

Working With E-mail

Chapter 18

Objectives

- The students should understand
 - What is e-mail?
 - What are the components of an e-mail system?
 - Types of E-mail Accounts
 - How to write, send, reply to an e-mail message?
 - How to send, save and view e-mail attachments.

What is e-mail?

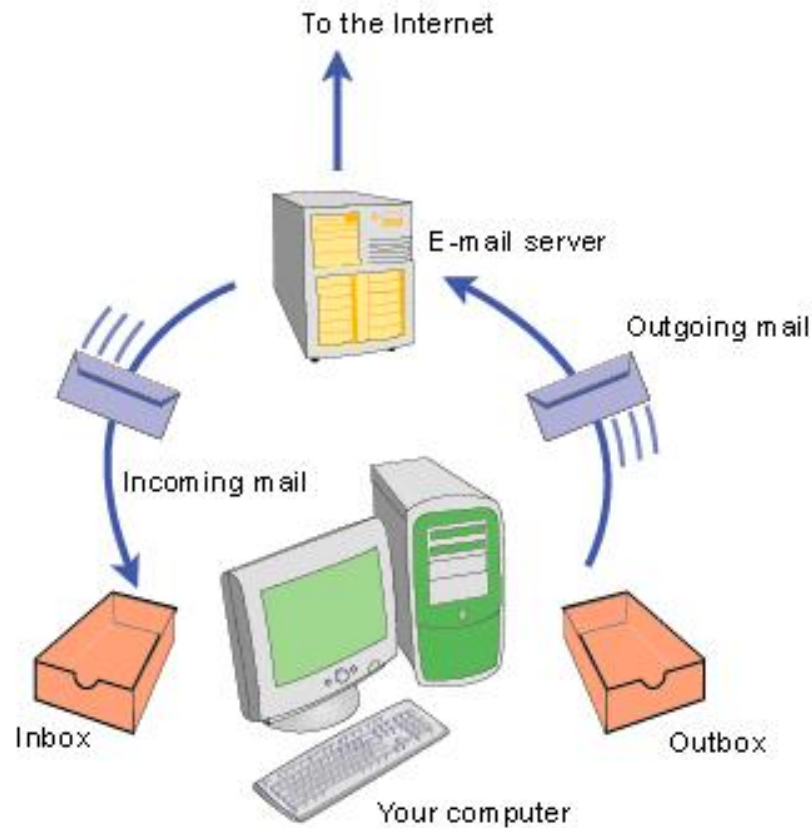
- ❑ **E-mail** is an electronic version of the postal system that transmits messages from one computer to another, usually over the Internet.
- ❑ An **e-mail message** is an electronic document transmitted over a computer network.
- ❑ E-mail is inexpensive, easy to use and fast.
- ❑ The computers and software that provide e-mail services form an **e-mail system**.

E-mail System

- An **e-mail server** is a computer which provides an electronic mailbox for each person, sorts incoming messages into these boxes and routes outgoing mail over the Internet to other e-mail servers.
- An e-mail server works with your electronic **Inbox** and **Outbox** so that you can send and receive email as shown in the next figure.

E-mail System

Figure 18-1



E-mail Accounts and E-mail Addresses

- ❑ To send and receive e-mail, you need an Internet connection, an e-mail account, and software to compose e-mail messages.
- ❑ Your account has a unique **e-mail address**.
- ❑ Typical format is user_id@domain.com.

