

Internet Fundamentals



Lecture-3



INTRODUCTION TO E-MAIL

E-Mail - Electronic Mail



- Send mail electronically via the Internet
- Requires an account on a mail server and supporting software on your PC
- The username and password will allow you to access your account
- All e-mail programs allow you to Send, Compose, Reply, and Forward mail

Obtaining an E-mail Account



- You will need an e-mail server (post office) in order to send and receive e-mail.
- You can obtain an account in school
- You can pay for an account through an ISP such as AOL
- You can get free accounts:
 - www.hotmail.com
 - www.yahoo.com

Privacy and Terms of Agreement



- E-mail is less private than US mail
 - If you need privacy, send a letter
- Every mail server has terms that you must agree to
 - No copyright infringements
 - No harassing or stalking
 - No junk mail or spamming
 - No intentional sending of viruses

The Mail Folders



- ***Inbox*** – new messages as well as messages that have been read
- ***Outbox*** – messages not yet sent
- ***Sent items*** – messages that have been sent (moved here from outbox)
- ***Deleted items*** – messages deleted from any folder
- ***Custom folders*** – additional folders created by the user

An E-mail Address



- Every e-mail address is unique and consists of two parts, a user name and a host computer
- The @ sign is required
- The host computer can be omitted if you are logged onto the same network or host computer

Additional E-mail Capabilities



- **Address Book**
 - Contains the e-mail addresses of frequent contacts
 - Enables you to enter an alias; e.g., “Bob” instead of the complete address
- **Distribution List**
 - A set of e-mail addresses stored under one name
 - Ideal for your professor to e-mail the class

E-mail Protocols



- **POP Client – Post Office Protocol**
 - Lets you work without being connected to mail server
 - Upload to send mail - Download to read mail
 - Allows almost any e-mail program to access e-mail from server
- **IMAP – Internet Message Access Protocol**
 - Permits a "client" email program to access remote message stores as if they were local
 - Enables user to access messages from more than one computer