

# All about eMail

Lexington Computer and  
Technology Group  
January 11, 2012

Previous email presentation March 18, 2009

Al Sherman

# Topics of Discussion

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



A

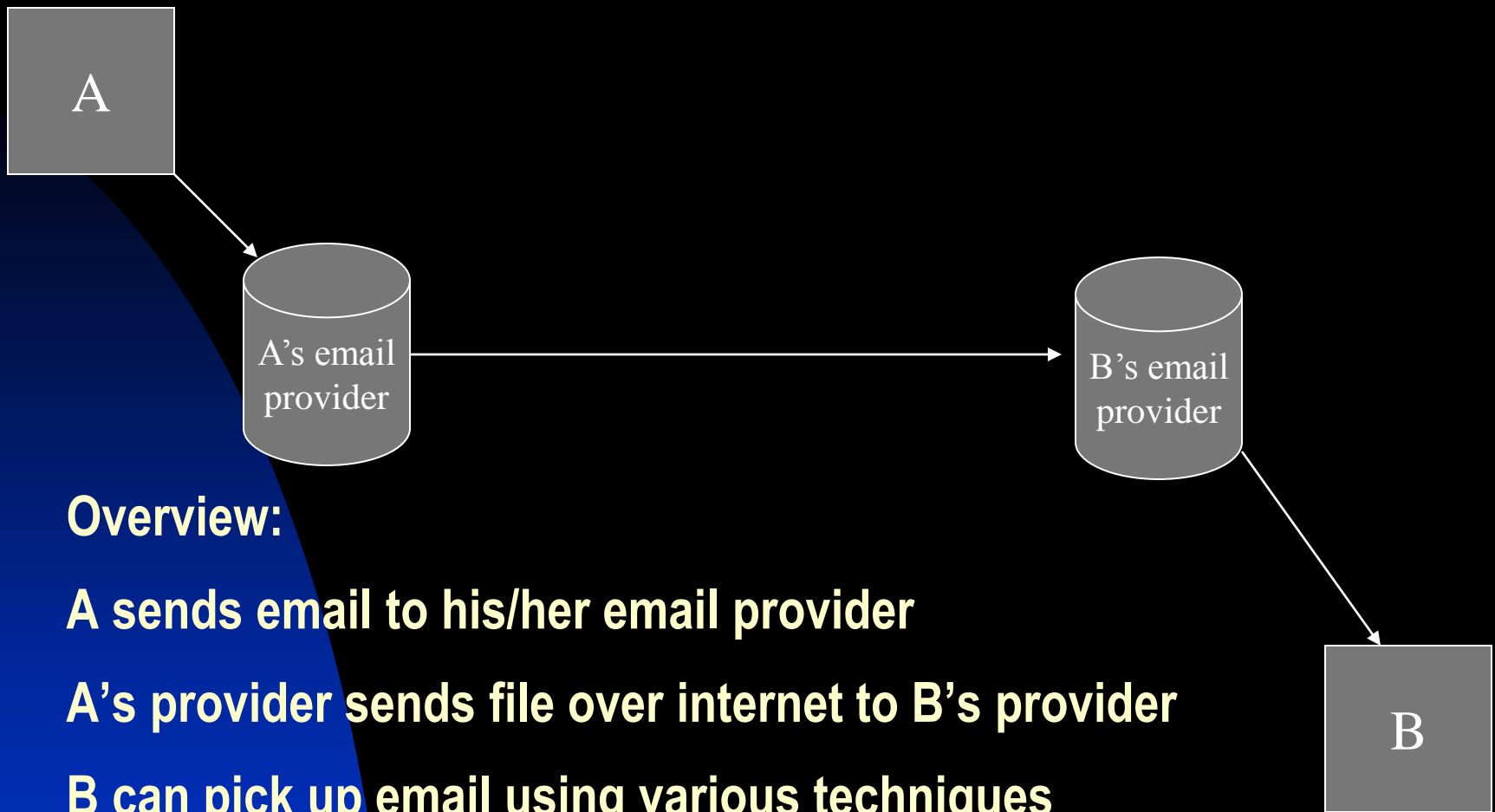
**Here's the situation:**

**User A wants to send email to User B.**

**How does it get there?**



B



## Overview:

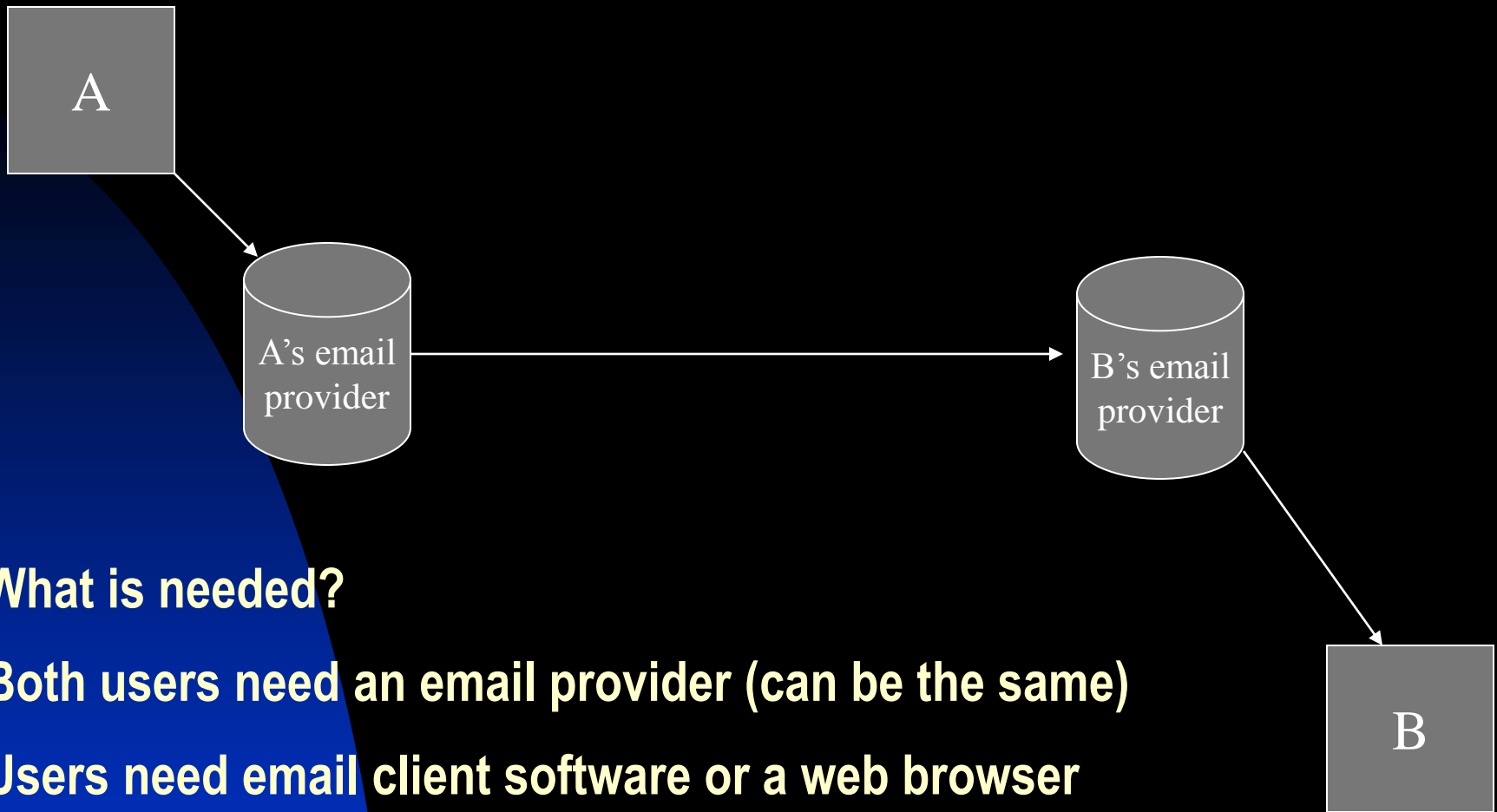
**A sends email to his/her email provider**