Types of Accounts

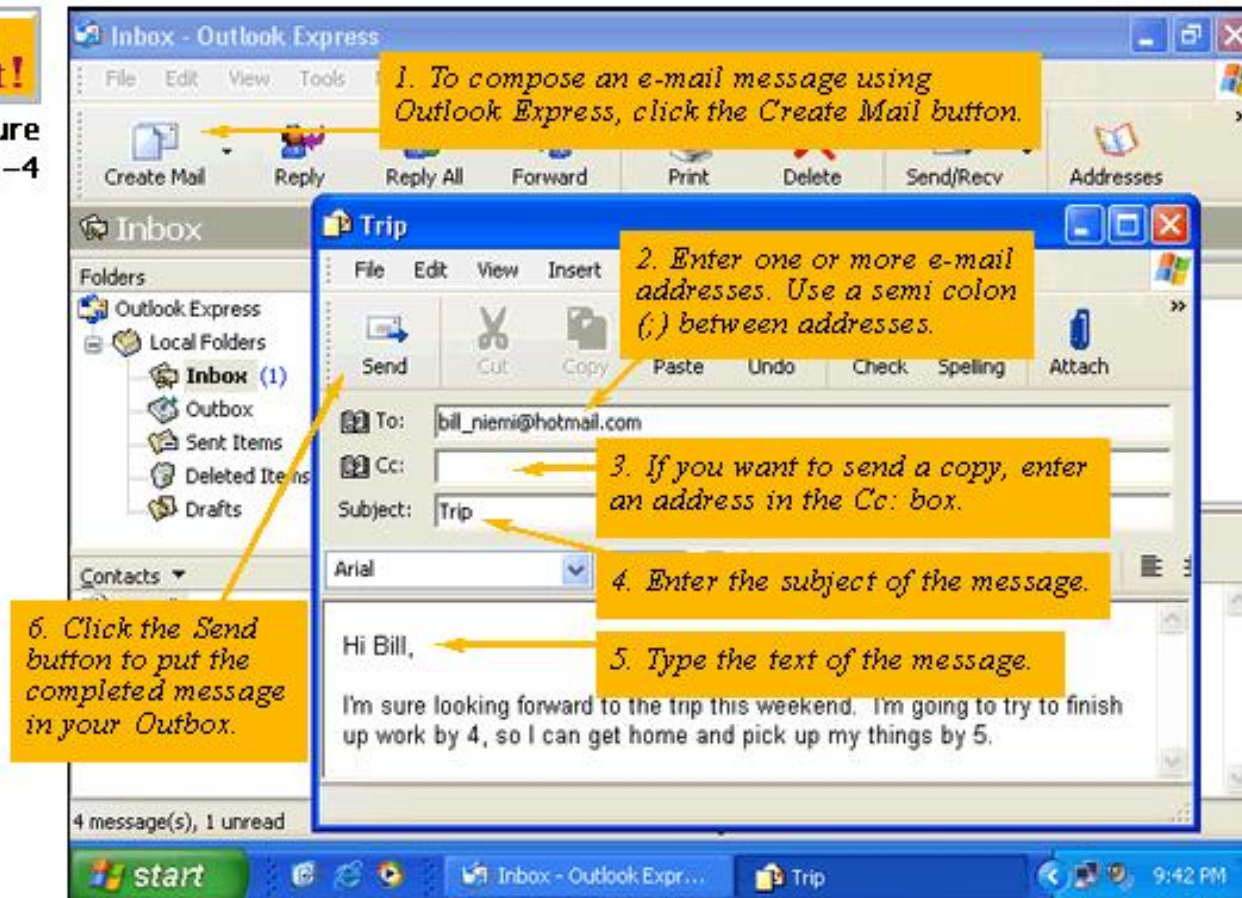
- ❑ **Web-based e-mail** is accessed using a browser.
- ❑ Popular Web-based e-mail providers include hotmail.com and yahoo.com.
- ❑ **Local e-mail** (sometimes called POP mail) stores your Inbox and Outbox on your computer so you can compose and read mail offline.
- ❑ You access local e-mail using **e-mail client software**.

E-mail Software

- ❑ Microsoft Outlook is one of the most popular e-mail clients.
- ❑ Outlook Express has fewer features and is included free with Windows.
- ❑ Lotus Notes and Eudora are also popular.
- ❑ Most e-mail software allows you to send files, imbed pictures or sound elements and include hyperlinks.

