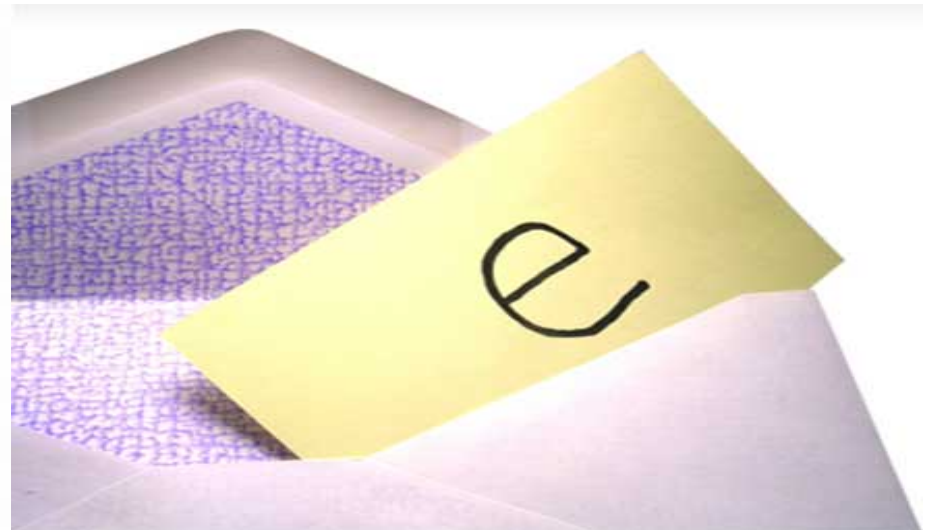
WHAT IS EMAIL?

- **EMAIL STANDS FOR ELECTRONIC MAIL**
- **THINK OF IT AS AN ELECTRONIC LETTER**
- **YOU DO NOT PRINT IT OUT & MAIL IT**
- **INSTEAD IT IS SENT ELECTRONICALLY OVER THE INTERNET**



The parts of the email address

- All email addresses follow the same format and are comprised of three parts
 - The user name
 - The domain name
 - The top level name
- tdeberry4@comcast.net
 - actuarone@aol.com
 - cdeberry@sclsnj.org
 - debert@blair.edu



PART OF THE EMAIL ADDRESS

- The **username** is the part of the address to the left of the @ symbol
 - It identifies the sender or recipient of the message
 - When you set up an email account, you are given the opportunity to choose a username for yourself
 - Sometimes the username includes a first & last name separated by a period
- The **domain name** identifies the computer where the email messages are sent & stored.
 - For example...when someone sends a message to tdeberry4@comcast.net, the message goes to the computer on the Internet, the web server that has been given the name "comcast"

PART OF THE EMAIL ADDRESS

- Some examples of popular top level domains & what they signify
 - **.aero** *air transport industry*
 - **.asia** *Asia- Pacific region*
 - **.com** *commercial*
 - **.edu** *educational*
 - **.gov** *governmental*
 - **.museum** *museums*
 - **.net** *networks*
- *Popular Top Level Domains*
- The last part of the email address, the top level domain (net, org, com etc) identifies either a country or address type.
- You can tell a little something about a person by studying the top level domain in his email address

