



All you ever wanted to Know about E-Mail

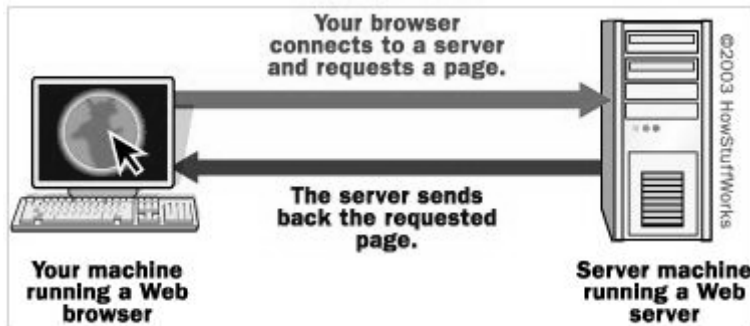
But were afraid to ask!



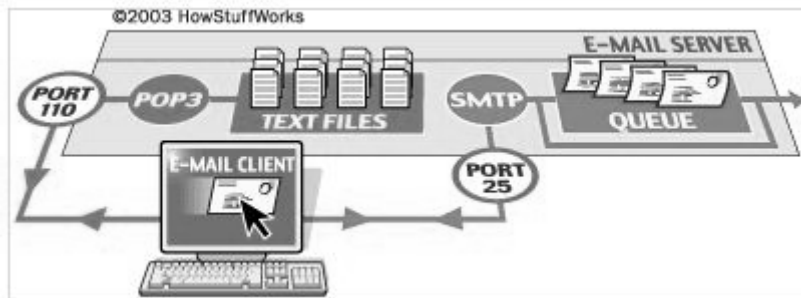
What we will Cover

- How E-Mail Works
- Types
 - Web Mail from ISP's and Free Mail Providers
 - Client systems – Outlook Express (Win XP) Windows Mail (Vista) Windows Live Mail (all Windows) and Thunderbird
- Demonstrate these systems
- How to set up on Sonic, Comcast, AT&T (Yahoo and U-verse)
- Using E-Mail including Etiquette

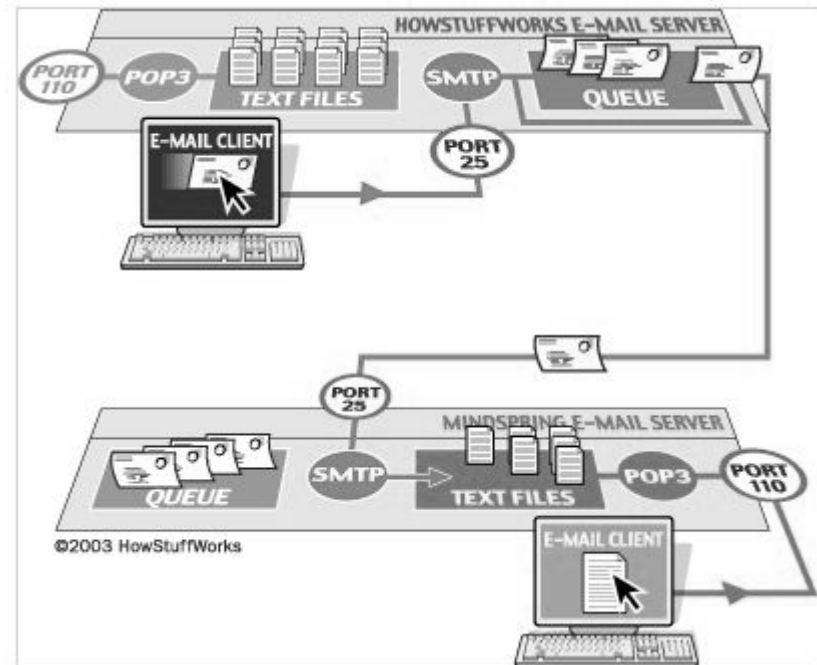
How E-Mail works



Receive



Send



Complete Path

Types of E-Mail – Web Mail

- Web Mail – Uses your browser to go to a web site and click on a link



Then click on Mail Icon

- Gmail, Hotmail, Yahoo Mail and other free E-Mail servers use Webmail unless specially set up.

Types of E-Mail-Client Systems

- Use POP (Post Office Protocol) or IMAP (Internet Message Access Protocol)
- POP
 - Downloads/Uploads messages and disconnects
 - Downloads are removed from server unless settings are changed. Permits working on E-Mail off line
- IMAP
 - Working on E-Mail requires staying on line unless settings are changed.
 - Multiple users can access same account simultaneously
- The default position is usually POP

Demonstrate Systems

- Web Mail: <http://sonic.net/> click on *Web Mail* and log- in.
- Outlook Express – Windows XP or earlier. Go to XP
- Windows Mail – Windows Vista only Very similar to Windows Live Mail
- Windows Live Mail – For XP through Windows 7
- Thunderbird – All Windows, MAC or Linux systems

How to Set Up Client Systems- 1

- Set up properties are defined by the Internet Service Provider (ISP) or Freemail Provider. They are inserted into the client system by the user.
- You need to know
 - Your ID (usually what goes in front of @) and password.
 - Name of incoming (POP or IMAP) and outgoing server (SMTP)
 - Does your outgoing server require authentication?
 - Do your incoming and/or outgoing servers require a secure connection?
 - Port numbers for in and out.



How to Set Up Client Systems- 2

- The major ISP's in this area are Sonic, AT&T and Comcast.
- The step by step instructions for each are at:
 - Sonic - <http://www.sonic.net/support/ss/mail/>
 - AT&T
<http://www.att.com/esupport/article.jsp?sid=KB401573&wtSlotClick=1-0029DN!900777-2-1&rel=nofollow>
 - Comcast:
<http://customer.comcast.com/Pages/FAQViewer.aspx?Guid=b454828c-37a6-459a-9191-2a1b0f2bb20e>

How to Set Up Client Systems- 3

E-Mail Settings for Major ISPs

Company	Name	Authent?	Secure?	Port
Sonic				
In	pop.sonic.net	NA	Yes	995
Out	Smtp.sonic.net	Yes	Yes	465
AT&T				
In	pop.att.yahoo.com	NA	Yes	995
Out	smtp.att.yahoo.com	Yes	Yes	465
Comcast				
In	mail.comcast.net	NA	No	110
Out	smtp.comcast.net	No	No	587

For further reference see:

[http://kb.mozillazine.org/Creating accounts in Thunderbird for popular email providers](http://kb.mozillazine.org/Creating_accounts_in_Thunderbird_for_popular_email_providers)

All You Ever Wanted to Know About E-Mail
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Using E-Mail including Etiquette

- Demo Thunderbird
 - New Folder *
 - Attachment Lightning (Appointments)
 - Address Book
- Etiquette – Mostly Common Sense
 - Use Subject – it helps the recipient
 - Sending or Forwarding to Groups – use bcc
 - Avoid using all Caps – Cool down before you send
 - Don't forward chain letters
- For more info: <http://www.emailreplies.com/>