



Intro to Email





What is E-mail?

- E-mail = electronic mail
- E-mail is the process of sending and receiving messages over the Internet
- E-mails are permanent and will be stored somewhere until deleted, usually by the recipient.



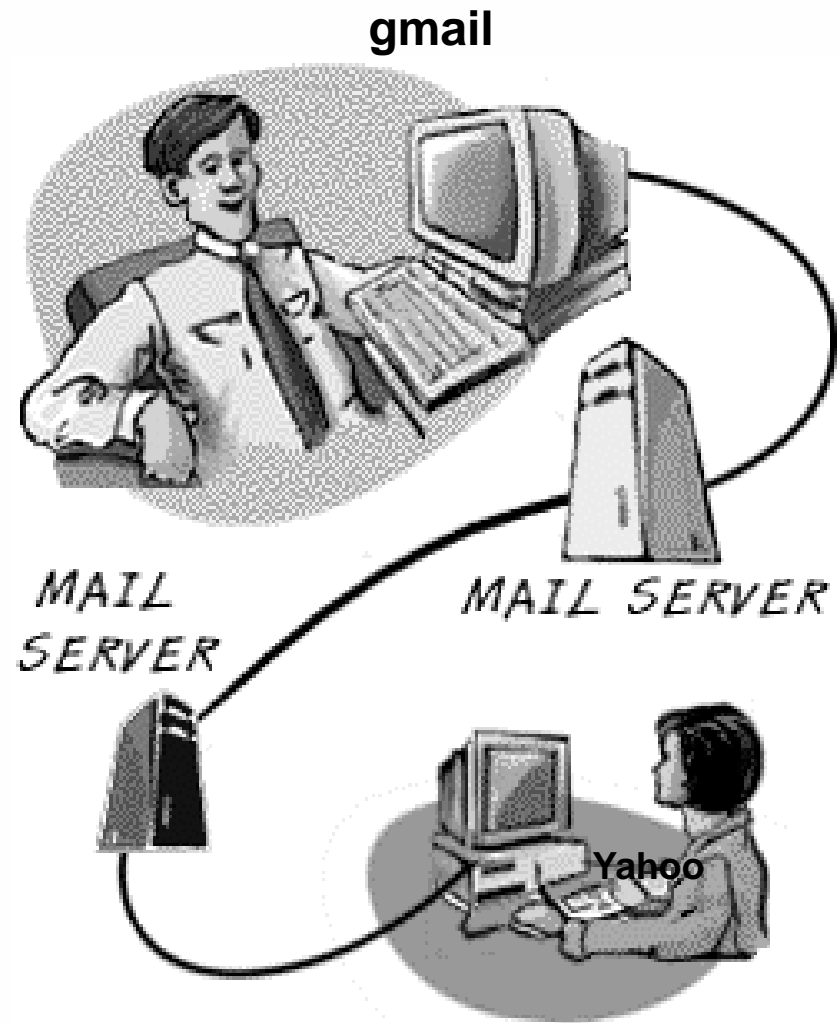
How Does E-mail Work?

Bob sends an e-mail to Susan:

Bob's message starts at Gmail.
(His e-mail provider).

Gmail forwards it to Yahoo.
(Susan's e-mail provider)

Yahoo stores the message in
Susan's mailbox until Susan
checks her e-mail.





What is E-mail Used For

- 1. Communication-** Send your resume, quick messages, share photos
- 2. Notification-** Bank statements, shipping confirmations, library notices
- 3. Accounts-** Retrieve account information such as password





Email accounts can be obtained through:

- Free e-mail providers such as Gmail, Yahoo, Hotmail or your Internet Service Provider, e.g. Comcast or AT&T

To send or receive e-mail you will need:

- A **computer** or device
- **Internet access**
- An **account** with an e-mail provider





E-mail Address

E-mail address consists of three parts:

- 1. User name** - A unique name that identifies your account with the mail server
- 2. "at" symbol: @** - Separates your account name from the name of your mail server
- 3. Domain name** - Identifies the mail server