WHICH EMAIL TYPE TO CHOOSE

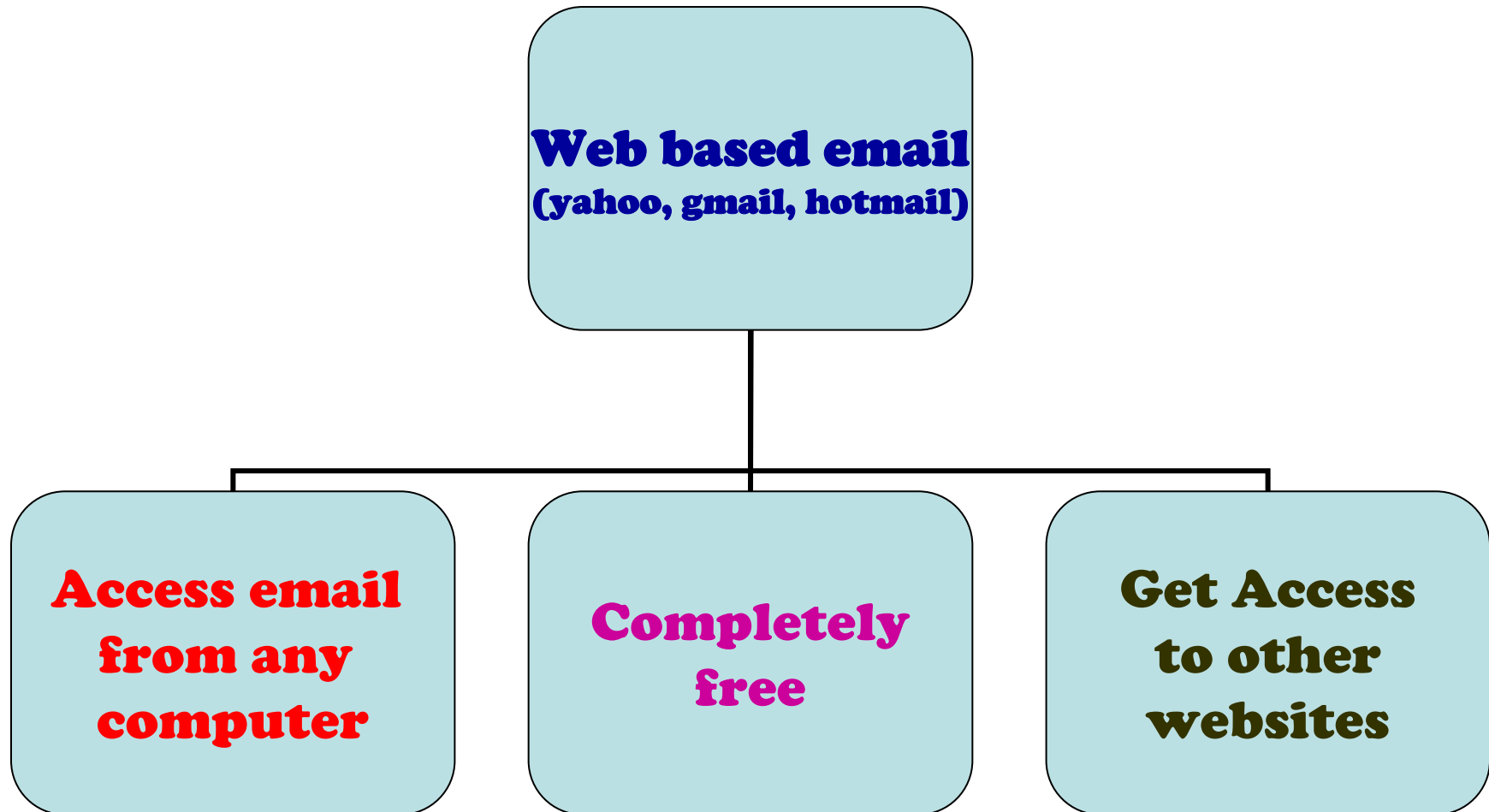
- There are 2 types of email software.
- **STANDARD EMAIL SOFTWARE WHICH COMES AS PART OF THE SOFTWARE PACKAGE INSTALLED ON YOUR PC.**
- **EXAMPLES INCLUDE OUTLOOK EXPRESS & MICROSOFT OUTLOOK**
- The other type of email is Web based email
- **DO NOT NEED EMAIL SOFTWARE BECAUSE IT IS ON THE INTERNET**
- **USUALLY FREE**
- **EXAMPLES INCLUDE MICROSOFT'S HOTMAIL OR GOOGLE'S GMAIL**
- **INTERNET PROVIDERS OFTEN GIVE FREE EMAIL (EXAMPLES ARE COMCAST & VERIZON)**

