

Welcome to
The World of Computers,
4th Edition



Lesson 8: Sending and Receiving Attachments

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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.*



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Assuring Internet Security

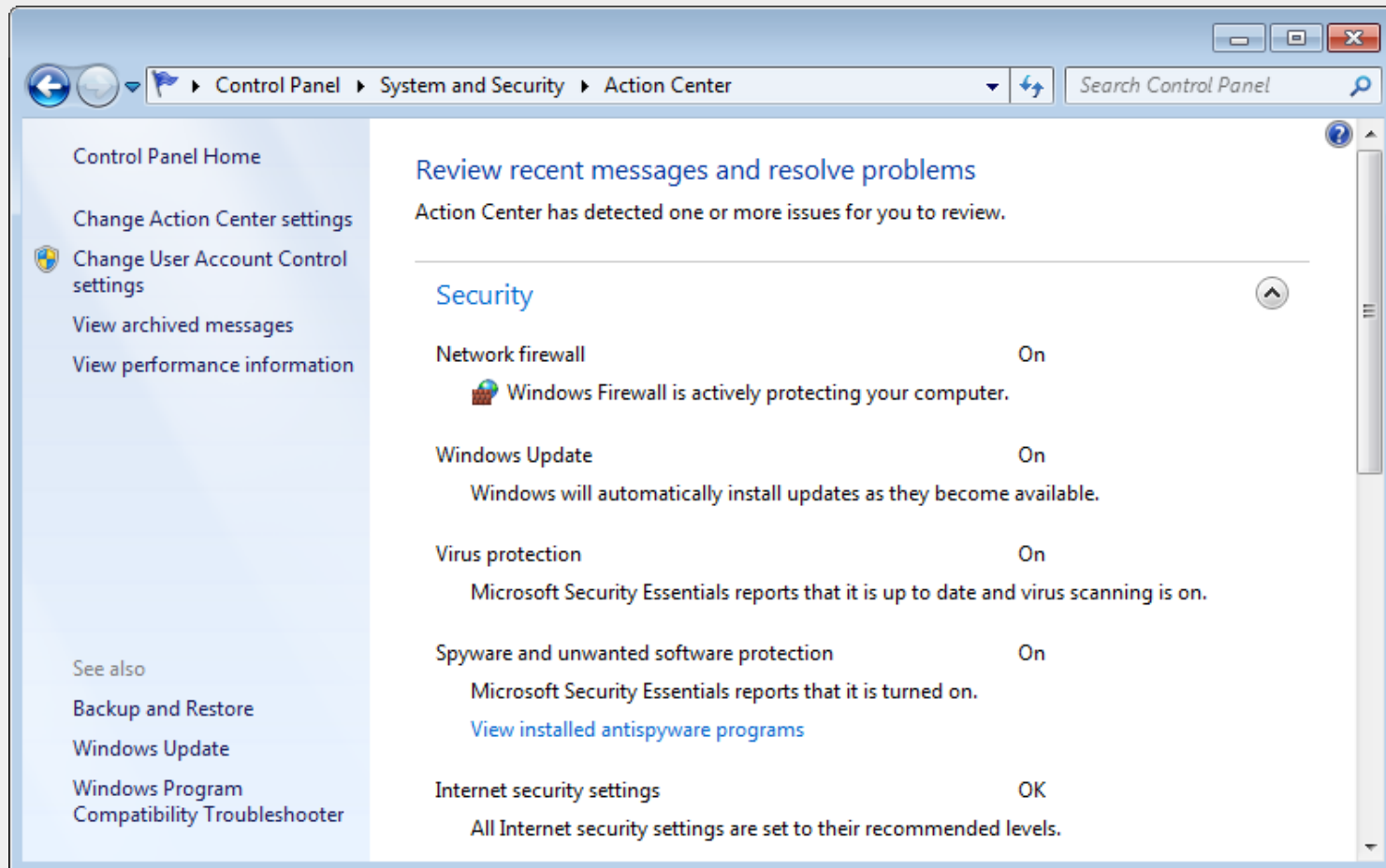


An Internet security program provides protection from a variety of threats



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Assuring Internet Security



