

Welcome to  
**The World of Computers,**  
**3rd Edition**



## Lesson 8: Sending and Receiving Attachments

[Return to the student web page](#)



**LABYRINTH**  
LEARNING™

# Lesson Objectives

- After studying this lesson, you will be able to:
  - ▲ Open attachments you receive from others
  - ▲ Attach files to email messages
  - ▲ Describe two safeguards against Internet security threats
  - ▲ Describe email spam

# Assuring Internet Security

## ■ Malware

▲ Software installed without your consent, such as:

- ◆ Viruses
- ◆ Worms
- ◆ Spyware
- ◆ Adware

# Assuring Internet Security

## ■ Internet security (antimalware software)

- ▲ Detects and erases potentially harmful programs and intrusions

- ▲ Examples:

  - ◆ Norton Internet Security

  - ◆ Avast Internet Security

  - ◆ Macafee Antivirus



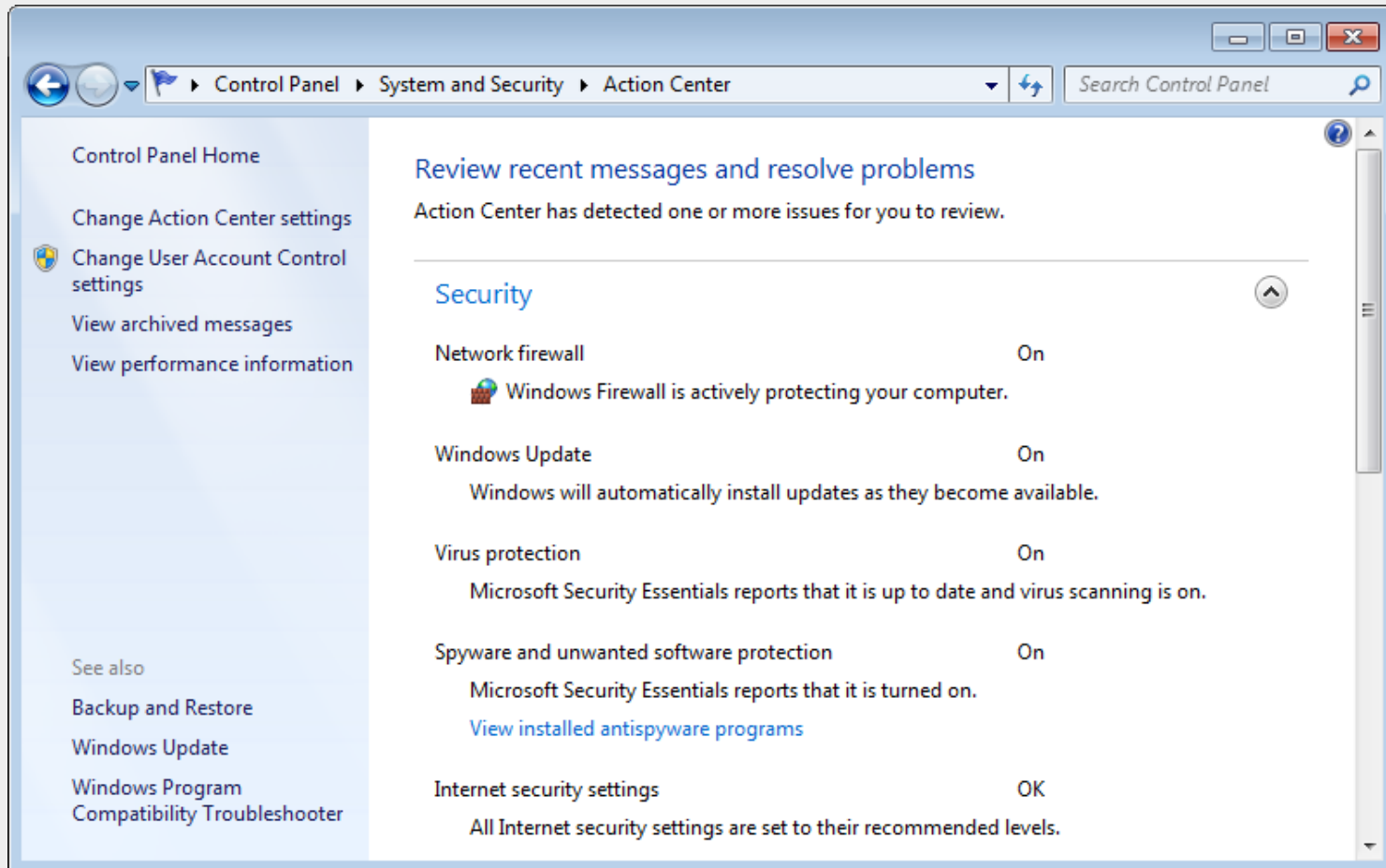
*If your computer is connected to the Internet, you need antivirus software. Period.*