[username@domainname.com](#)

annthelibrarian@gmail.com



E-mail Basic Safety Tips

Change your password often, keep it in a safe place, and don't share the password with anyone

Don't open any attachments from anyone unless they are run through an anti-virus program

Delete all e-mails, unread, from people you don't know

Avoid following links or buy anything advertised in spam mail

Never send personal information over e-mail

Install a virus protection program and delete any suspicious mail





Passwords

Strong password definition

A strong password:

...has at least **15 characters**

...has **uppercase letters**

...has **lowercase letters**

...has **numbers**

...is **not** like your **previous passwords**

...is **not** your **name**

...is **not** your **login**

...is **not** your **friend's name**

...is **not** your **family member's name**

...is **not** a dictionary **word**

...is **not** a **common name**



Create a Safe Password

- *My Favorite Color Is Green Like Money*

- **MfcisGI\$**

- *I Like Hot Fudge Sundaes At Dennys*

- **iLhfSaD!**





Unsubscribing

SALE
SAVE UP TO 65%

New markdowns are popping up faster
than we can call them out.

SHOP SALE



* 40% off Swim for the family:

Prices shown reflect savings. Excludes Swim Tees.



LE BLOG

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Dodgeville, WI 53595

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talkback@landsend.com

Spam and Phishing

Account Reviw...

National Westminster Bank (onlinebanking@information.natwest.com) [Add contact](#)

To: Undisclosed-recipients:

IGNORE

AND

DELETE



National Westminster Bank has been receiving complaints from our customers for unauthorised use of the Natwest Online accounts. As a result we periodically review Natwest Online Accounts and temporarily restrict access of those accounts which we think are vulnerable to the unauthorised use.

This message has been sent to you from National Westminster Bank because we have noticed invalid login attempts into your account, due to this we are temporarily limiting and restricting your account access until we confirm your identity.

To confirm your identity and avoid limitations to your online banking access please click on the button below:

Log in

National Westminster Bank is committed to ensure the safeguard of each customer's personal information, making sure only authorised individuals have access to their accounts. It is all about your security.

Accounts Management As outlined in our User Agreement, Natwest will periodically send you information about site changes and enhancements.

