All about eMail

Lexington Computer and Technology Group

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Previous email presentation March 18, 2009

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Topics of Discussion

- How is the mail delivered?
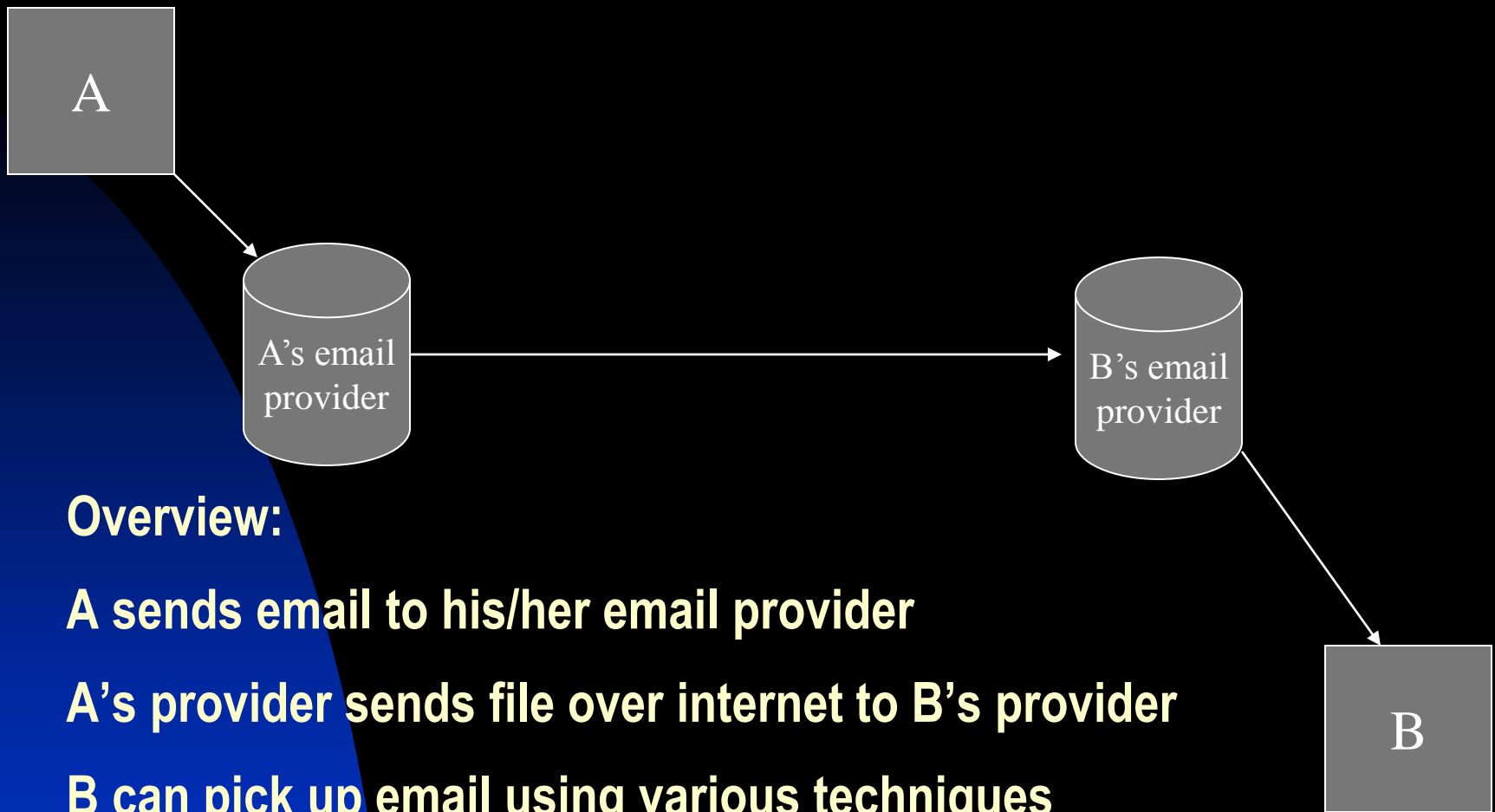- Email program options
- Managing your email

A

Here's the situation:

User A wants to send email to User B.

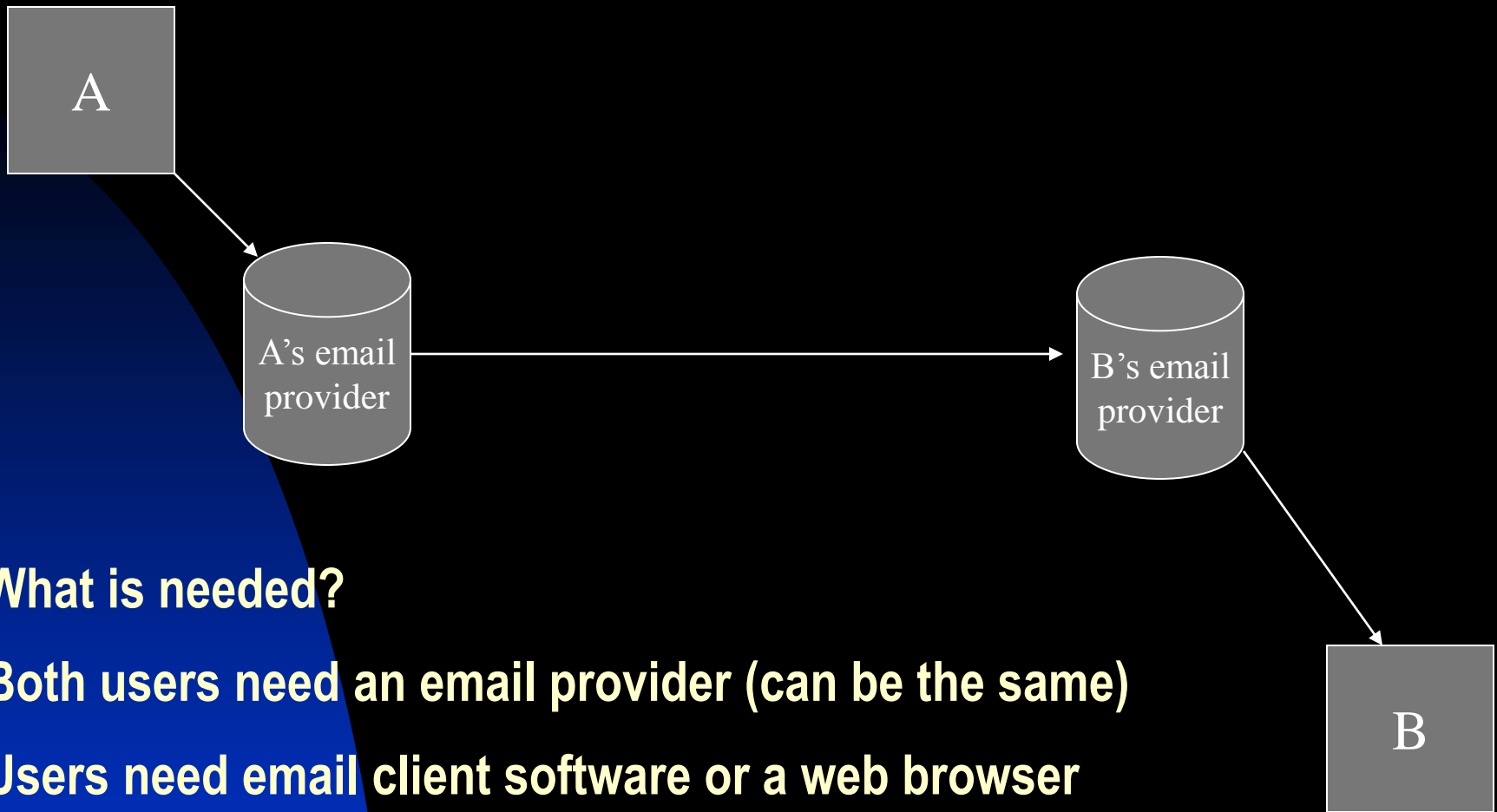How does it get there?

B

Overview:

A sends email to his/her email provider

A's provider sends file over internet to B's provider

B can pick up email using various techniques

It stays on provider's drives until someone deletes it

Now let's look at the details….
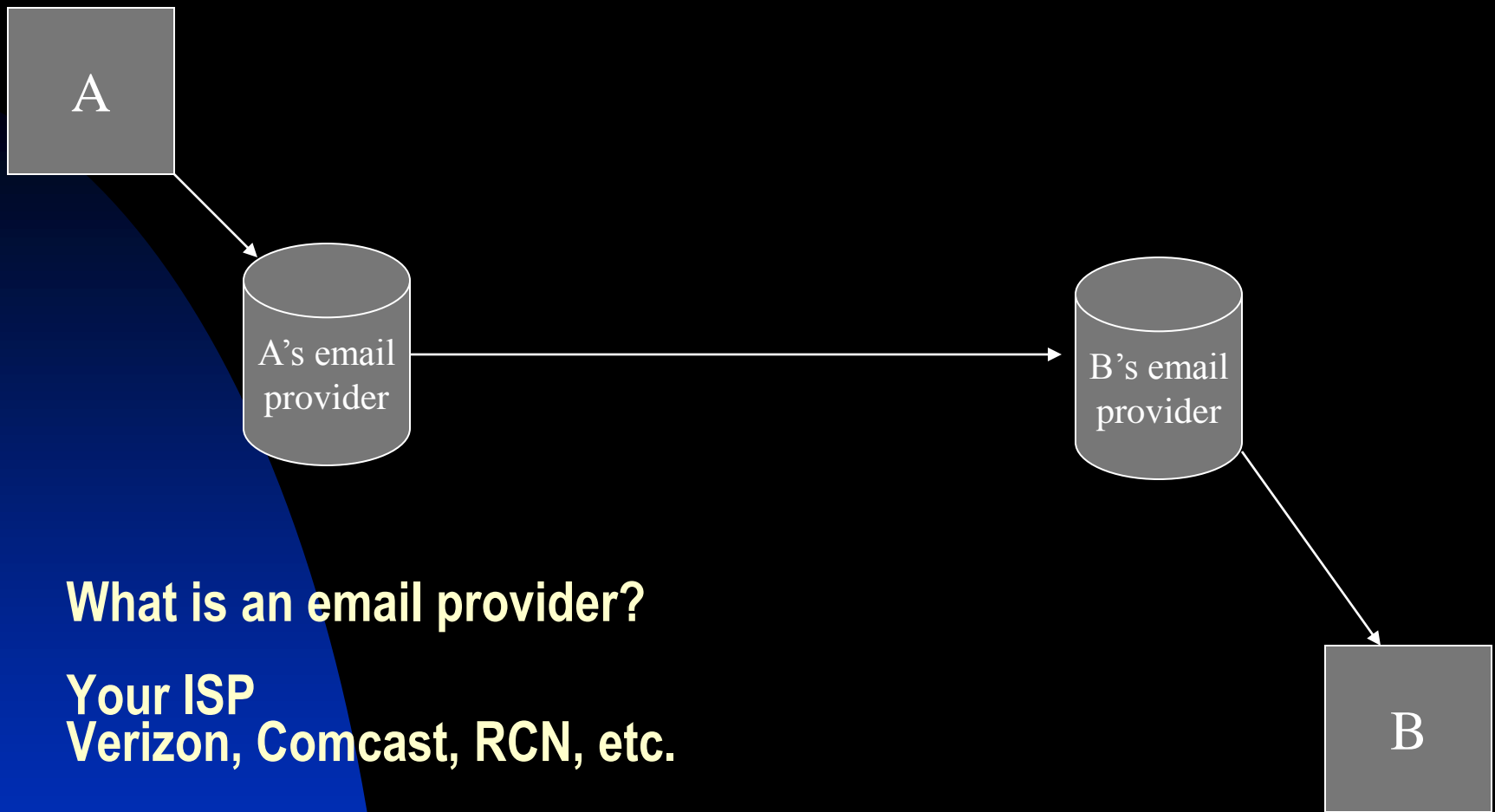
A

A's email
provider → B's email
provider

B

What is needed?

Both users need an email provider (can be the same)

Users need email client software or a web browser
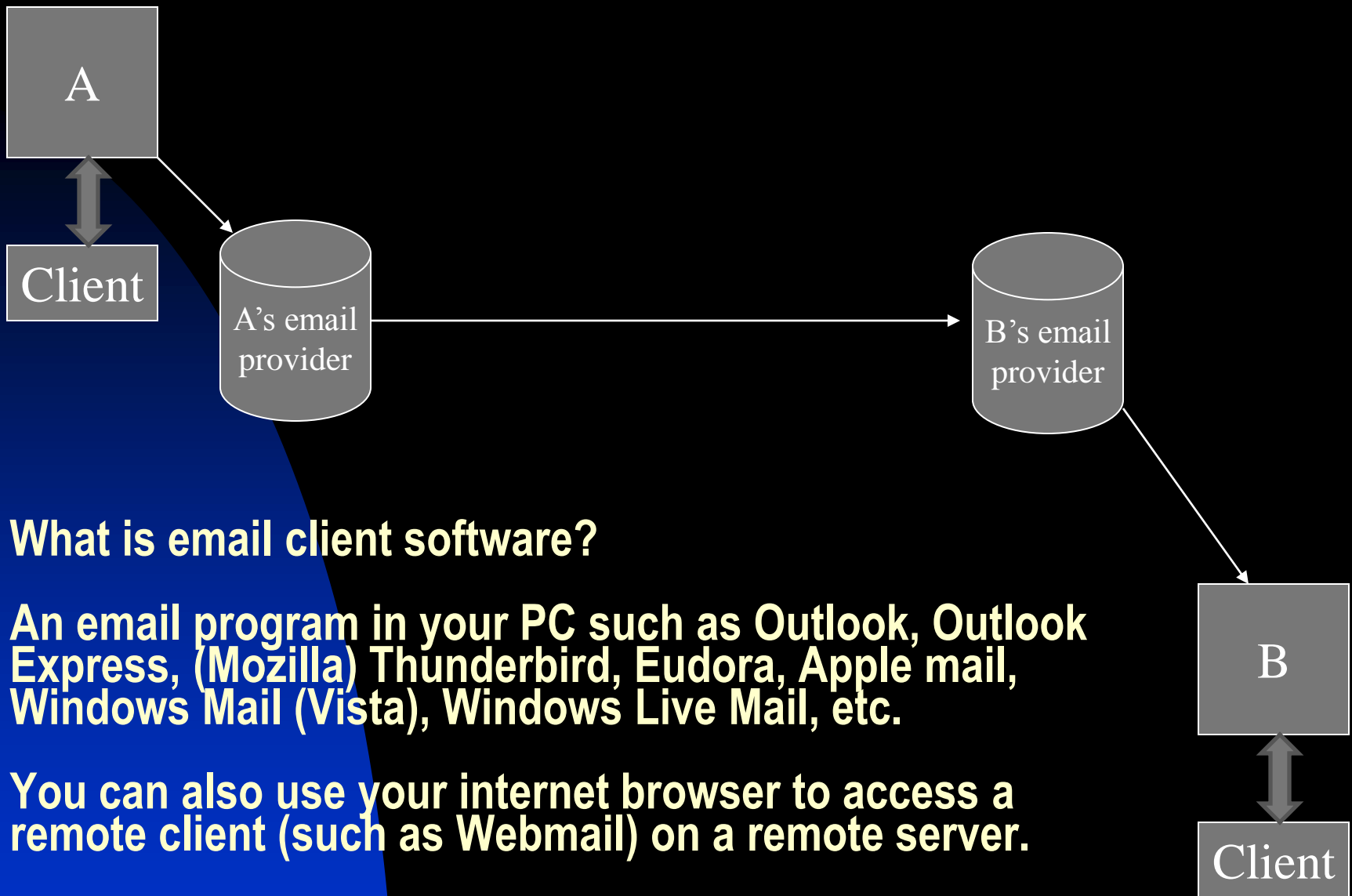
Providers are connected by Internet

What is an email provider?

Your ISP
Verizon, Comcast, RCN, etc.

Other than your ISP
**Yahoo, gmail, hotmail, your own server, etc.**

You can have multiple email services

A

Client

A's email provider

B's email provider

B

Client

What is email client software?

An email program in your PC such as Outlook, Outlook Express, (Mozilla) Thunderbird, Eudora, Apple mail, Windows Mail (Vista), Windows Live Mail, etc.

You can also use your internet browser to access a remote client (such as Webmail) on a remote server.
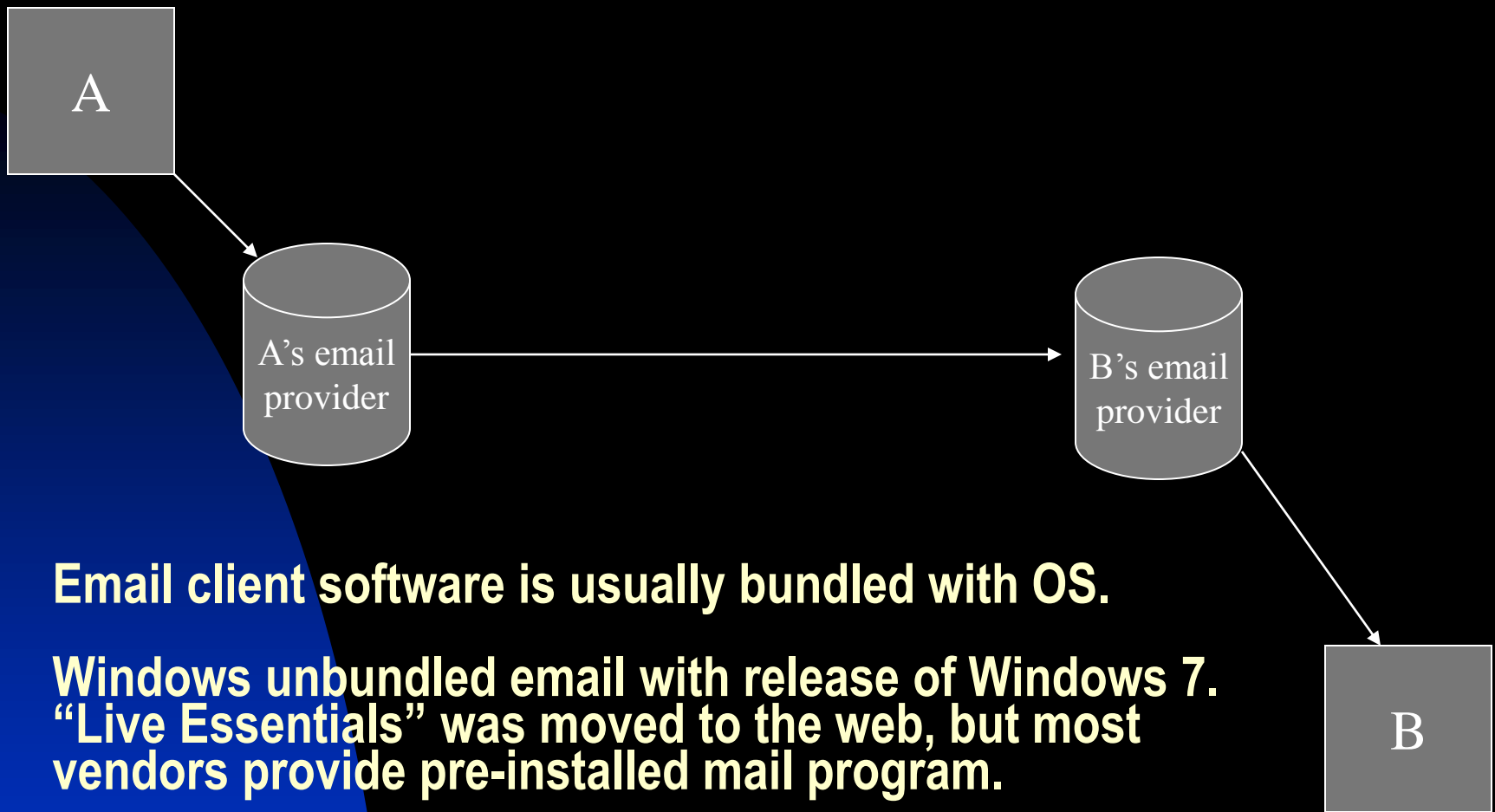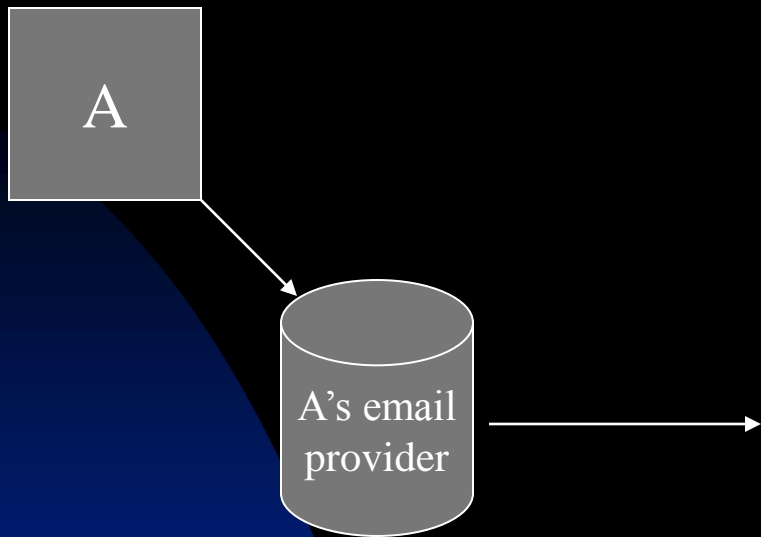
Email client software is usually bundled with OS.