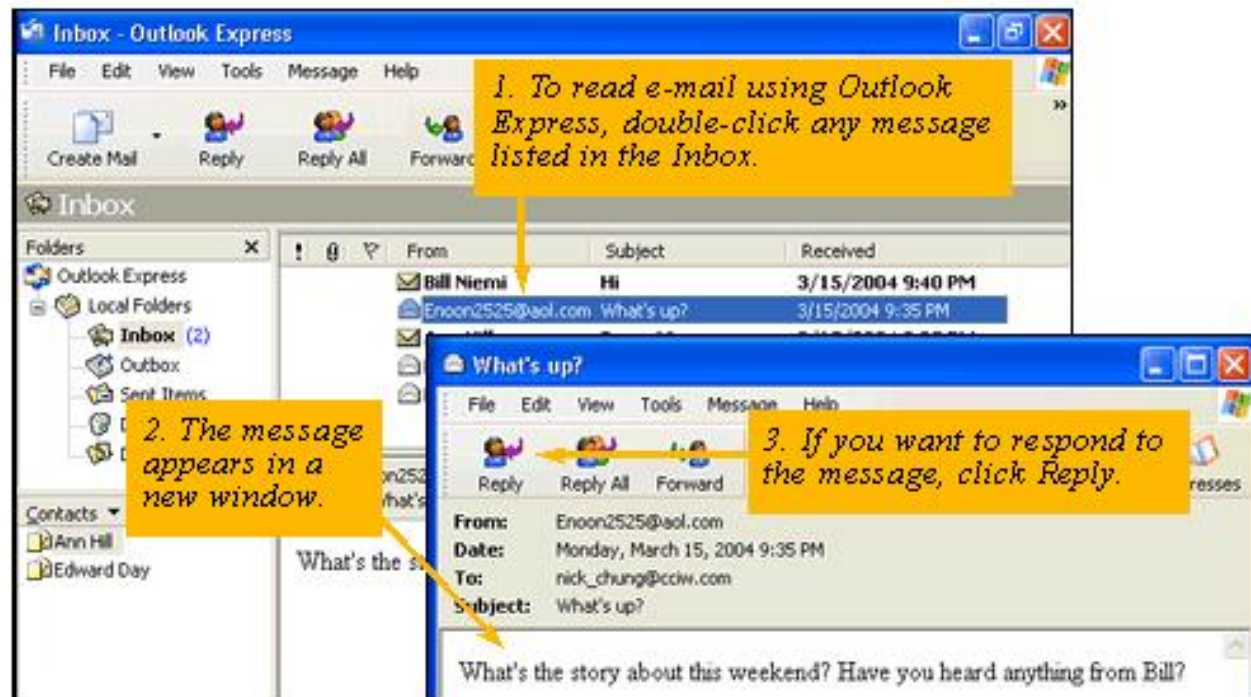
How do I write an e-mail message?

Do It!
Figure 18-4



How do I reply to an e-mail message?

Do It!
Figure 18-5



How do I reply to an e-mail message?

The screenshot shows the Outlook Express interface with an open email window titled "Re: What's up?". The window contains a menu bar (File, Edit, View), a toolbar with icons for Send, Cut, Copy, Paste, Undo, Check, Spelling, and Attach, and a message body. The message body includes a "To:" field with the address "Enoon2525@aol.com", a "Subject:" field with "Re: What's up?", and the text "Hi". Below this is the original message, which is indented and marked with ">" symbols. The original message text is: "We're planning to leave on Friday. I believe we are going to meet at 5:30. ----- Original Message ----- From: <Enoon2525@aol.com> To: <nick_chung@cciw.com> Sent: Monday, March 15, 2004 9:35 PM Subject: What's up? > What's the story about this weekend? Have you heard anything from Bill? >".