**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....**

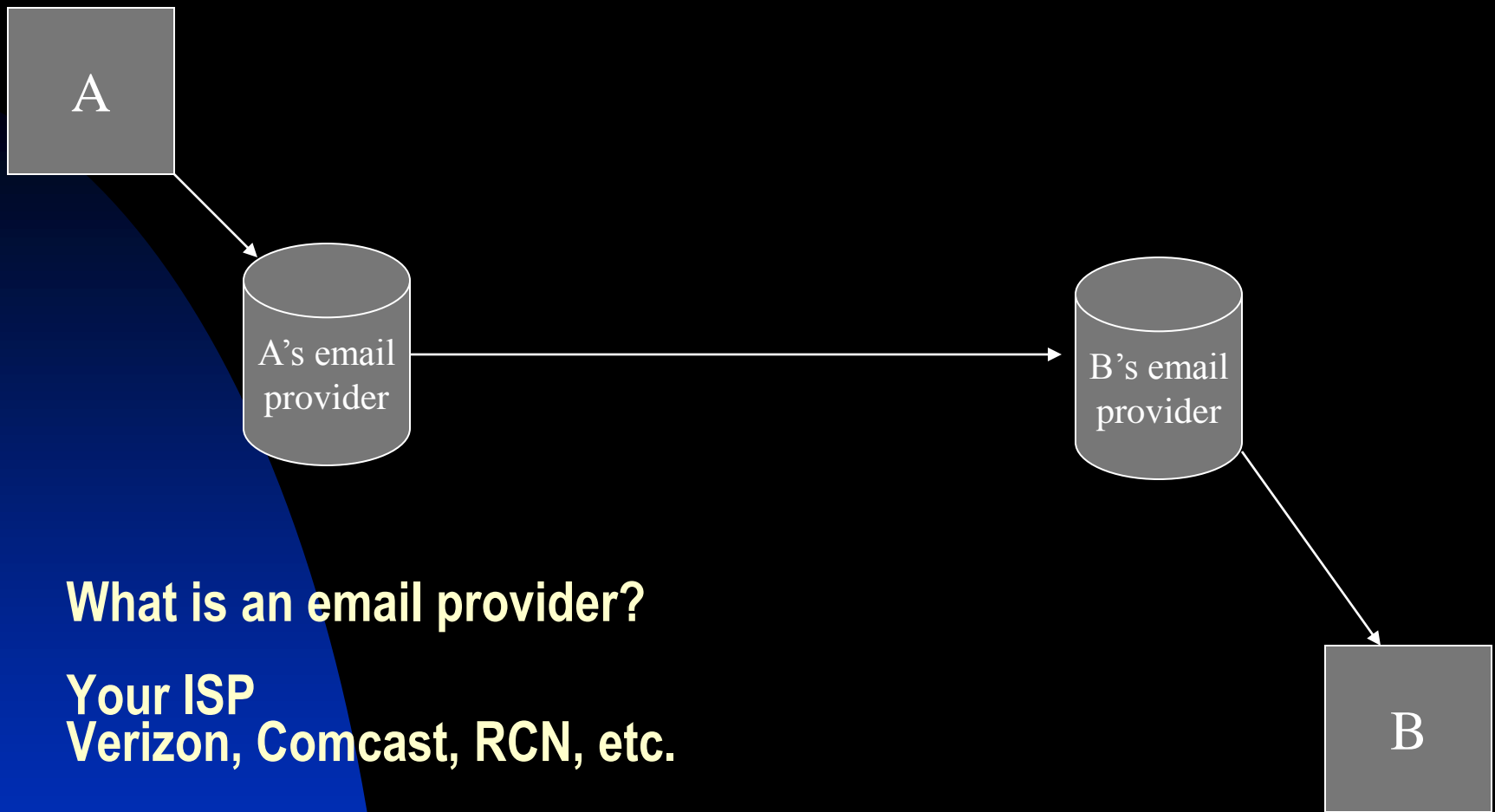


## **What is needed?**

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

**Users need email client software or a web browser**

**Providers