Windows monitors the status of your computer's protection

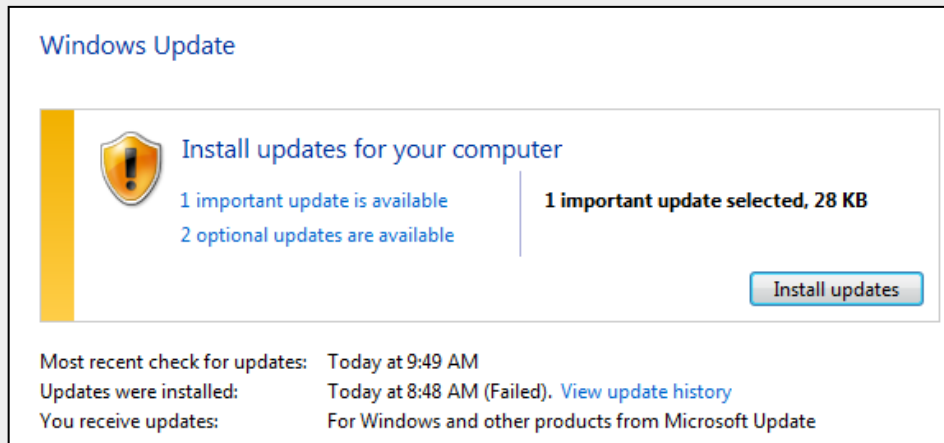


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Assuring Internet Security

■ Windows Update

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

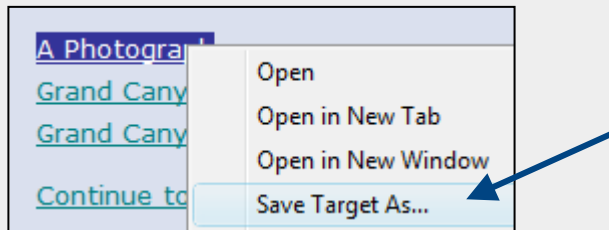


Windows Update tracks new updates and helps you install them

Downloading Files from the Web

■ Downloading

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



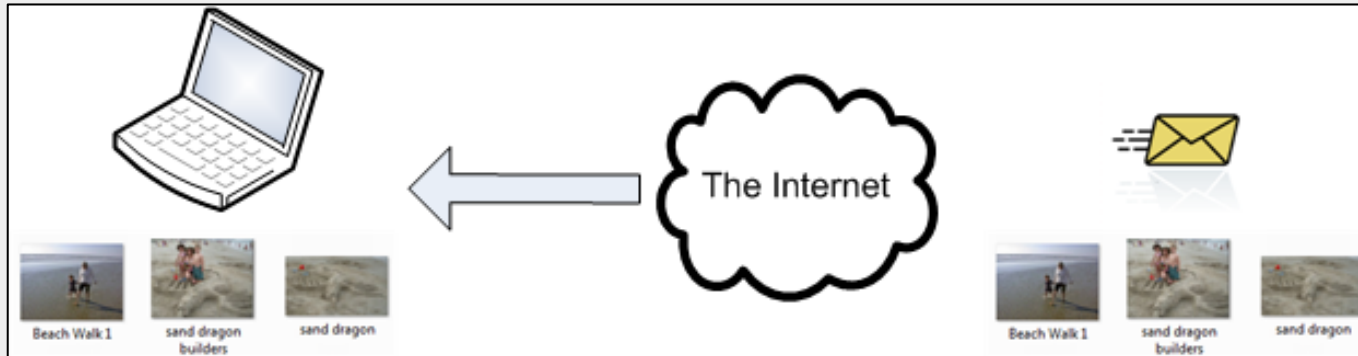
- ▲ Beware! Some files could contain a virus!