Windows unbundled email with release of Windows 7. "Live Essentials" was moved to the web, but most vendors provide pre-installed mail program.

Live Essentials Programs include Windows Live Messenger, Mail, Writer, Photo Gallery, Family Safety, Toolbar, and Movie Maker (mm for Vista only).
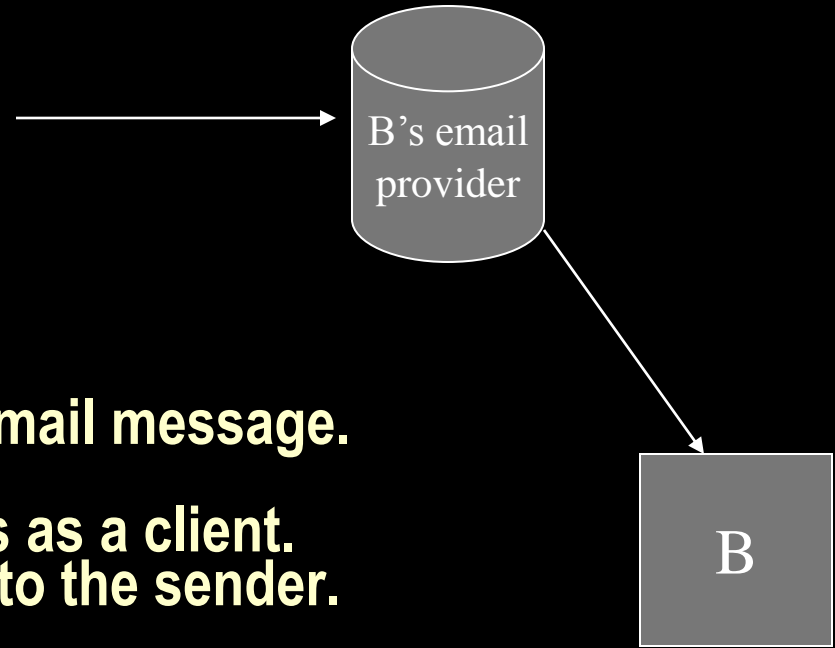
A

A's email provider

**Sends to Internet IP address
Sent message is not saved
after it is acknowledged.**

A sends email to his/her email provider

Typically use SMTP protocol or internet access

**A's provider then looks up the IP address for B's domain
(from DNS "MX" record)**

**A's provider sends mail to B's mail service at this IP number**

B's email provider receives the email message.

Provider checks whether B exists as a client. If not, message is bounced back to the sender.

Otherwise, message is stored by B's provider.

B must check with provider to see if any new messages have arrived.

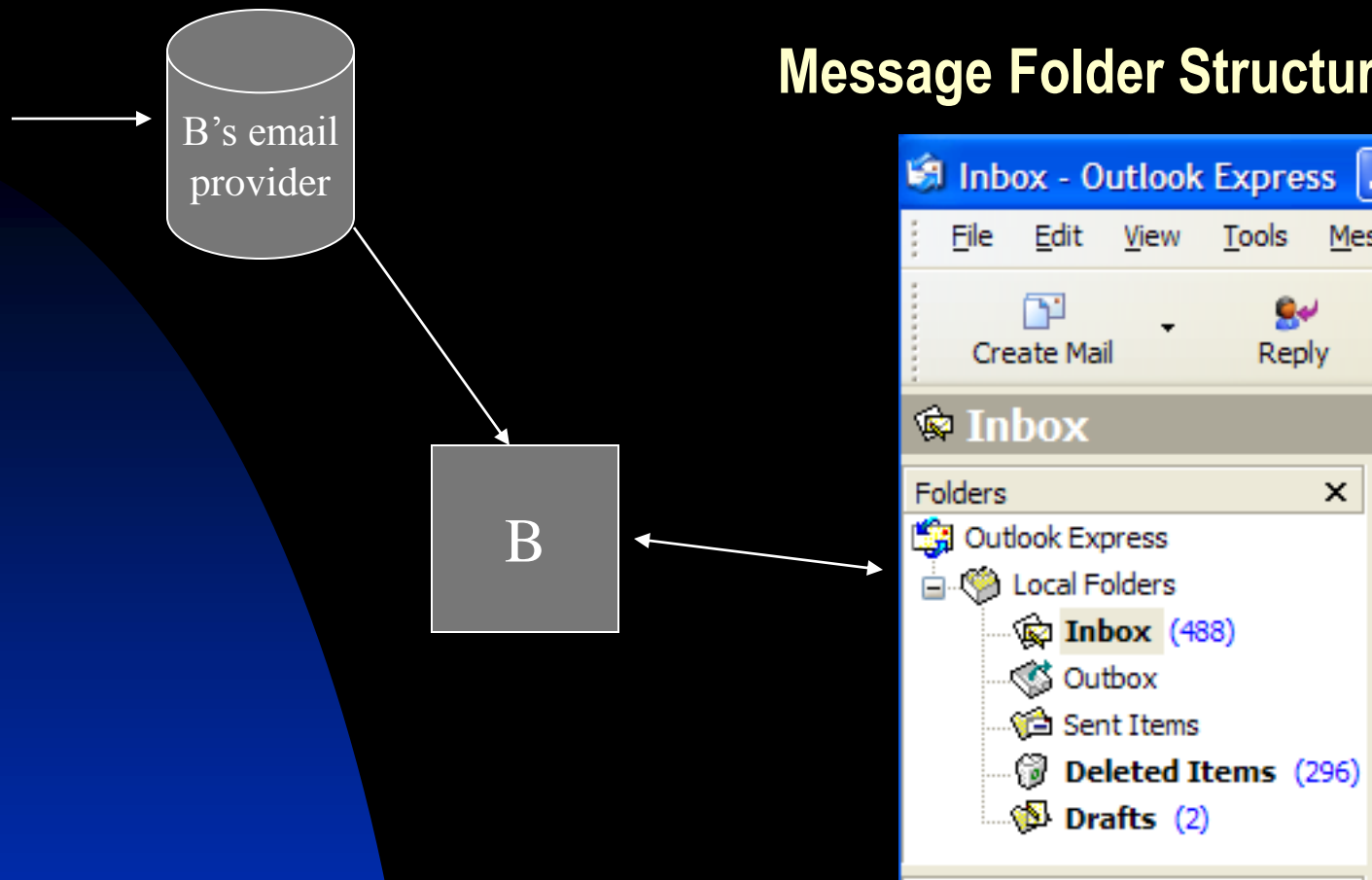Message download to B can be scheduled to be checked automatically or done manually.
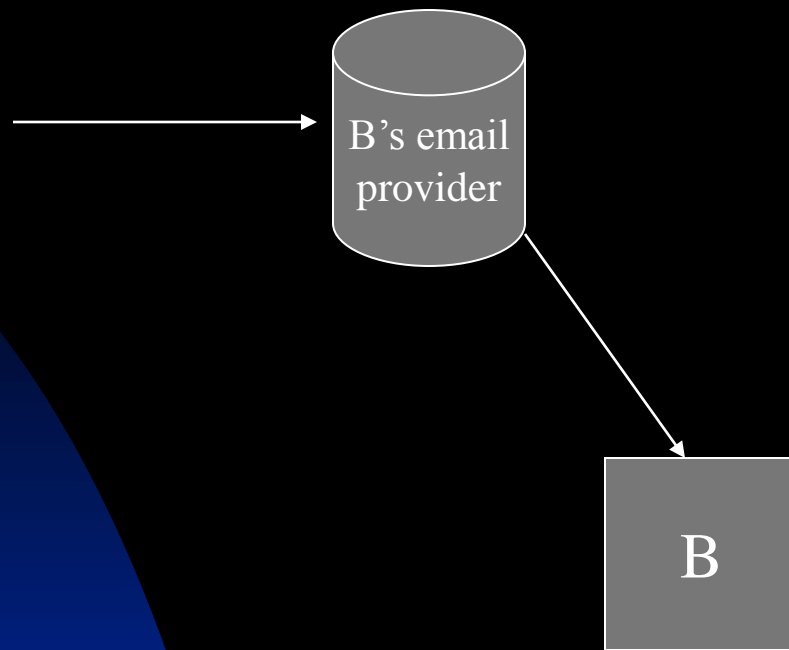
Common Protocols:
- Pop3
- Imap
- Internet