4. Your response is automatically addressed to the person who sent the original message.

7. Click the Send button to place the reply in your Outbox.

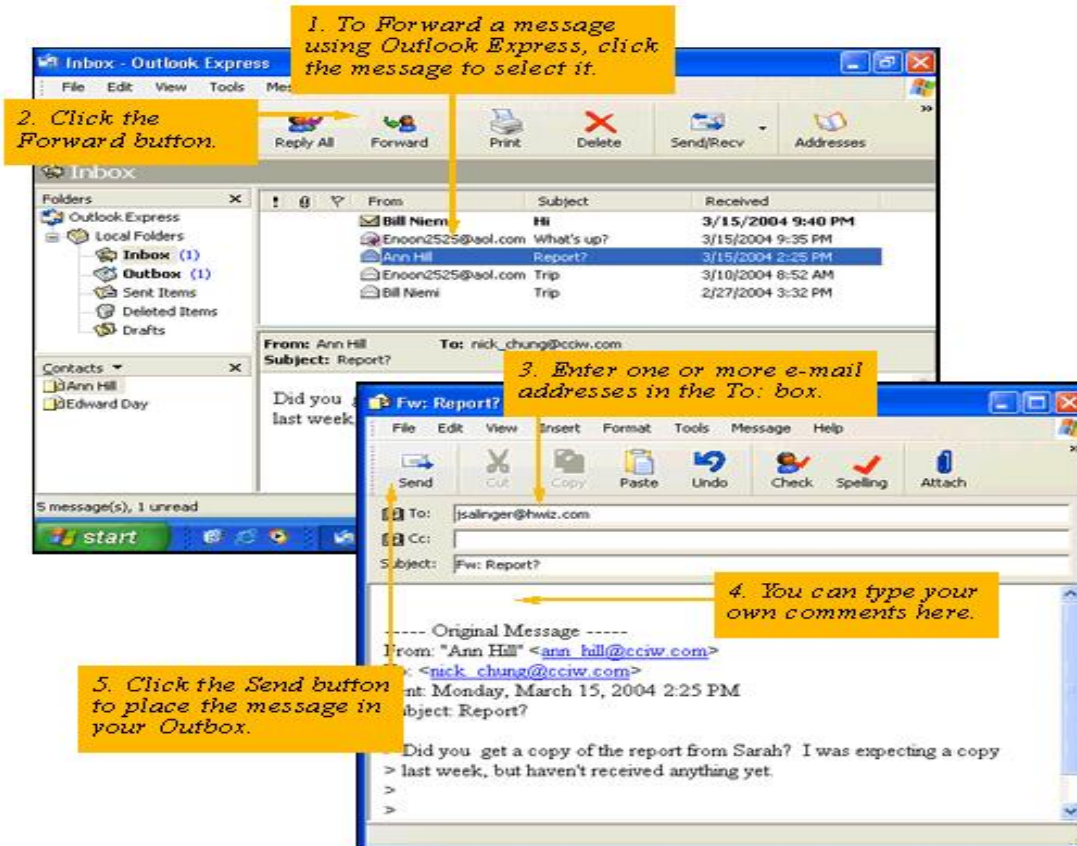
5. Type your response here.

6. The original message appears near the bottom of the window. Outlook Express typically marks each line of the original message with an ">" symbol.

How do I forward an e-mail message?



