

Welcome to
The World of Computers,
4th Edition



Lesson 7: Sending and Receiving Email

[Return to the student web page](#)

Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Compare webmail to traditional email access
 - ▲ Send an email message
 - ▲ Receive and reply to email messages
 - ▲ Describe phishing

Types of Email Service

■ POP

- ▲ Post Office Protocol

- ▲ Typically accessed through Outlook, Windows Mail, Eudora, etc.

■ Webmail

- ▲ Examples: Hotmail, Yahoo! Mail

- ▲ Accessed through a web browser (Internet Explorer)

 - ◆ From any computer in the world



Introducing Webmail

- Signing up for a Webmail account
 - ▲ Free!
- Premium Webmail services
 - ▲ Additional storage space
 - ▲ Account stays active regardless of use
 - ▲ Costs \$10–20/year



You enter personal information when you sign up; this is a security and privacy measure

Signing In to Webmail

Folders for messages

Inbox with messages

Toolbar commands

The screenshot shows the Yahoo! Mail interface. On the left is a sidebar with folders: Inbox, Drafts (1), Sent, Spam (Empty), Trash (3) (Empty), Contacts (0 online), and Folders (Email Archive (1)). The main area shows an inbox with 5 emails. The selected email is from Rosa Ortego with the subject 'Breakfast tomorrow...'. Below the inbox is a message preview panel showing the email's content: 'Hi Donna, I'm looking forward to seeing you at the Zia Diner tomorrow morning. Are we still on for 8:30 AM? See you then! Rosa'. The toolbar above the inbox includes buttons for Delete, Reply, Forward, Spam, Move, and Actions, along with a 'Show: All Emails' dropdown. A calendar widget at the bottom shows 'TODAY: 6/19 No events. Click the plus sign to add an event.'

Message preview panel

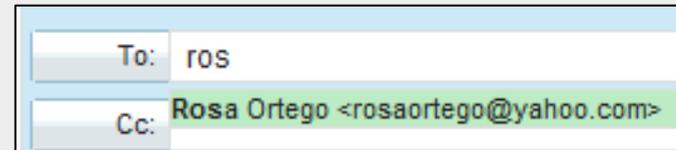
Sending an Email Message

■ Email addresses



■ AutoComplete

- ▲ Suggests email addresses you have used before

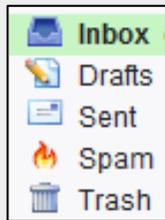


Using the Inbox

■ Email folders

▲ Organize your messages

▲ Default folders: Inbox, Draft, Sent, Trash



▲ Custom folders: Create as many as you need

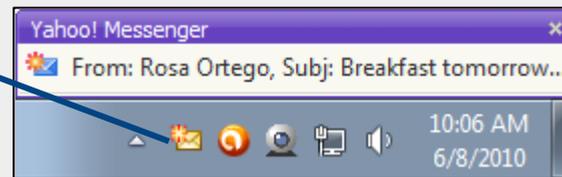
Using the Inbox

- Arriving messages go into the Inbox

 - ▲ Check Mail command

- New message notification

 - ▲ Displays an icon to alert when new mail has arrived



Replying to Messages

Command	What It Does
Reply	Respond to the sender of the message only
Reply All	Respond to the sender and anyone else who received the message
Forward	Send a message you receive to someone else

Replying to Messages

■ Emoticons (Smileys)

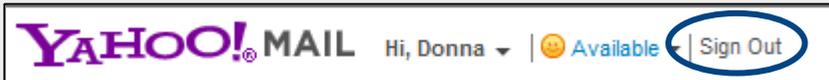
- ▲ Add inflection/tone to the plain text of your messages

: -)	Smiling, happy
; -)	Winking, joking
: -(Sad
: -0	Bored
: -P	Nyahhhh!
: -	Angry
: -D	Laughing



Signing Out

- Always sign out if you are using a public computer!