B's email provider

B

B communicates with his/her email provider to read and manage messages

Message stays on email server until it is deleted

Message Folder Structure

User's client manages message folders

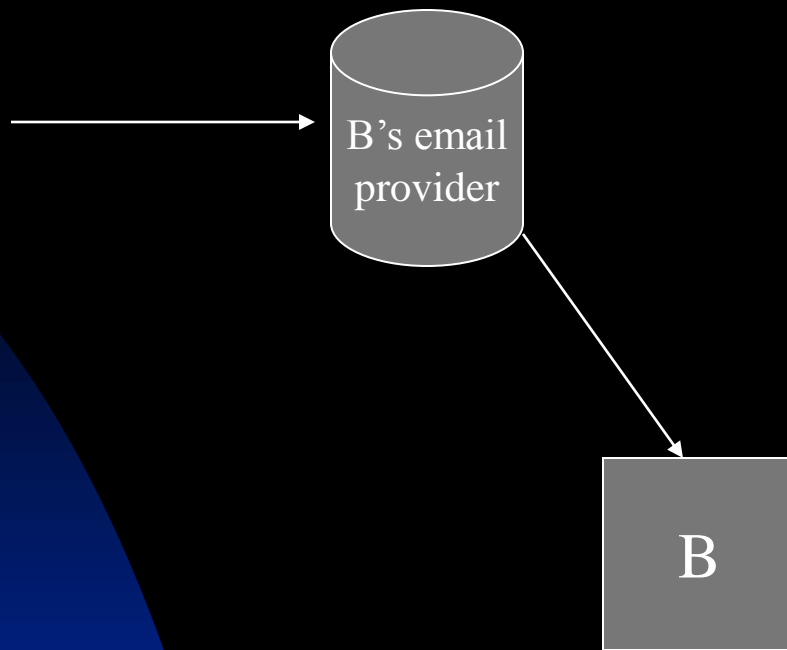**Message storage can be local or on server**
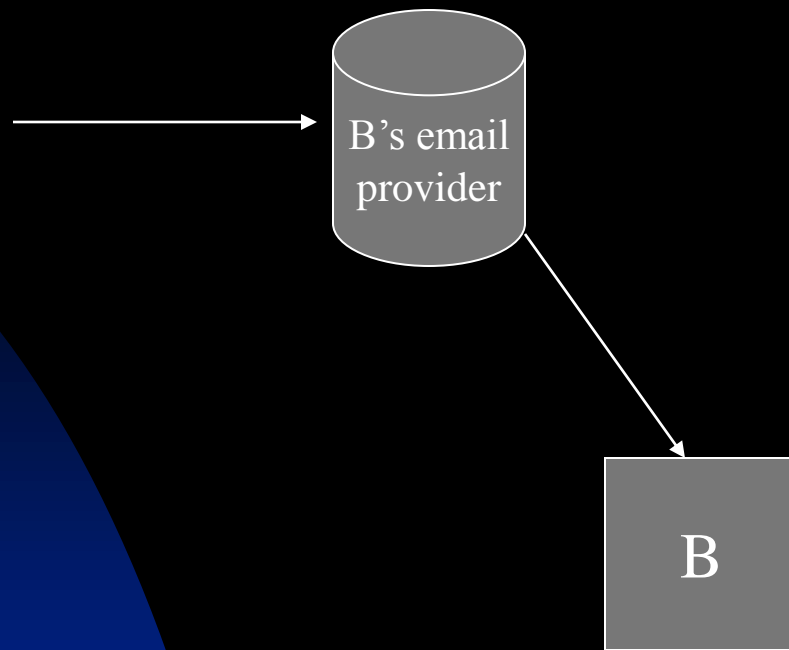
Pop3 Protocol

Message is copied to "inbox" on user's computer

Message is usually (by default) deleted from server
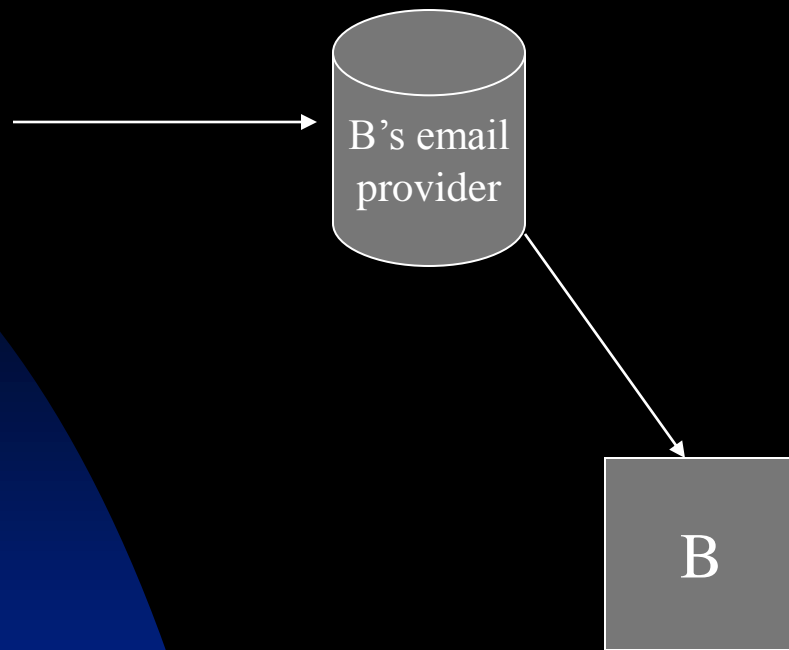
**Folders are maintained on the user's computer**

Internet "Protocol" (web browser access)

Message is read from "inbox" on provider's server

Message is kept on server unless deleted by user

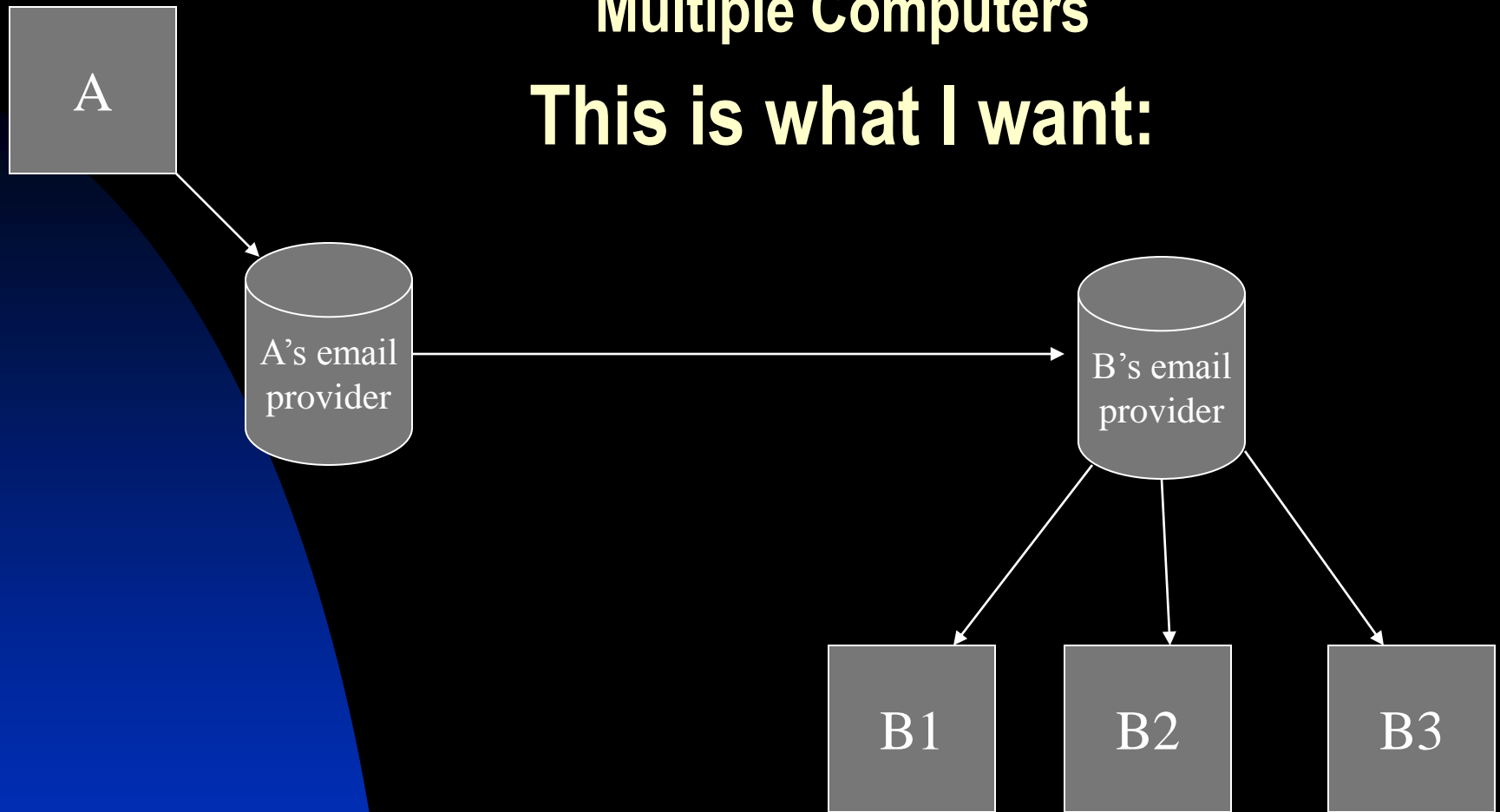**Folders are maintained on the provider's server**

B's email
provider

B

IMAP Protocol

Message is read from "inbox" on provider's server

Message is kept on server unless deleted by user

Folders are maintained on the provider's server
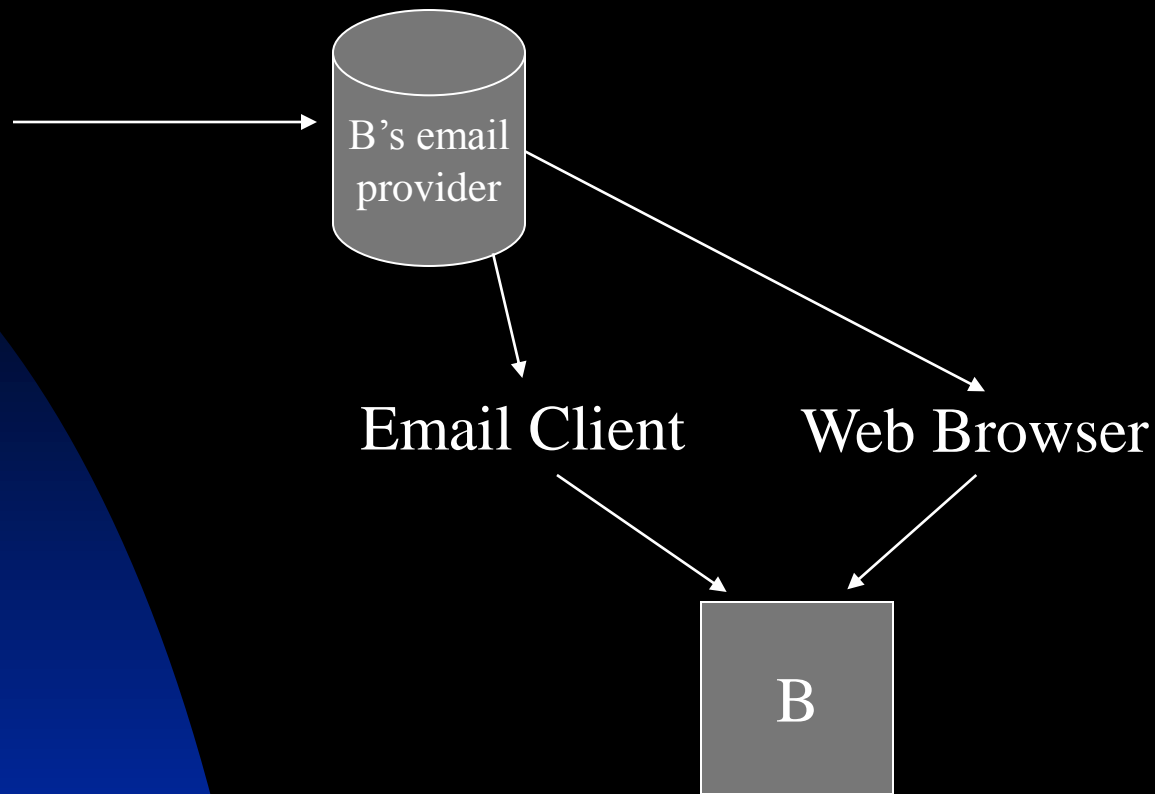
Multiple email access methods on the same computer

