

Electronic Mail 101

Internet Management &
Intro to Web Design

Outline

- History and Purpose of E-mail
- E-mail Safety
- E-mail Etiquette
- Using G-mail
- Using G-mail with Internet Applications



History and Purpose of E-Mail

- Email = Electronic Mail, a method of composing, sending and receiving messages over electronic communication systems.
- Email was never invented it evolved from very simple beginnings. Early Email was just a small advance on what we know these days as a file directory. It put a message in another user's directory in a spot where they could see it when they logged in. Just like leaving a note on someone's desk.



E-Mail Timeline

1972, Ray Tomlinson and the @ symbol
name of the user @ name of the computer



1974, Military use



1975, Larry Roberts invents folders for his boss



1976, Queen Elizabeth sends an e-mail, first head of state to do so



1988, Steve Dorner- Eudora gave a face to e-mail



E-Mail Timeline

Continued

1989, Lotus notes- 35,000 copies are sold



1996, Microsoft releases Internet Mail later called Outlook



1996, Companies begin to offer free, use-anywhere email (Hotmail)



2001, E-mail celebrates its 30th anniversary



2009, Over 600 million users world wide have free email

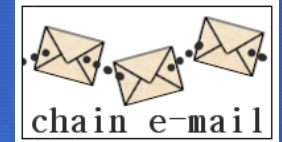




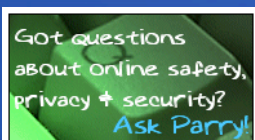
Email Safety



- Chain Letters- how to deal with them
- Hoaxes, rumors and urban legends- how to tell the difference between a hoax and reality
- Phishing-tips for protecting yourself from deceptive emails
- Scams and Fraud- how others will try to trick you
- Spam- what you can do about junk email
- Spoofing- when your email isn't your email...
- Viruses- protecting yourself from e-mail viruses and how to spot a fake.



http://www.wiredsafety.org/safety/email_safety/index.html



[Email Safety, Group Presentation](#)

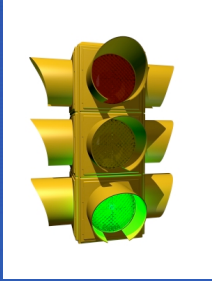


Email Privacy

There is no such thing as a private e-mail.

- With some email systems, the email administrator has the ability to read any and all email messages.
- Email software is like all software in that occasionally things go wrong. If this happens, you may end up receiving email meant for another person or vice versa.
- Somewhere in the world there is a person (usually a hacker) who is able to read your email if he/she tries hard enough. There are security measures in place to prevent this, but no security is 100% hacker proof.





Email Etiquette- Do

- Do try to think about the message content before you send it out
- Do make sure the content is relevant to the recipients. Nobody likes to receive junk email.
- Do trim any quoted message down as much as possible.
- Do try to use humor and irony sparingly. If so use smiley's such as 😊 or ☹ to
- Do ensure that you have a relevant "subject" line.
- Do be patient, especially with inexperienced email users.
- Do include a brief signature on your email message.
- Do be careful when replying to mailing list messages.
- Do remember to tell people the format of any attachments you send other than MO.
- Do use emphasis where it is useful to do so. ***Bold-italics-******



Email Etiquette- Don't

- **Don't** reply to an email message when angry. Once the message has been sent, you will not be able to recover it.
- **Don't** keep mail on your server longer than necessary.
- **Don't** type in CAPITALS as this is considered SHOUTING
- **Don't** send large attachments without checking with the recipient first. 1-5MB max.
- **Don't** make personal remarks about third parties. They can come back to haunt you.
- **Don't** mark things as urgent if they are not.
- **Don't** post your email address on web sites and other public parts of the Internet unless you want to be deluged with spam.
- **Don't** criticize people's spelling.
- **Don't** send/pass on chain letters or "make money fast" messages.

Using Gmail

- Creating your account
- Getting to know your navigation links
- Parts of an email message
- Labels
- Filters
- Search

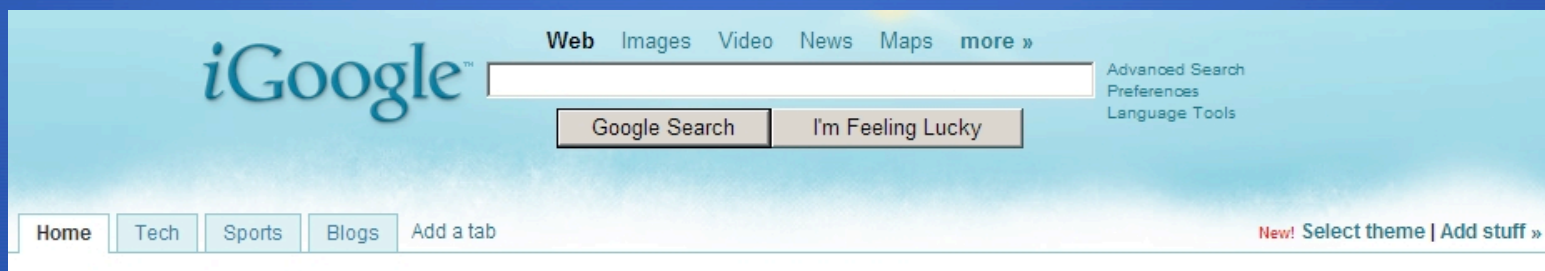


<http://mail.google.com/support/bin/answer.py?hl=en&answer=90877>

[Getting To Know Your Gmail, Worksheet](#)

Gmail with Internet Applications

- Gmail Reader with Blogger
- RSS- “Real Simple Syndication” Is a family of web feed format used to publish frequently updated works- such as blog entries, news headlines, audio, and video.
- Creating usernames and passwords for Internet applications using your Gmail account.
- IGoogle



Email Statistics

- If email was a country, its 1.4 billion users would make it the largest in the world. Bigger than China!
- 247 billion emails are sent each day. That's one email every 0.000000035 seconds.
- In the time it takes you to read this sentence, some 20 million emails entered cyberspace.
- 13.4 billion: the number of direct marketing dollars forecast to goon email in the US in 2009.