# Assuring Internet Security



An Internet security program provides protection from a variety of threats

# Assuring Internet Security



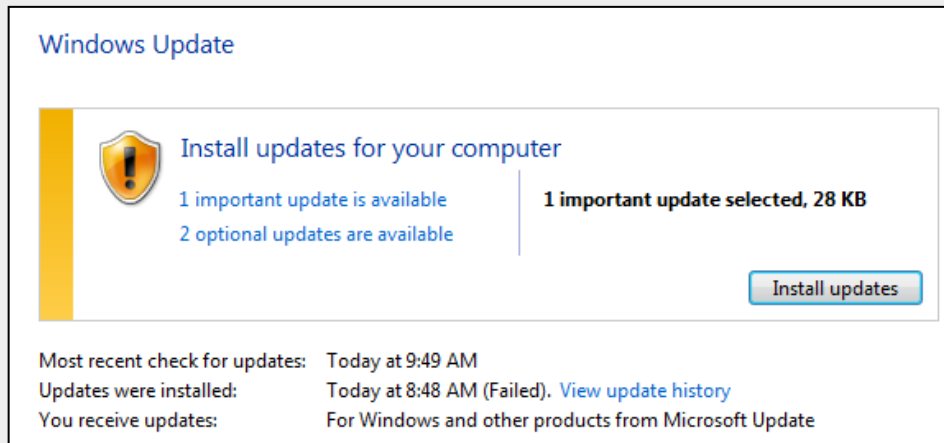
Windows monitors the status of your computer's protection



# Assuring Internet Security

## ■ Windows Update

- ▲ Can automatically download the latest updates for Windows and Microsoft programs
- ▲ Tells you when updates are available to install



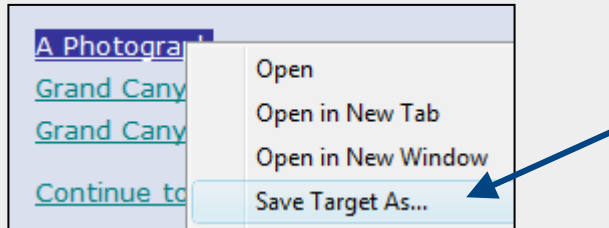
**Windows Update tracks new updates and helps you install them**



# Downloading Files from the Web

## ■ Downloading

- ▲ Copying a file from a remote computer to your computer



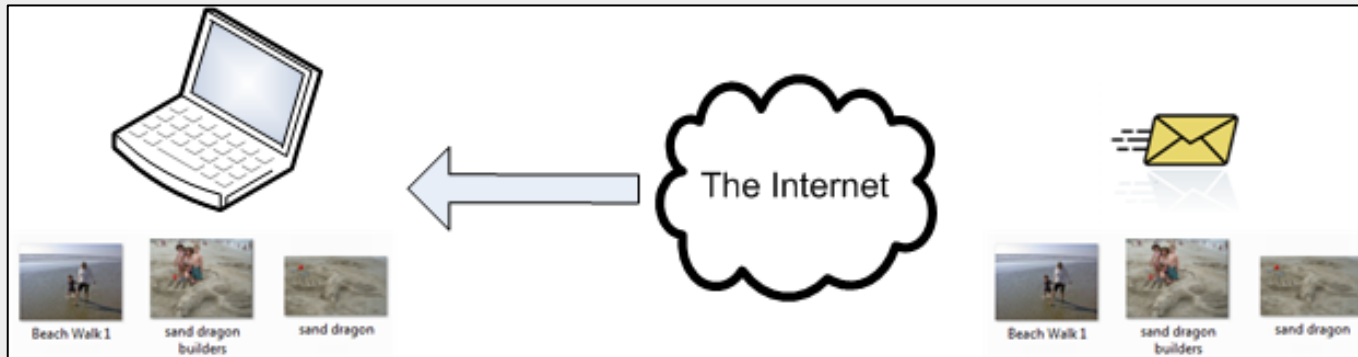
- ▲ Beware! Some files could contain a virus!