This is what I want:

A

A's email provider

B's email provider

B1   B2   B3

Multiple computers read my mail

Management Strategies

	PRO	CON
Keep on server	Accessible from Multiple computers	Trust provider for backup and security
Download to my computer	I can keep my own backup Limit exposure to hackers	Only one Client gets it

Management Strategies

	PRO	CON
Keep on server	Accessible from Multiple computers	Trust provider for backup and security
Download to my computer	I can keep my own backup Limit exposure to hackers	Only one Client gets it
Download but keep on provider server	Multiple clients can read the same email Redundant copies (backup)	Server management Same junkmail everywhere

Management Strategies

	PRO	CON
Keep on server	Accessible from Multiple computers	Trust provider for backup and security
Download to my computer	I can keep my own backup Limit exposure to hackers	Only one Client gets it
Download but keep on provider server	Multiple clients can read the same email Redundant copies (backup)	Server management Same junkmail everywhere
IMAP Keep on server	Multiple clients can read the same email Any client can delete item	Need to consider backup and security

Part 2 -
Email Client Options

- We will demonstrate some of the "view" choices in a typical email program.

- I will show how I send and receive email.

View options:

- Reading Pane
- Status Bar
- Filters
- Sorting
- Column headings and width

- etc.

Part 3 - Email Management

- I will show how I manually "send and receive" email

- We will look at using folders and message rules.

- Do you keep your inbox "clean"?
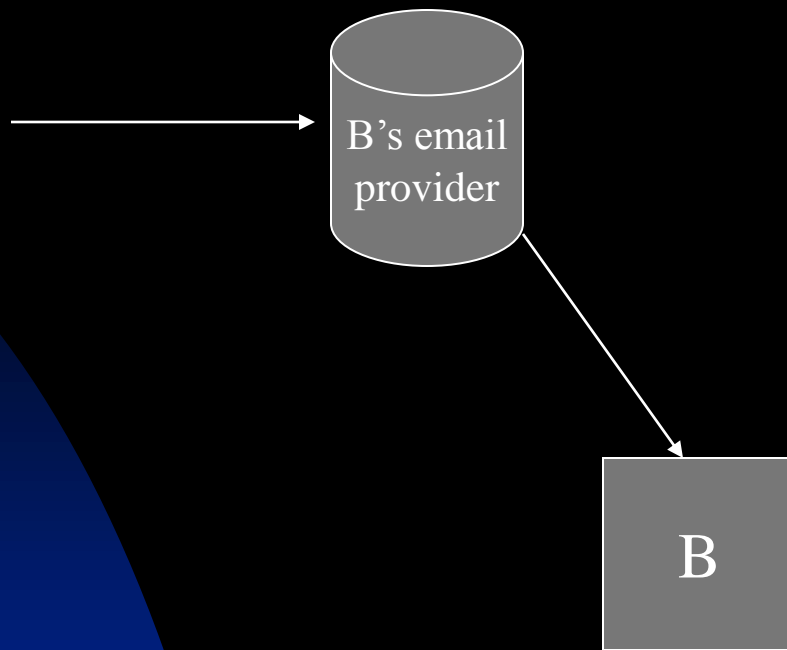
My specific customization

Send messages manually so I can review

Read messages manually so I can follow

Message stays on email server until it is deleted so I can read from multiple computers

Reference Material

From March 2009 Presentation

Spell Checker

- Outlook Express only does spell checking when MS Office is installed
- Open Office will not substitute
- Vista "Windows Mail" has built in checker.

Excellent "free" spell checker for Outlook express Download from

http://www.majorgeeks.com/download.php?det=2952

Adding a new Account

In Outlook Express, go to Tools, Accounts, then click the Add Button….
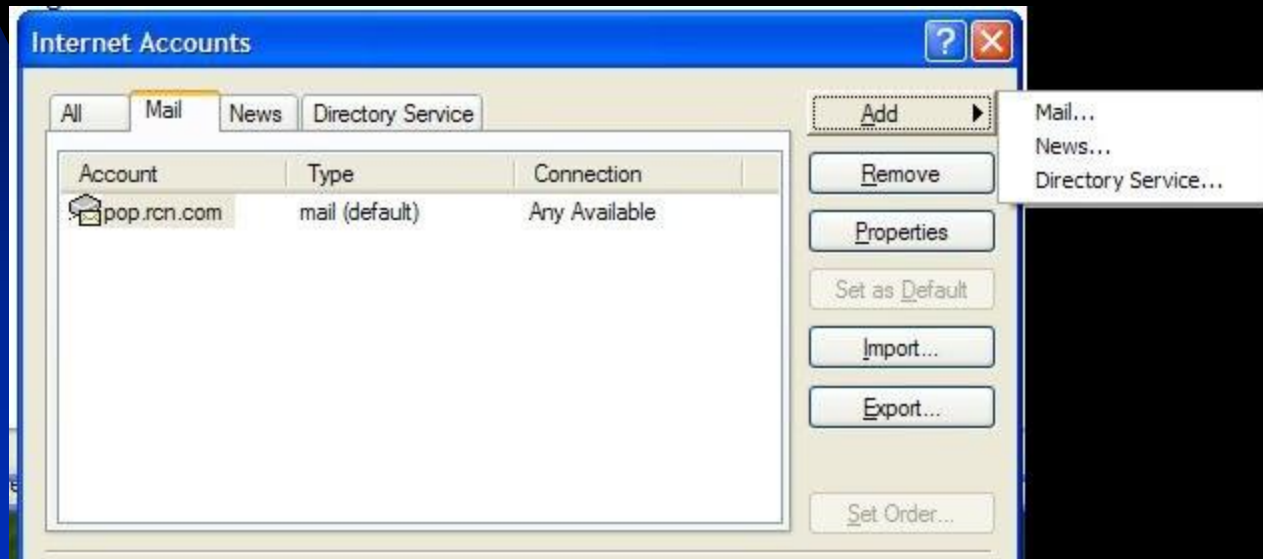
Select Mail….

Adding a new Account -2
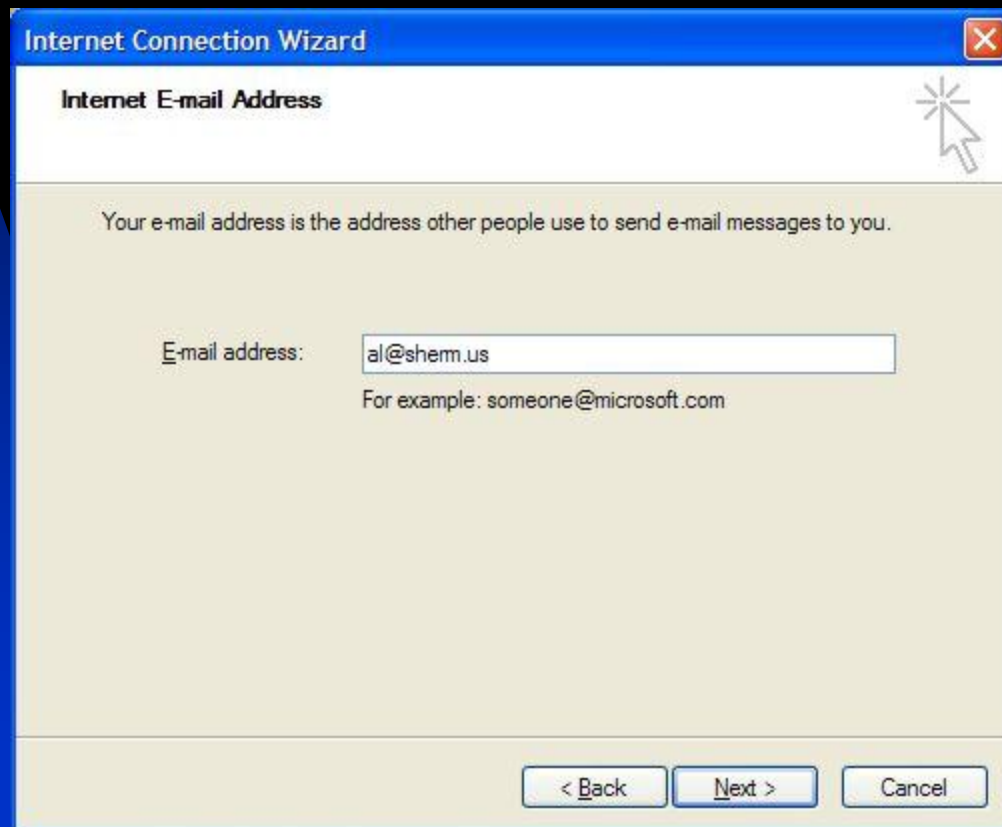
Enter name here that you want for "From:"

Adding a new Account -3

Enter name here that you want for "Reply to"