are connected by Internet**

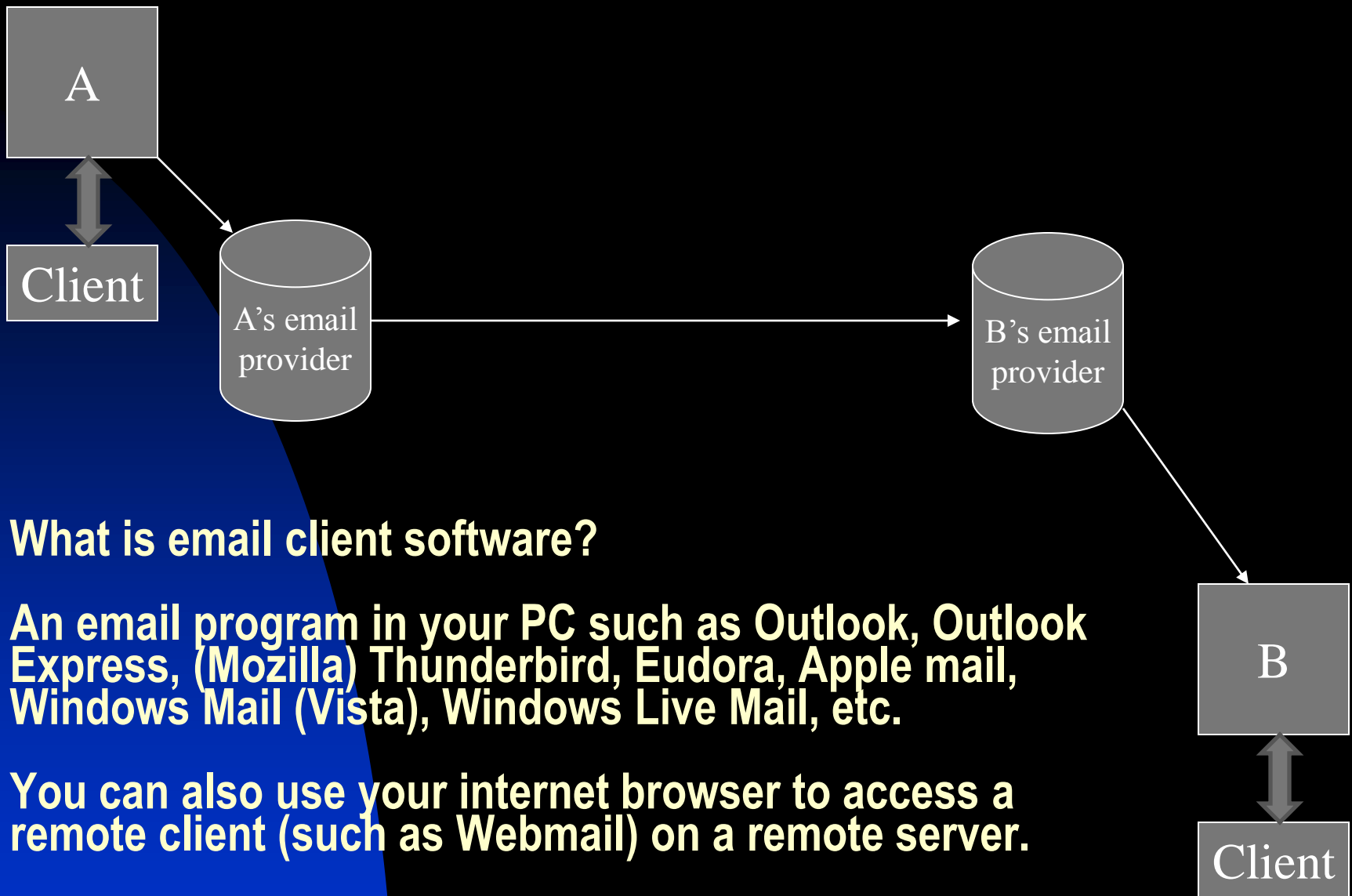


**What is an email provider?**

**Your ISP**  
Verizon, Comcast, RCN, etc.

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

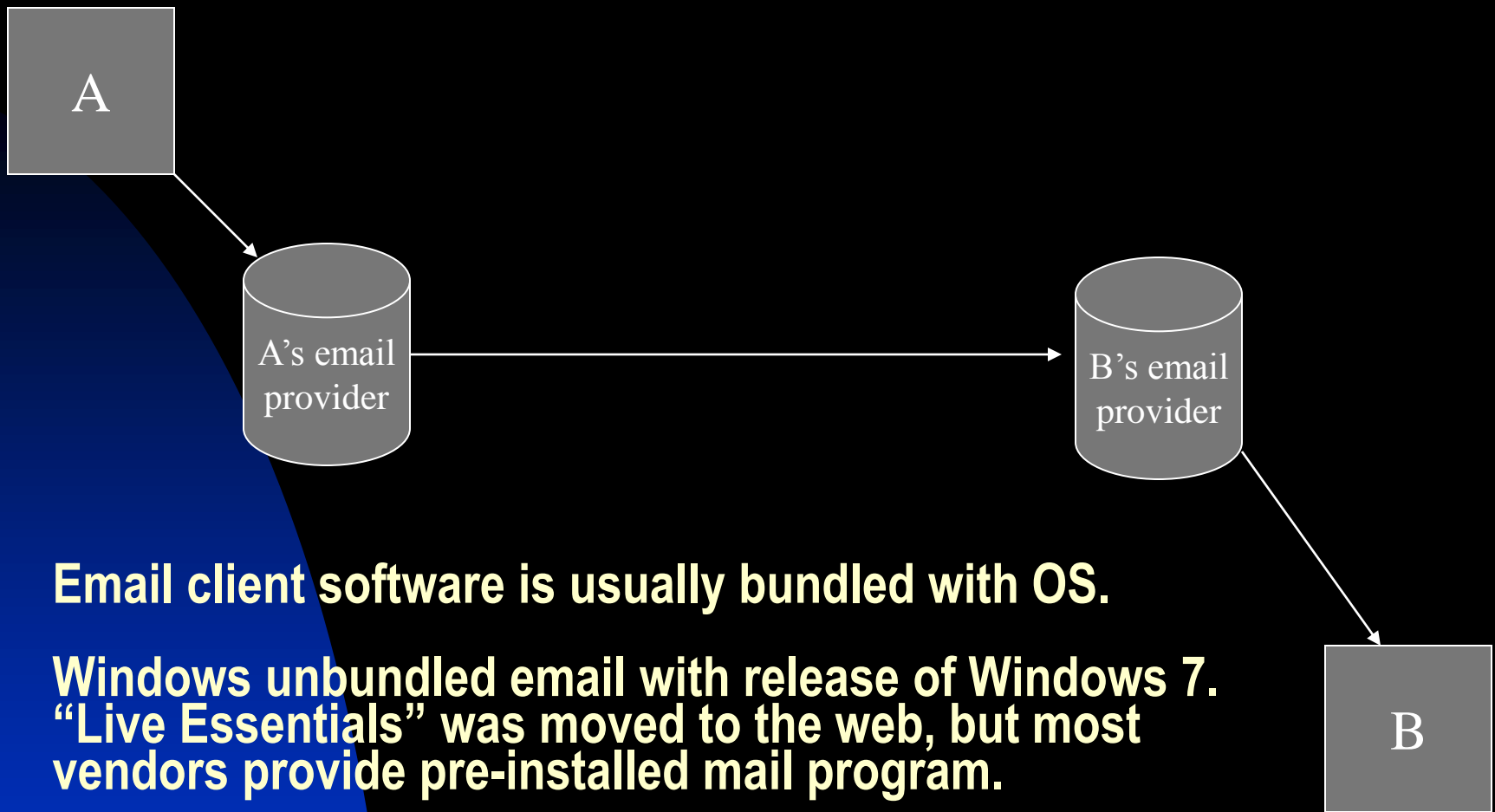