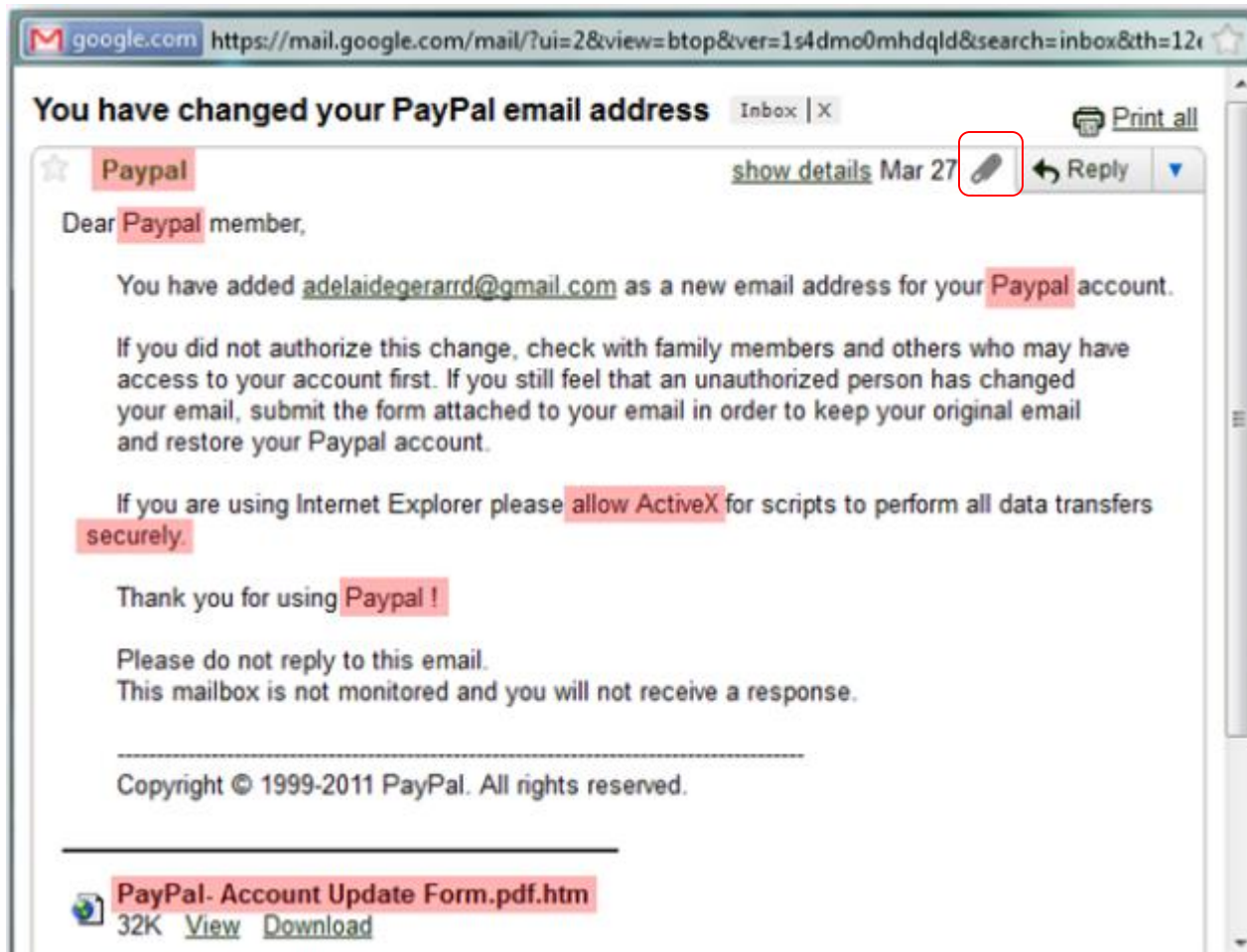
Visit our [Privacy Policy](http://www.Natwest.com/help/index.html) and [User Agreement](http://www.Natwest.com/help/index.html) if you have any questions.

Spam and Phishing


IGNORE


AND

DELETE



google.com https://mail.google.com/mail/?ui=2&view=bt&ver=1s4dmo0mhdqld&search=inbox&th=12t

You have changed your PayPal email address Inbox | X  Print all

☆ **Paypal** [show details](#) Mar 27  Reply

Dear **Paypal** member,

You have added adelaidegerard@gmail.com as a new email address for your **Paypal** account.


If you did not authorize this change, check with family members and others who may have access to your account first. If you still feel that an unauthorized person has changed your email, submit the form attached to your email in order to keep your original email and restore your PayPal account.

If you are using Internet Explorer please **allow ActiveX** for scripts to perform all data transfers **securely**.

Thank you for using **Paypal !**

Please do not reply to this email.
This mailbox is not monitored and you will not receive a response.

Copyright © 1999-2011 PayPal. All rights reserved.