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: al@sherm.us

For example: someone@microsoft.com

< Back   Next >   Cancel

Adding a new Account -4

Enter server information

Adding a new Account -5

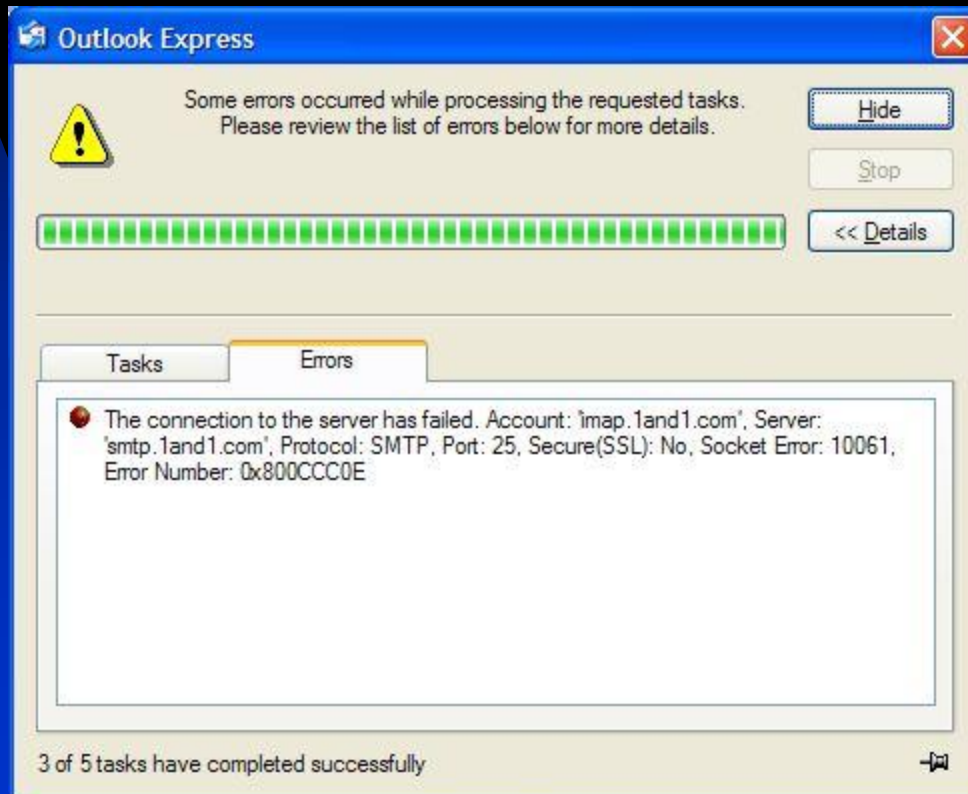**Enter account and password**

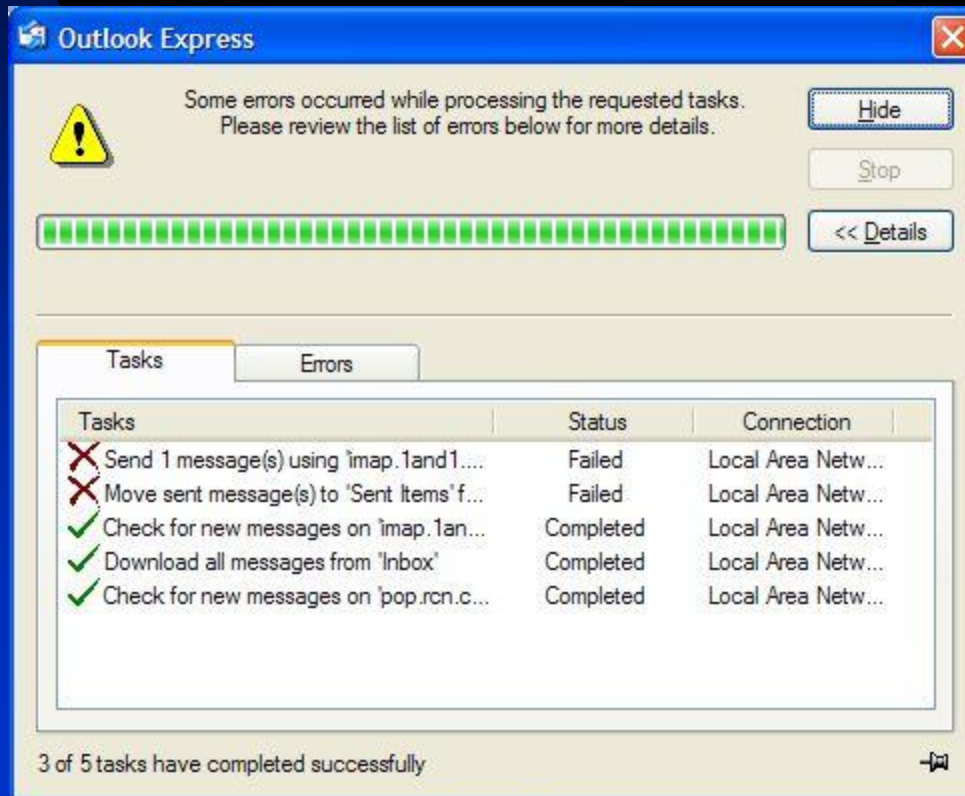# Adding a new Account -6

Finish - Will it work?
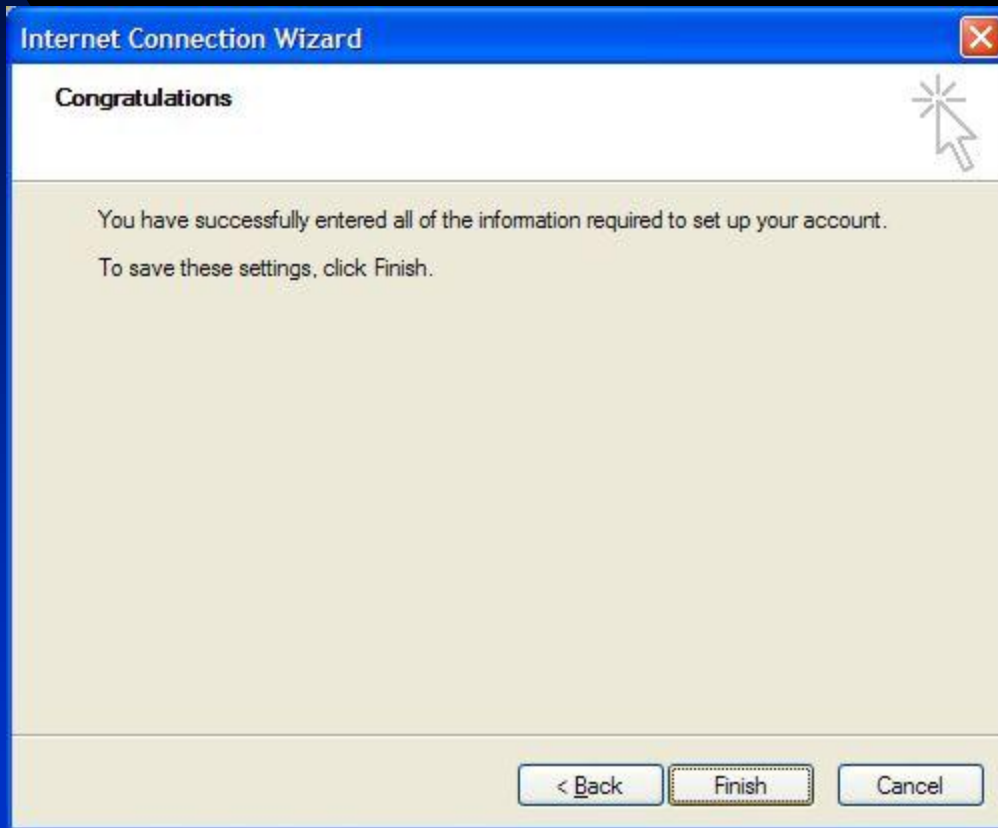
Adding a new Account -7

Sending Error (SMTP)

Adding a new Account -8

Sending Error (Task Tab)

Adding a new Account -9

Check My server requires Authentication, then settings:
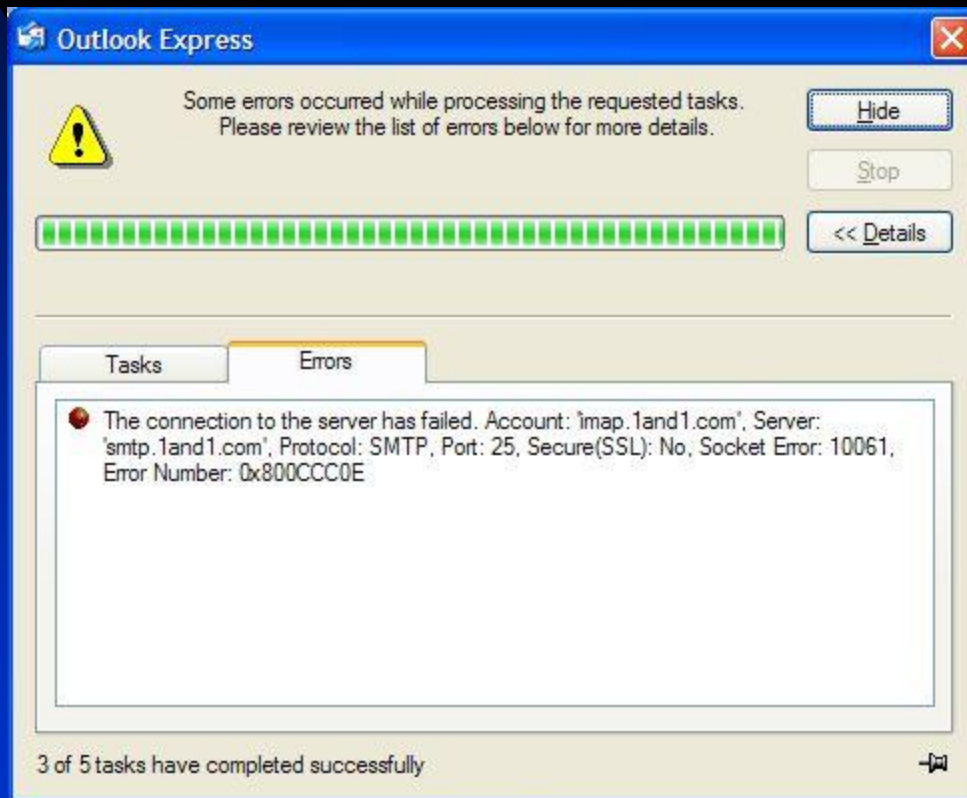
Adding a new Account -10

