

Exploring Electronic Mail

And The Internet

Electronic Mail Definitions

- ***E-mail*** is correspondence conducted between two or more users on a network. It is much quicker than ***snail mail***.
- An ***electronic mail system*** is the ***hardware*** and ***software*** that collects and delivers e-mail messages.

Email Addresses

- There are always 3 parts to an email address.
 - 1. **Name** (log in name)
 - 2. **@ sign**
 - 3. **Domain** (the location of the email server)
- There are never any blank spaces

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Do you know your STI email address? You need to know it!

How Do I Get My Mail?

- E-mail messages addressed to you are sent to the mail server.
- Your e-mail messages are stored on the server in a folder that is called a ***mailbox***.
- Your mail remains on the server until you log in to send or receive mail.
- The server forwards your mail to your workstation when you are ready to read it.

Electronic Mail Features

- ***Address Books*** are used to store and select e-mail addresses.
- ***Return Receipt*** sends a message back to you when a recipient receives your message.
- ***Group Addressing*** is used to send copies of a message to everyone in the group.

Privacy, Are You Kidding?

- ***There is no such thing as private e-mail!***
- E-mail administrator can access your mail.
- It is legal for companies to monitor their employee's e-mail.
- E-mail software sometimes goes wrong!
- Somewhere there is a person (usually a hacker) who can break into your e-mail.

E-Mail Etiquette

- Read your mail regularly.
- Be concise and to the point (save a tree).
- Don't reply to every e-mail message.
- You should include information in the "subject" area. Is this email urgent or just a good joke.
- **Think** before you send.
- Don't get sloppy. Use the spellchecker.

What Is The Internet?

- The **Internet** which was created in 1969 as a network for the U.S. Department of Defense is a **network of networks**.
- It is a large group of connected computers capable of sharing information.

What Is The World Wide Web?

- The **WWW** was created in 1990 as an easy-to-use, graphical source of information.
- The **Web** is a portion of the information that is accessible on the Internet.
- It consists of documents called **Web Pages** that contain information on a certain topic.

Internet Services Available

- e-mail
- discussion groups
- government documents
- computer technical support
- on-line shopping
- interactive entertainment
- downloadable software
- music, graphics, and video clips

Web Browsers

- A browser is a software tool that is used to view information on the Web.
- It translates HTML programming code into words and graphics that make sense to the viewer.
- The most popular browsers are Internet Explorer and Netscape Communicator.
- **Your computer must have a Web Browser software installed in order to visit the web.**

Two Types of Home Pages

- A **Home Page** is the page that a browser automatically goes to when it connects to the web. The user can specify which page will be the browser's home page.
- Clicking the Home button returns you to this page.
- Home page also refers to the **first** page that you see at any web site.

How Do I Get Started?

- Obtain a startup kit
- Make sure your computer has a modem
- Install communications software
- Select a local access number
- Dial in
- Provide information for your subscription
- Select a billing option
- Choose your unique user ID and password