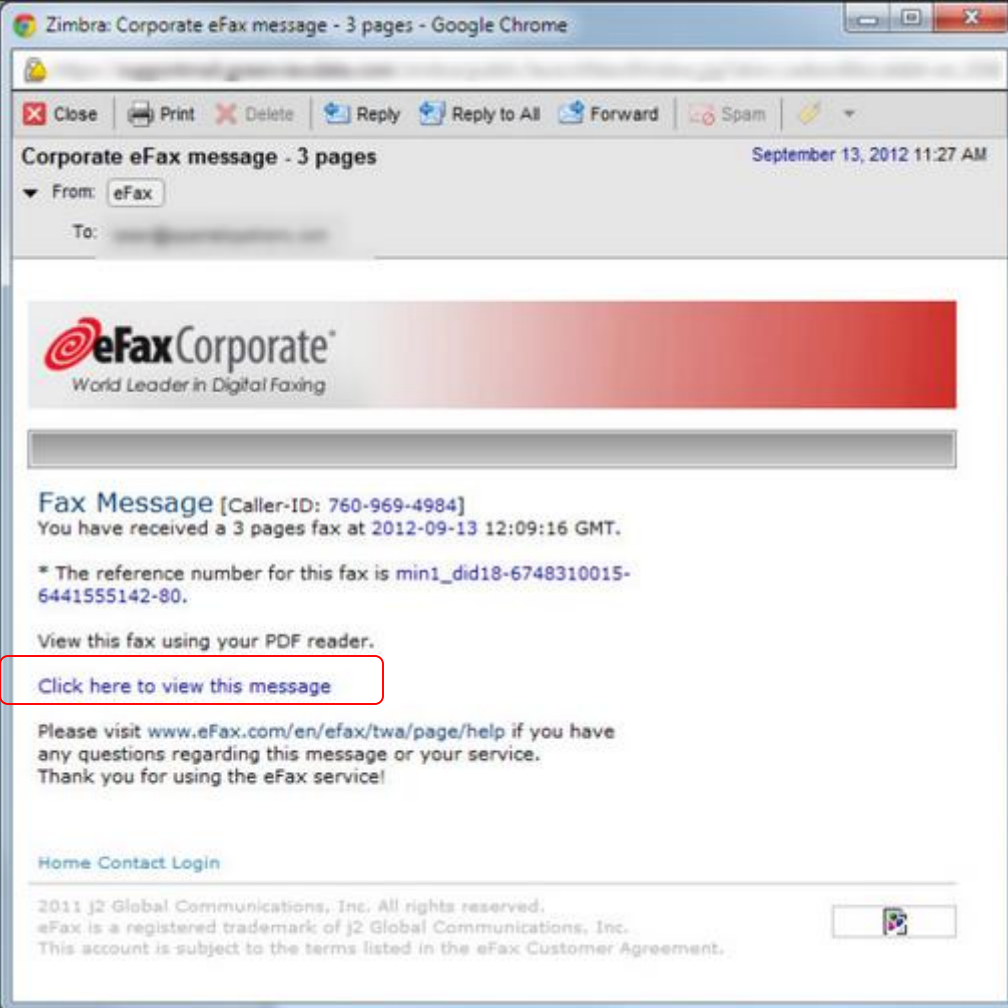
 **PayPal- Account Update Form.pdf.htm**
32K [View](#) [Download](#)

Spam and Phishing

IGNORE

AND

DELETE



Zimbra: Corporate eFax message - 3 pages - Google Chrome

Close Print Delete Reply Reply to All Forward Spam

Corporate eFax message - 3 pages September 13, 2012 11:27 AM

From: eFax

To: [redacted]

eFax Corporate
World Leader in Digital Faxing

Fax Message [Caller-ID: 760-969-4984]
You have received a 3 pages fax at 2012-09-13 12:09:16 GMT.

* The reference number for this fax is min1_did18-6748310015-6441555142-80.

View this fax using your PDF reader.

[Click here to view this message](#)

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Netiquette

- *A few good Netiquette tips*

- *Do include a descriptive subject line*
 - *Keep it Simple and Get to the Point*
 - *Proofread your e-mail*
 - *Avoid the ALL-CAPS MODE,*
- 



More Netiquette

- **SPAM-** Unsolicited bulk e-mail.
 - .
 - **Privacy-** E-mail is **not** a private form of communication. Some companies monitor employee e-mail.
 - **Use emoticons sparingly-** Emoticons, or smilies, are keyboard characters used to convey an emotion. Examples:
 - :-) = happy
 - :-(= sad
 - ;-) = wink 
 - :-o = shocked, surprised
- 