DIFFERENCES BETWEEN EMAIL TYPES

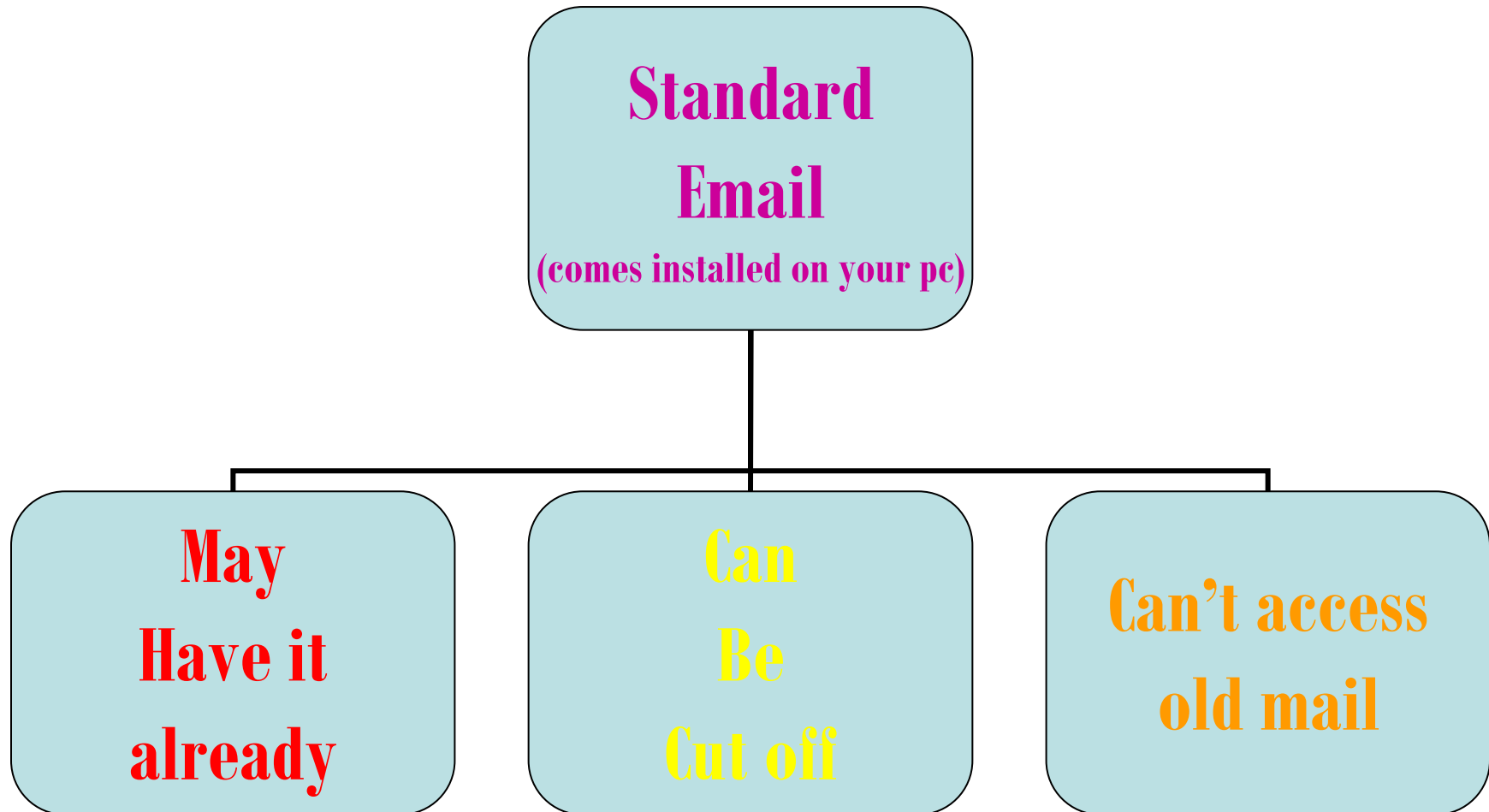


- *HOW EMAIL IS HANDLED & STORED*
- *EMAIL SOFTWARE-ALL MESSAGES KEPT ON YOUR COMPUTER*
- *WEB BASED EMAIL- ALL MESSAGES KEPT ON COMPUTER ON INTERNET*

Which email type to choose



Which email type to choose



E-MAIL SAFETY BASICS

- **Never give anyone your password.**
- **Keep your password hidden in a safe place and change it frequently.**
- **DO NOT open an email unless you know who it's from because it could be spyware or a virus. DELETE THIS EMAIL IMMEDIATELY**
- **DO NOT open any attachments from anyone even if you know them unless the attachment is run through an anti-virus program first.**
- **Use common sense-keep personal information personal. Never give it out to anyone on the internet.**
- **DO NOT be caught by the spammer's favorite trick "Remember me" in the subject heading**
- **Log off when done**
- **http://www.wiredsafety.org/safety/email_safety/index.html**