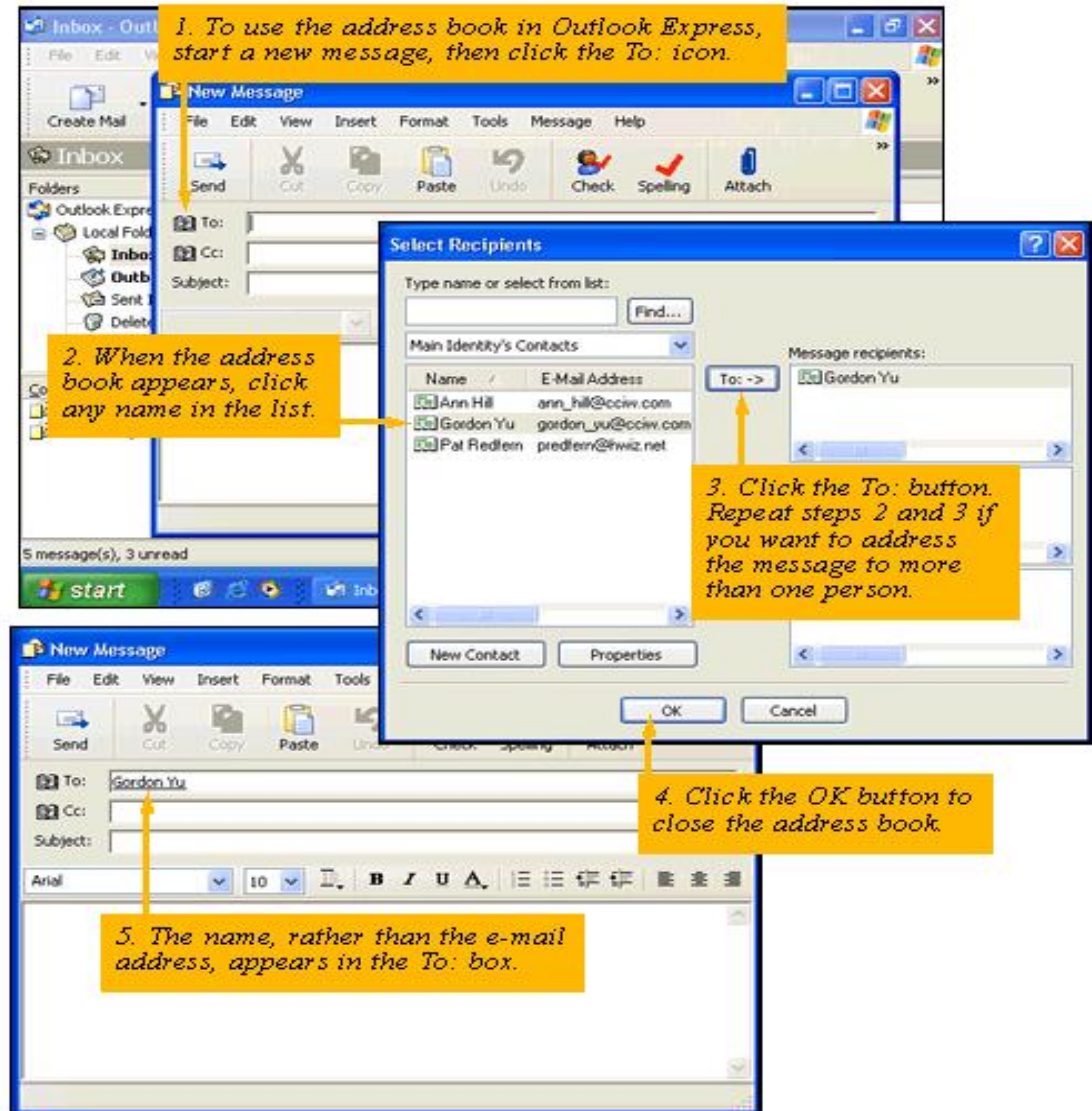
Figure 18-6



The Address Book



Figure 18-7



View E-mail Attachments



Figure 18-8

1. When you use Outlook Express, the paper clip icons indicate which e-mail messages include attachments.

2. When you open an e-mail message, the file names of any attachments are displayed in this box.