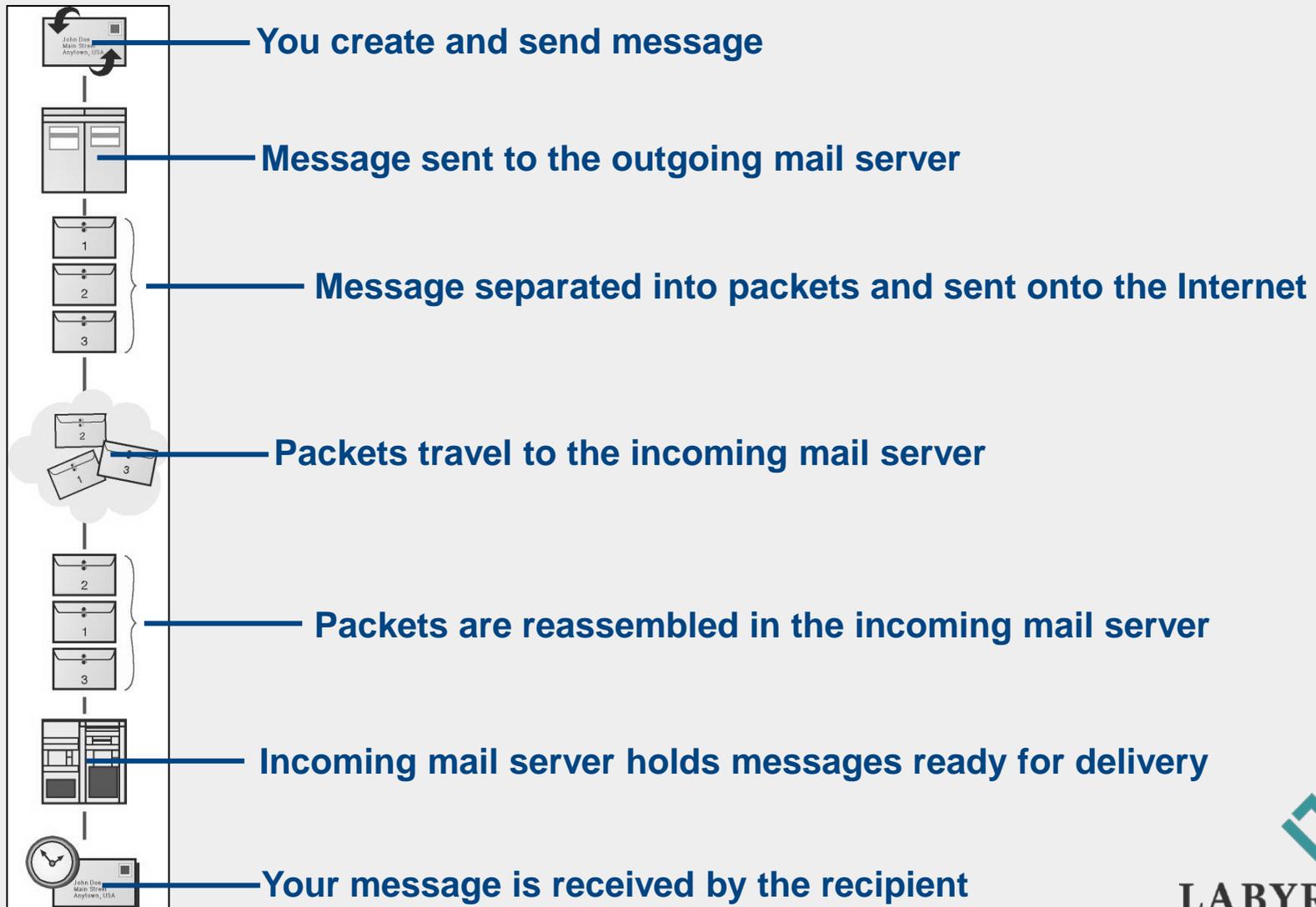
Behind the Screen . . .



LABYRINTH
LEARNING™

Behind the Screen:

How Email Reaches Its Destination



Behind the Screen:

Phishing Scams

■ Avoid phishing scams

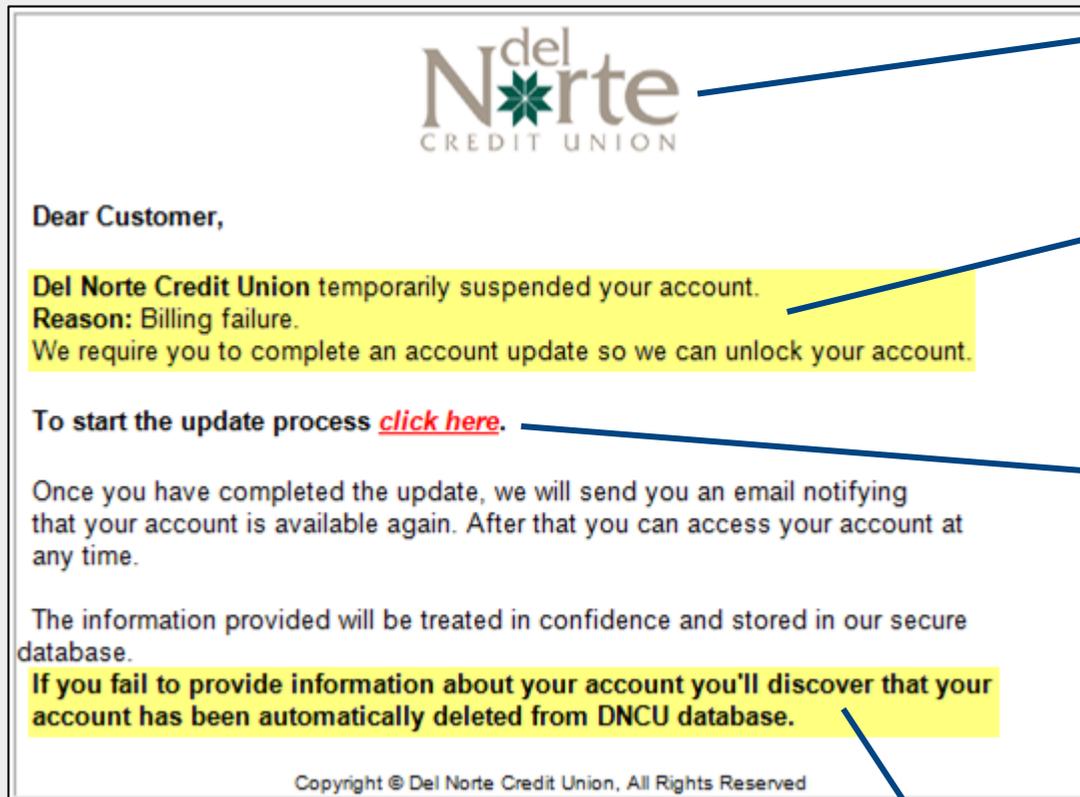
- ▲ Never click links in suspicious emails
- ▲ Examine link URLs carefully (they often contain hints to suspicious activity)
- ▲ Look for basic grammatical errors in emails



Banks and other financial institutions will never send you a message asking for personal information

Behind the Screen:

Phishing Scams (An Example)



Official-looking logo
(copied from the real
credit union website)

Bogus warning #1

Clicking this link takes you
to a realistic looking but
FAKE of the credit union's
website; any information
you enter there goes into
the thieves' hands

Bogus warning #2

Welcome to
The World of Computers,
4th Edition



Lesson 7: Sending and Receiving Email

[Return to the student web page](#)



LABYRINTH
LEARNING™