

Using E-Mail

Rodman Public Library

Topics

- What is E-Mail
- Types of E-Mail & Programs Available
- Formats
- Security
- Junk E-Mail
- Attachments

What is E-Mail?

- Way of Sending Messages and Files from Computer to Computer
- Platform Doesn't Matter
- Instantaneous
- Avoid Playing Phone Tag
- Inexpensive

What You Can Do With E-Mail

- Send and Receive Simple Messages
- Send Files and Pictures
- Subscribe to Mailing Lists

Features of E-Mail Programs

- Address Books
- Attachments
- Saving/Organizing E-Mail
- Recovery of Discarded Messages
- Tie-in with Fax & Voice-Mail

E-Mail Address Format

- 3 parts:
 - Username@domain.name

E-Mail Message Format

- Header
 - Sender
 - Recipient
 - Date
 - Subject
- Body

Types of E-Mail

- Plain Text
- POP3
- Web-Based

E-Mail Formats

- Plain Text
 - Text Only
 - No Attachments

POP3 E-Mail

- Supplied by ISPs
- Use Special E-Mail Programs
 - Microsoft Outlook
 - Netscape Messenger
 - Eudora

POP3 E-Mail: Pros

- Can Send and Receive Attached Files Easily
- Can Store Messages Locally
- Security

Web E-Mail

- Free E-Mail Service Offered by Numerous Internet Companies
- Uses a Standard Web Browser
 - Internet Explorer
 - Netscape Navigator/Communicator

Web E-Mail: Pros

- No Separate Program to Install or Configure
- Can Access Your E-Mail from Any Internet Computer
- Permanent E-Mail Address

Web E-Mail: Cons

- Limited Storage Space
- Limited Size for Attached Files
- Saving E-Mail on Local Computer More Complicated

Netiquette

- "Etiquette of the Internet"
- Think Before You Reply
- Use Common Sense

Emoticons ("Smileys")

- Adds Emotion to Impersonal Media of E-Mail
- Don't Overdo!

PLEASE NOTE: All upcoming class dates and information from this and other classes may be found on the Library's web site. Check <http://www.rodman.lib.oh.us/rpl/activities/inetclas.htm> for details.

Spam & Junk E-Mail

- “An abuse of the Internet in order to distribute a message (usually commercial or religious) to a huge number of people at minimal cost.”
--Microsoft Press Computer Dictionary

Spam & Junk E-Mail

- Unsolicited E-Mail Message
- Sent to Many Recipients at One Time
- Not Relevant to List
- Don't Respond to These Messages

Internet Hoaxes

- Don't believe everything you read!
- “Virus alerts” via e-mail are usually just hoaxes
- The *REAL* virus is the message itself

Typical Signs of a Hoax

- Usually has all capital letters with lots of exclamation marks
- VIRUS WARNING !!!!!!!
- DO NOT OPEN !!!!!
- Warning to avoid e-mail with a certain subject
- Directive to send to everyone you know

Typical Signs of a Hoax

- Name of authority cited
- Misinformation
- Technical sounding language
- Indication that the FCC is involved

Internet Hoaxes

- “Join the Crew”
- “Dying Child”
- “Bill Gates & Walt Disney, Jr.”
- “Good Times”

What YOU Should Do

- First, STOP and THINK
- Next, verify whether the threat is real
- Do not open any attached file before scanning for viruses
- Finally, DON'T send the message to everyone you know!

Web Sites to Check

- Computer Virus Myths
www.kumite.com/myths
- Symantec AntiVirus Center
www.symantec.com/avcenter/hoax.html
- Stiller Research – www.stiller.com
- Computer Incident Advisory Capability (U.S. Dept. of Energy)
ciac.llnl.gov/ciac/CIACHoaxes.html

Security Factors

- Use Virus Protection Software
- Never Send Anything You Wouldn't Want to Be Public Knowledge
- Social Security Number
- Credit Card Number
- Mother's Maiden Name

Security Factors

- Logout When Finished
- When Using Public Computers, Exit out of Netscape
- Don't Save Password on Computer

Setting Up E-Mail Preferences

- Get Specifics from ISP for POP3
- Set Up Where to Store Messages
- Set Mailing Preferences
- HTML, Plain Text
- Reply-To Address
- Signature File

File Attachments

- Good Way to Share Between Platforms
- Files From Word Processors, Databases, Spreadsheets
- Picture Files
- Web Pages

Sending File Attachments

- Keep Files Small
 - Resize Picture Files
- Know Whether Your Recipient Will Be Able to Accept
- Use Standard File Types
 - Pictures: .gif, .jpg
 - Text: .html, .txt, .doc

More Information

- Brimmer, Larry Dane. *E-mail*. New York : Children's Press, 1997.
- Maran, Ruth and Paul Whitehead. *Master Microsoft Office 2000 visually*. Foster City, Calif. : IDG Books Worldwide, c1999.
- Nelson, Stephen L. *Office 97 for busy people : the book to use when there's no time to lose!* Berkeley [Calif.] : Osborne, c1997.

Next Classes

- November 16 - 7:00 p.m.
- November 17 - 10:00 a.m.
 - Introduction to Windows