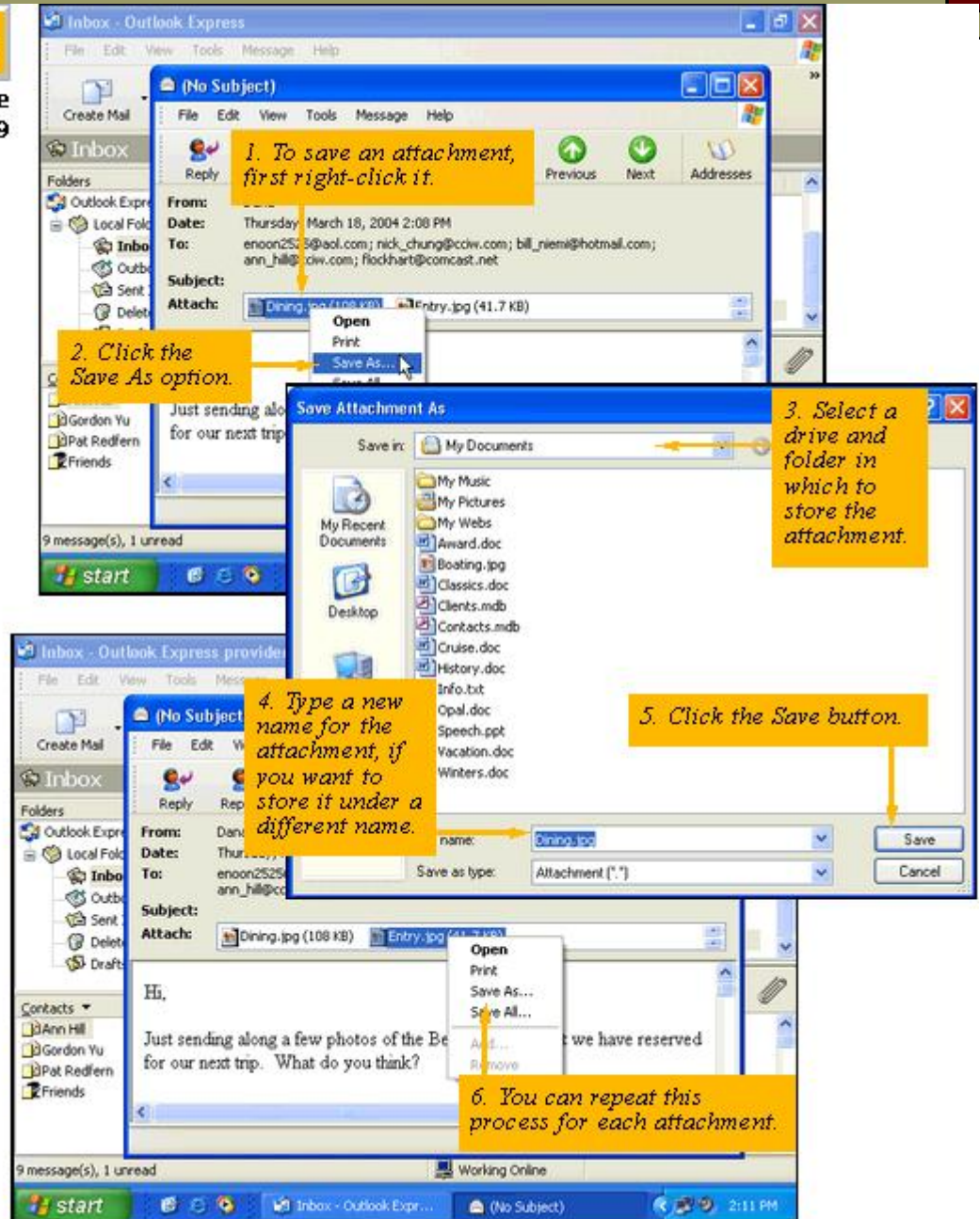
3. Right-click an attachment and then click the Open option.

4. If the attachment is displayed in an application program, such as Paint, you can click the application program window's Close button when you've finished looking at the attachment.