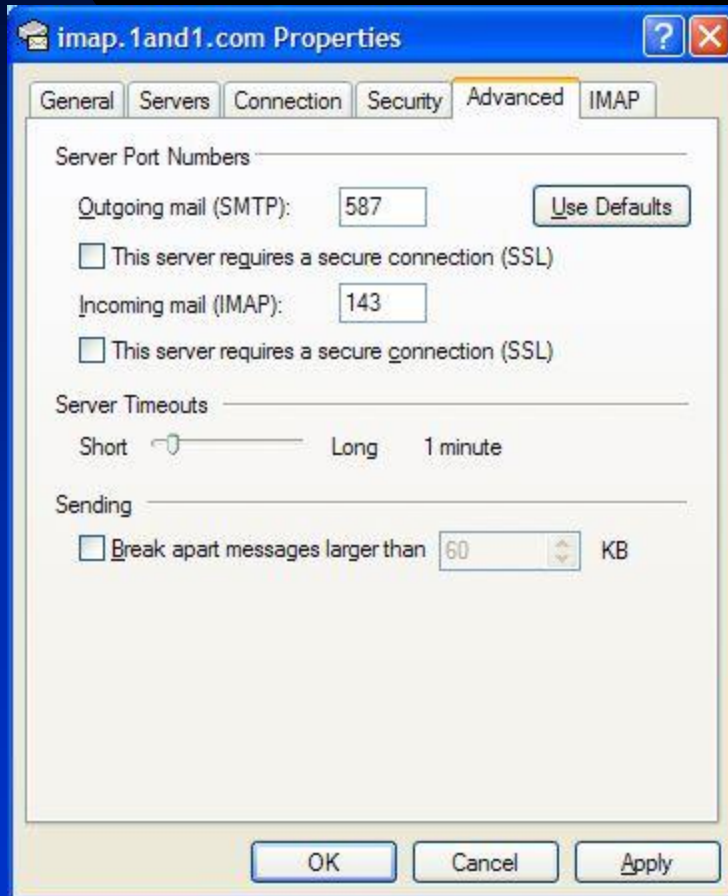**Set same settings:**
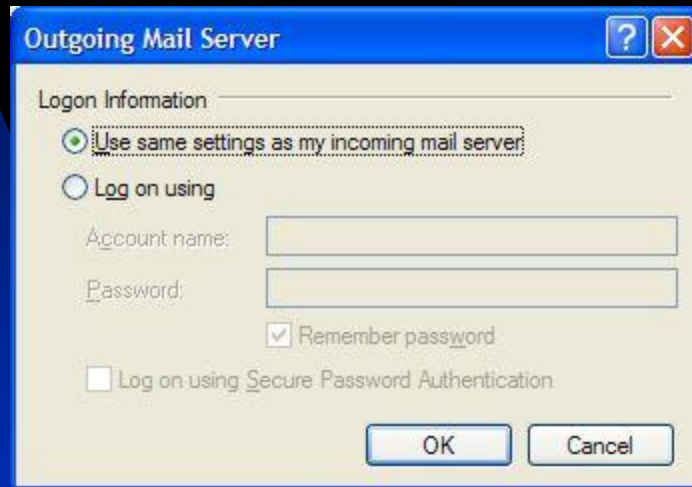
Try again……………

Adding a new Account -11

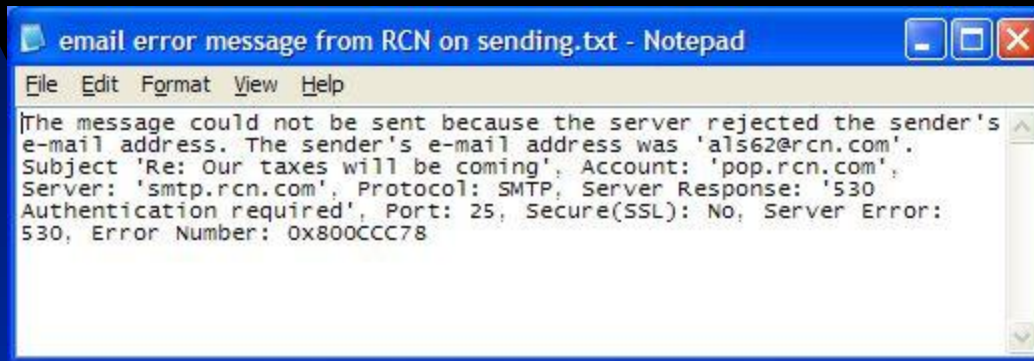**Still has SMTP failure:**

Adding a new Account-12

Fix Outgoing Port number….

And now it worked….

Account Authentication Error

Previous error message seen before password set….

The message could not be sent because the server rejected the sender's e-mail address. The sender's e-mail address was 'als62@rcn.com'. Subject 'Re: Our taxes will be coming', Account: 'pop.rcn.com', Server: 'smtp.rcn.com', Protocol: SMTP, Server Response: '530 Authentication required', Port: 25, Secure(SSL): No, Server Error: 530, Error Number: 0x800CCC78

Configuring Gmail in Vista

- Still Not working

Vista Gmail, Cont'd

Vista Gmail, Cont'd

Vista Gmail, Cont'd

Vista Gmail, Cont'd

Windows Mail

⚠ The connection to the server has failed.

Your IMAP command could not be sent to the server, due to non-network errors. This could, for example, indicate a lack of memory on your system.

ⓥ See details   [OK]

Get help from communities

Windows Mail

⚠ The connection to the server has failed.

Your IMAP command could not be sent to the server, due to non-network errors. This could, for example, indicate a lack of memory on your system.

Configuration:

　Account: imap.gmail.com
　Server: imap.gmail.com
　User name: AllanPSherman
　Protocol: IMAP
　Port: 143
　Secure(SSL): 0
　Code: 800ccc0e