■ Uploading

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



Downloading Files from the Web

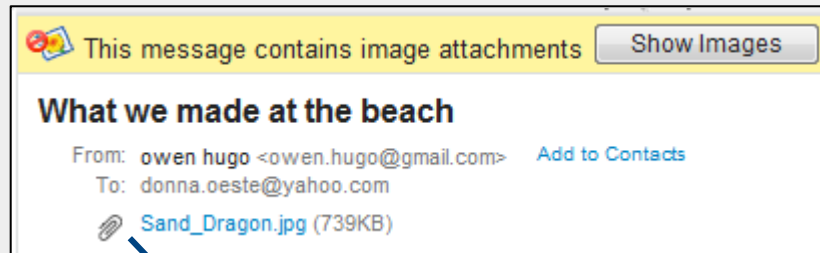


Downloading moves attachments from the Webmail server on the Internet down to your own computer

Receiving Email Attachments

■ Attachment

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

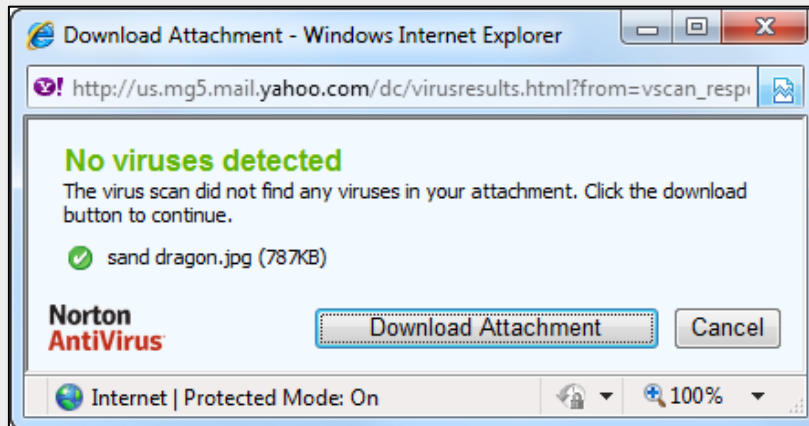


A paper clip icon indicates the presence of an attachment

Receiving Email Attachments

■ Saving attachments

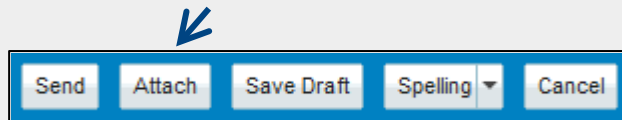
- ▲ Attachments remain embedded in their email message until you save them to your computer
- ▲ Yahoo! Mail automatically scans for viruses before it lets you download an attachment



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)

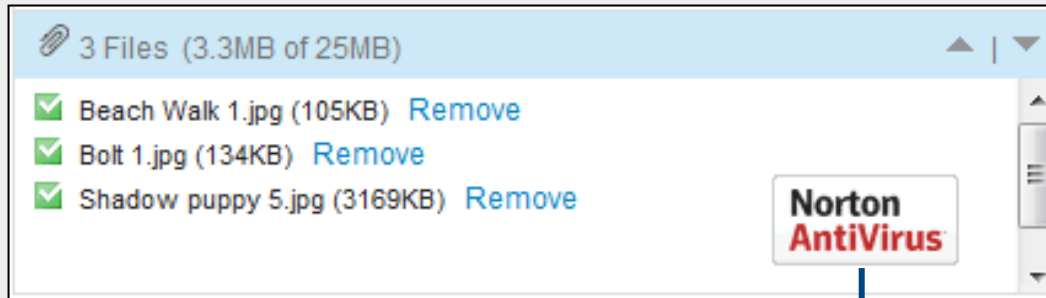


When you forward a message with attachments, the attachments are forwarded as well.

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

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