Figure 18-9

Save E-mail Attachments



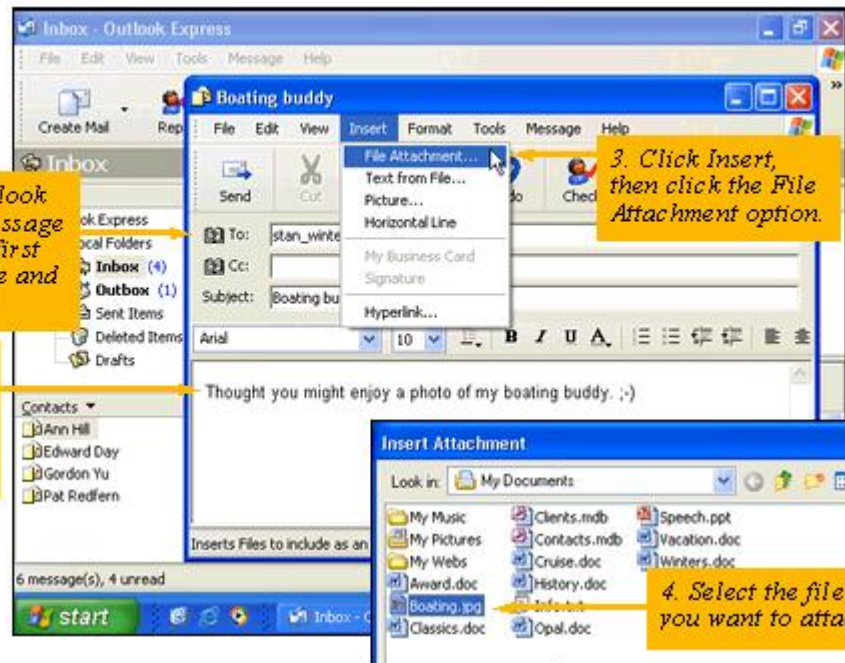
Send E-mail Attachments

Do It!

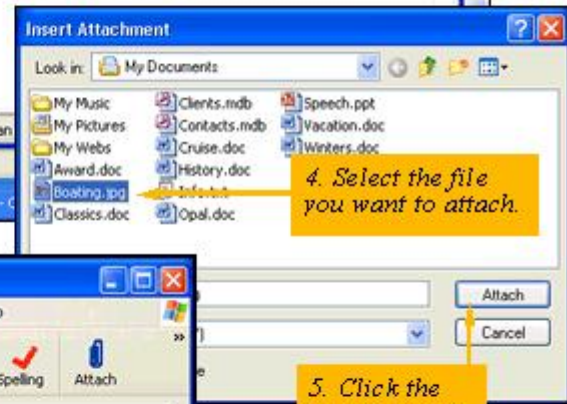
Figure 18-10

1. When you use Outlook Express to send a message with an attachment, first create a new message and address it as usual.

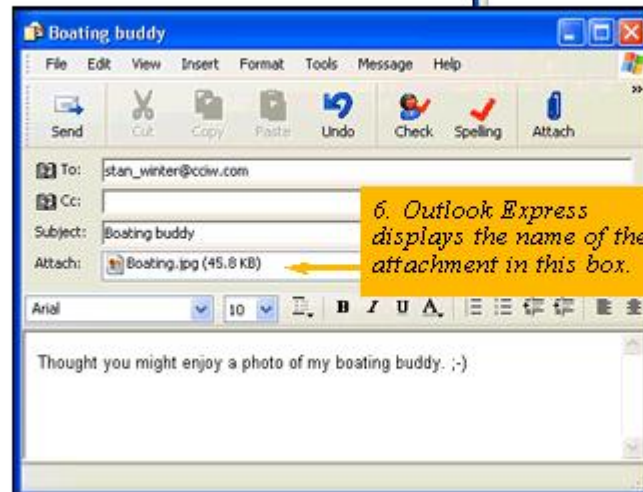
2. The text of your message should contain a brief explanation about the attachment.