ⓐ Hide details   [OK]
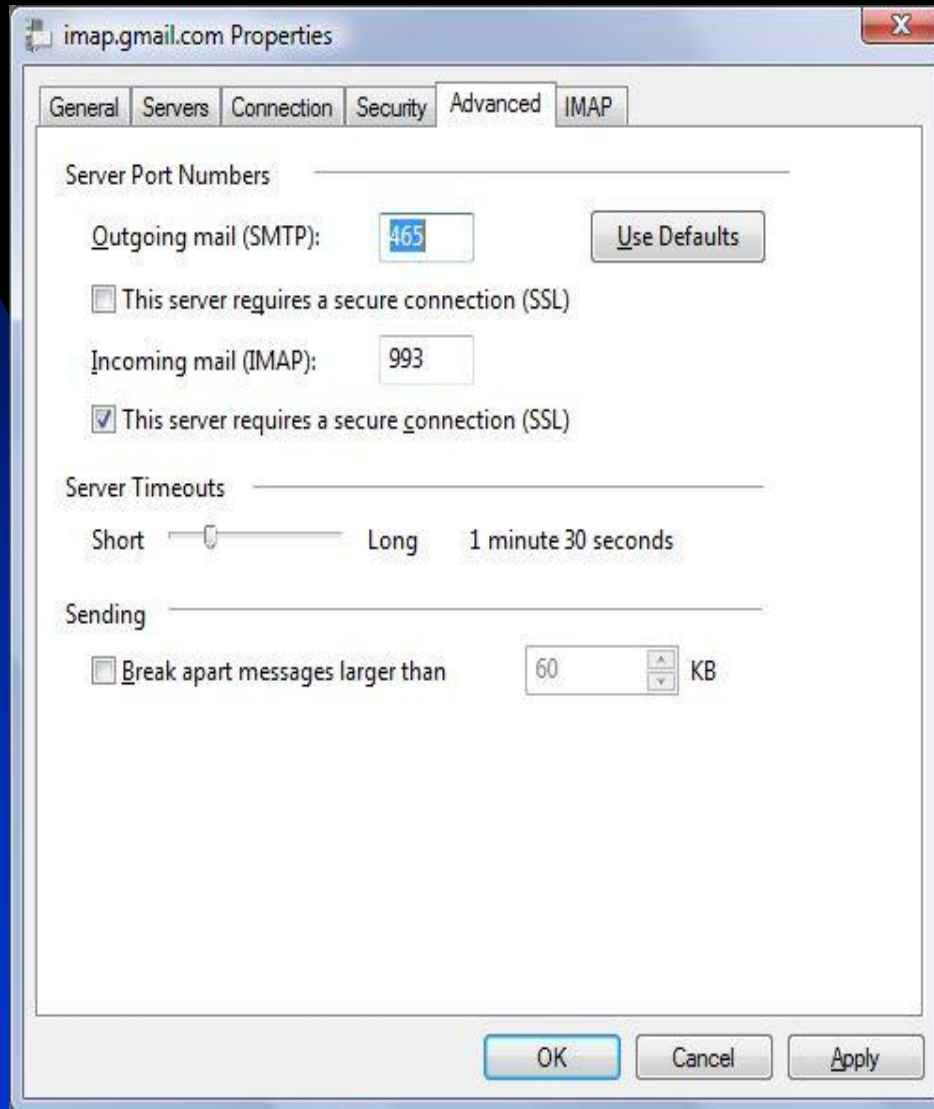
Get help from communities
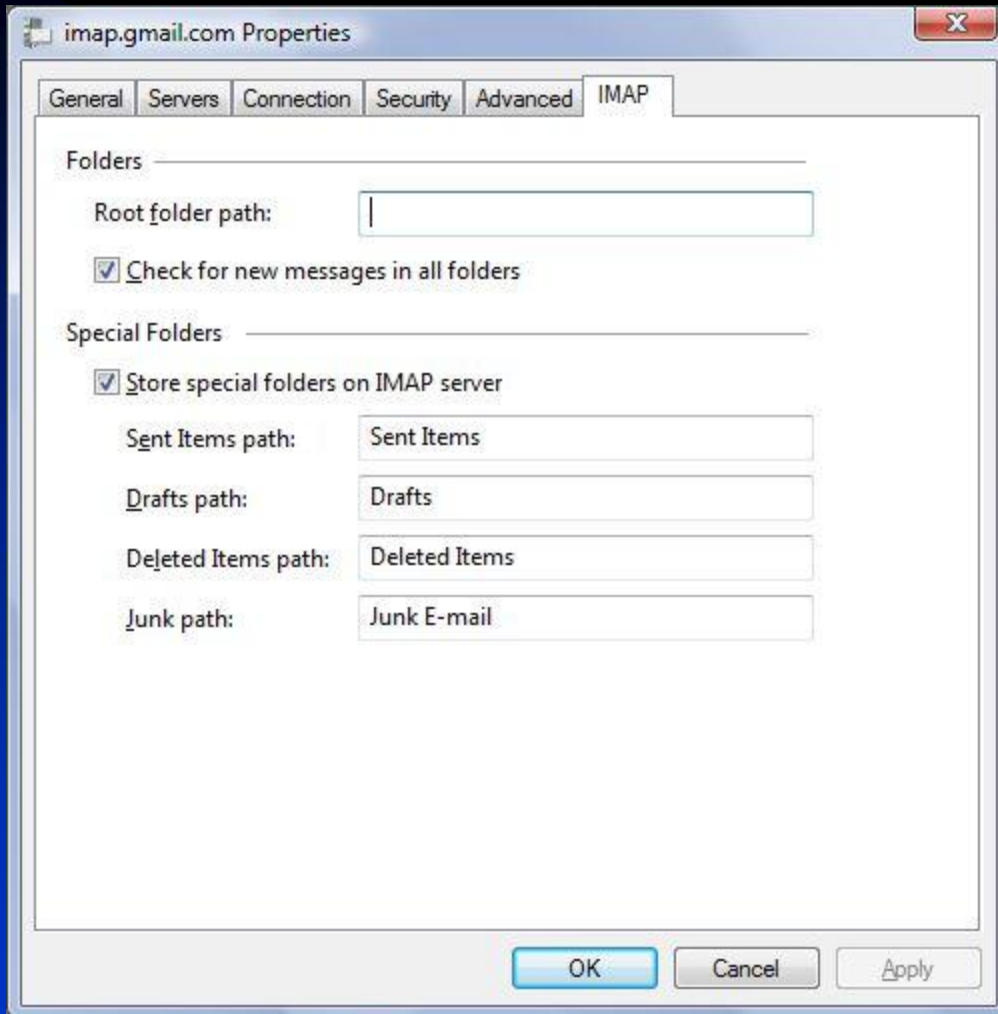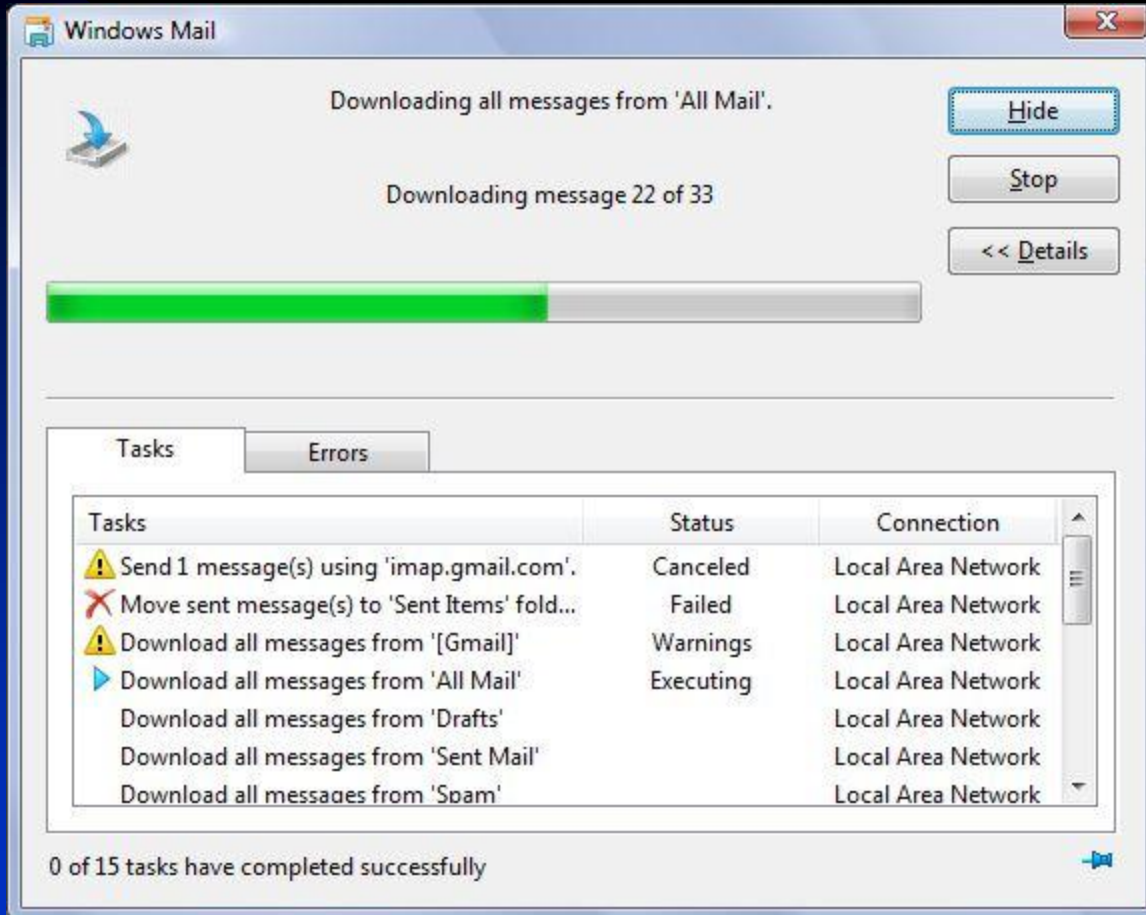
Vista Gmail, Cont'd
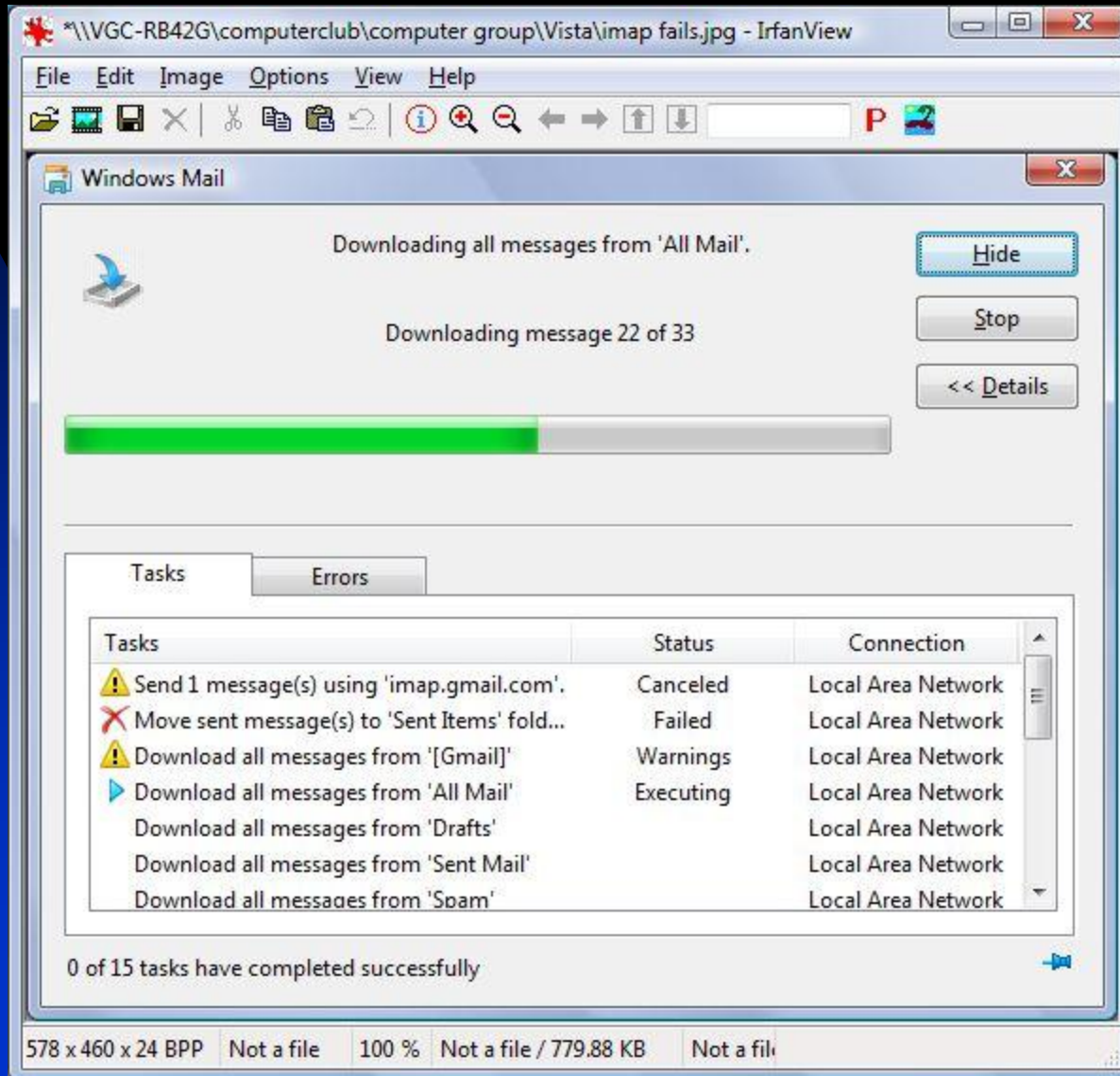
Vista Gmail, Cont'd

Vista Gmail, Cont'd

Vista Gmail, Cont'd

Vista Gmail, Cont'd

Moving Email Files

- ### Find the files in obscure path

Outlook Express files are here:
C:\Documents and Settings\<user>\Local Settings\Application Data\Identities\{51 long strange code 0E}\Microsoft\Outlook Express\

Each folder is a "dbx" file See instructions at:
http://pcdon.com:80/00MovingDBXFilestoaNewComputer.html
It may be necessary to rename files to make them work…..

Vista Windows Mail files are here:
C:\Users\<user>\AppData\Local\Microsoft\Windows Mail\Local Folders\Inbox
Each email is an "eml" file with a strange name

Filters

- Demo creating email folders and setting up filters

Next Steps

- Follow up session?

- Thanks, Folks!