## ■ Uploading

- ▲ Copying a file from your computer to a remote computer (such as when you send an attachment)



# Downloading Files from the Web

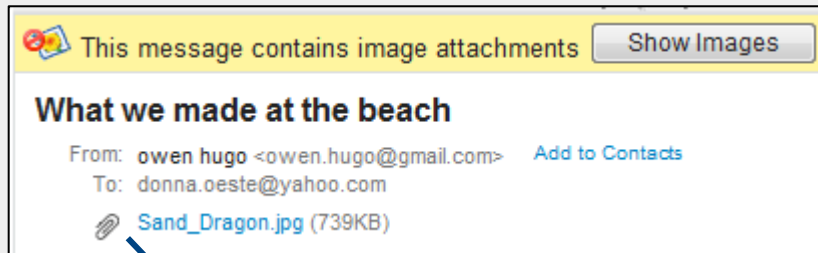


**Downloading moves attachments from the Webmail server on the Internet down to your own computer**

# Receiving Email Attachments

## ■ Attachment

- ▲ One or more files sent with an email message, such as:
  - ◆ Text document
  - ◆ Photo
  - ◆ Slide show of multiple photos

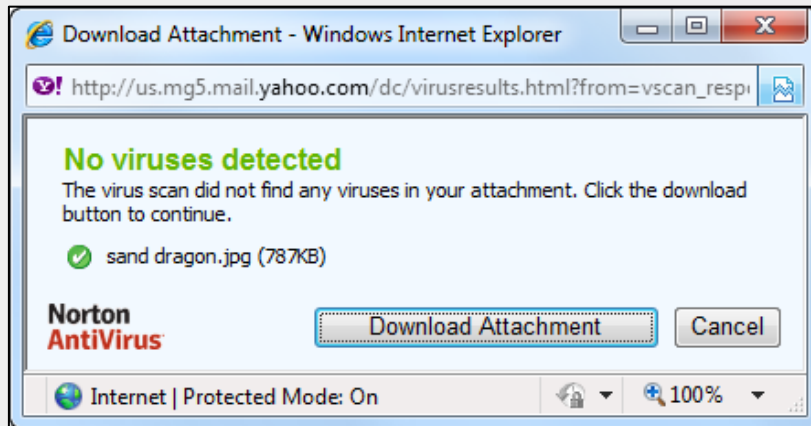


**A paper clip icon indicates the presence of an attachment**

# Receiving Email Attachments

## ■ Saving attachments

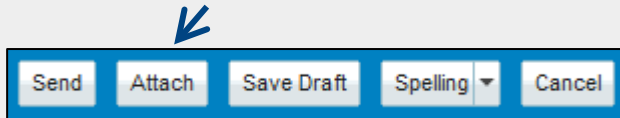
- ▲ Attachments remain embedded in their email message until you save them to your computer
- ▲ Yahoo! Mail automatically scans for viruses before it lets you download an attachment



***Never open a attachment from someone you don't know***

# Sending Attachments

## ■ Sending a file



▲ Attach almost any file to an email message

▲ Size limitations (up to 25 GB per message)

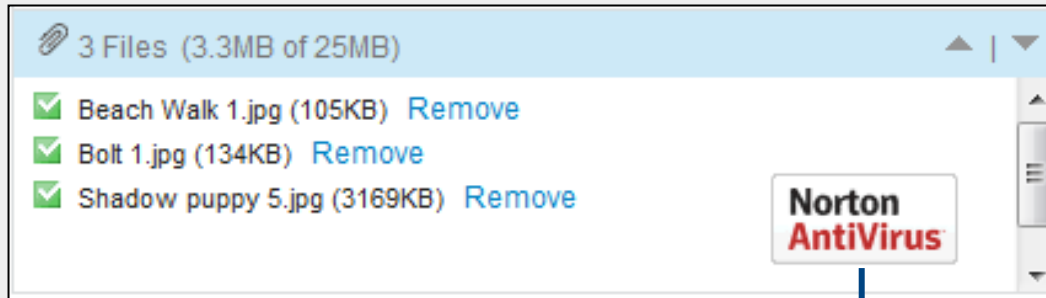


*When you forward a message with attachments, the attachments are forwarded as well.*

# Sending Attachments

## ■ Sending multiple files

- ▲ Attach as many files as you like up to the total attachment size limit



**Yahoo! Mail automatically scans the files you send for viruses (so you don't need to worry about accidentally spreading a virus yourself)**

# Sending Attachments

## ■ Forwarded attachments

- ▲ When you forward a message, its attachments forward with it
- ▲ Handy if you receive a message with photos you want to pass on to a family member or friend

Welcome to  
**The World of Computers,**  
**3rd Edition**



## Lesson 8: Sending and Receiving Attachments

[Return to the student web page](#)



**LABYRINTH**  
LEARNING™