4. Select the file you want to attach.

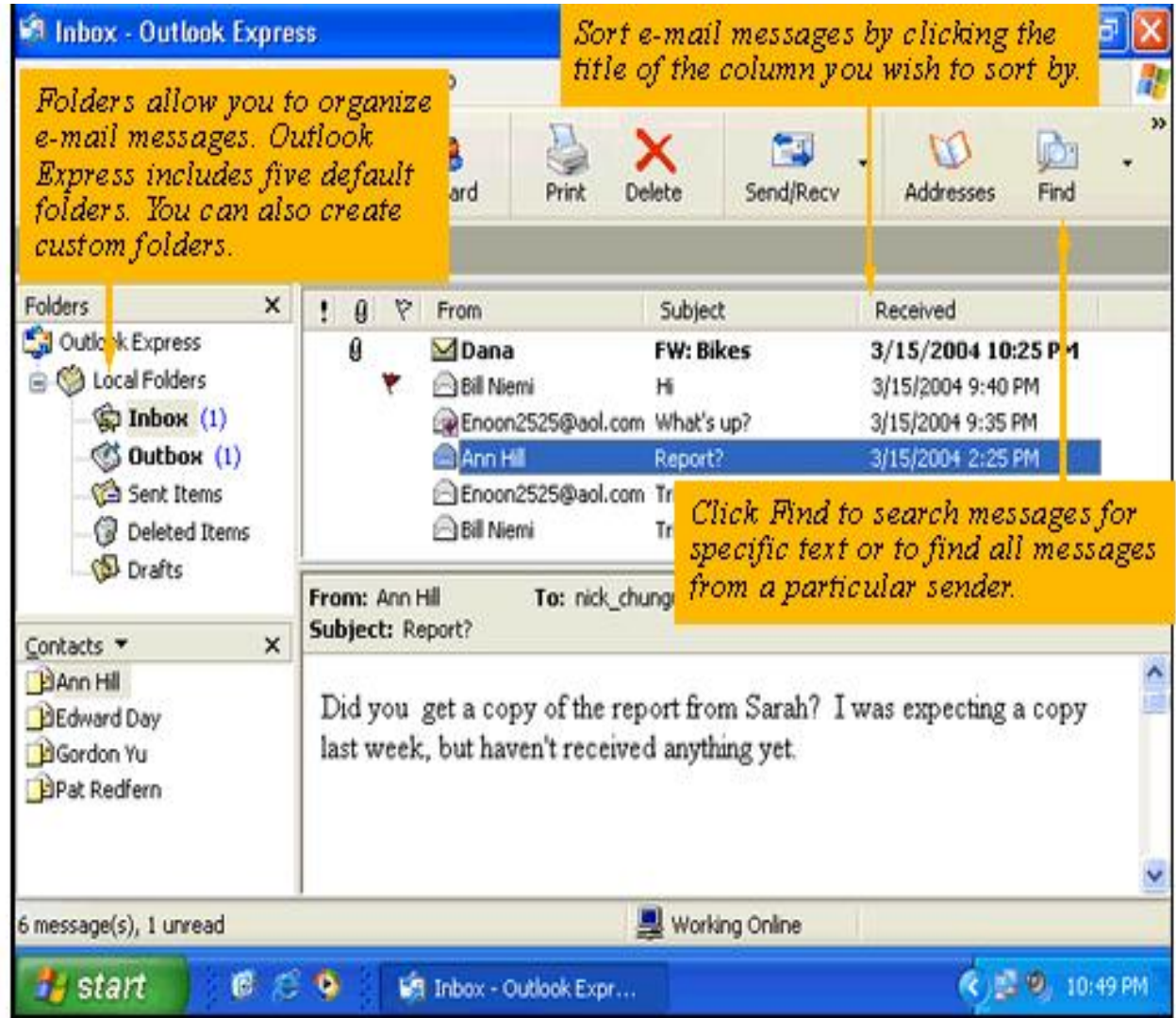


5. Click the Attach button.



Organize E-mail Messages

Figure
18-11





E-mail Signatures

- An **e-mail signature** is a block of text or graphics automatically added to the end of every e-mail message you send.

Summary

- We discussed
 1. What is e-mail?
 2. E-mail System Components
 3. Types of E-mail Accounts
 4. E-mail messages
 5. E-mail attachments.