**You can have multiple email services**



## 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.

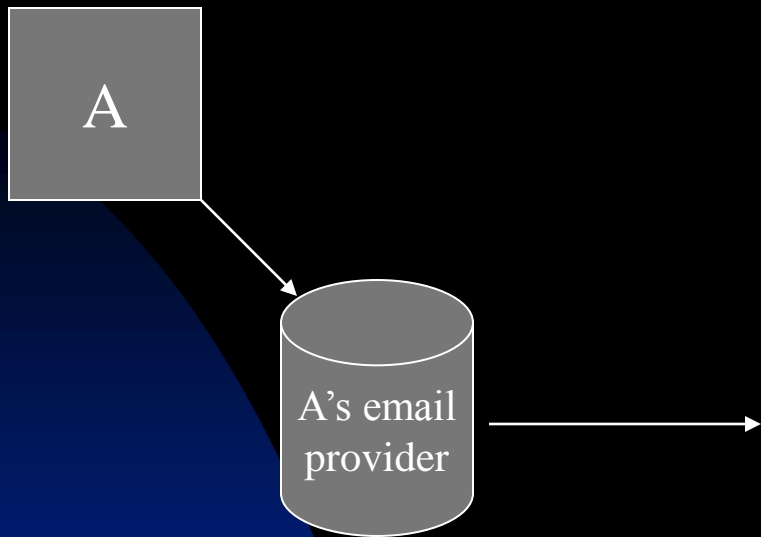


**Email client software is usually bundled with OS.**

**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).**





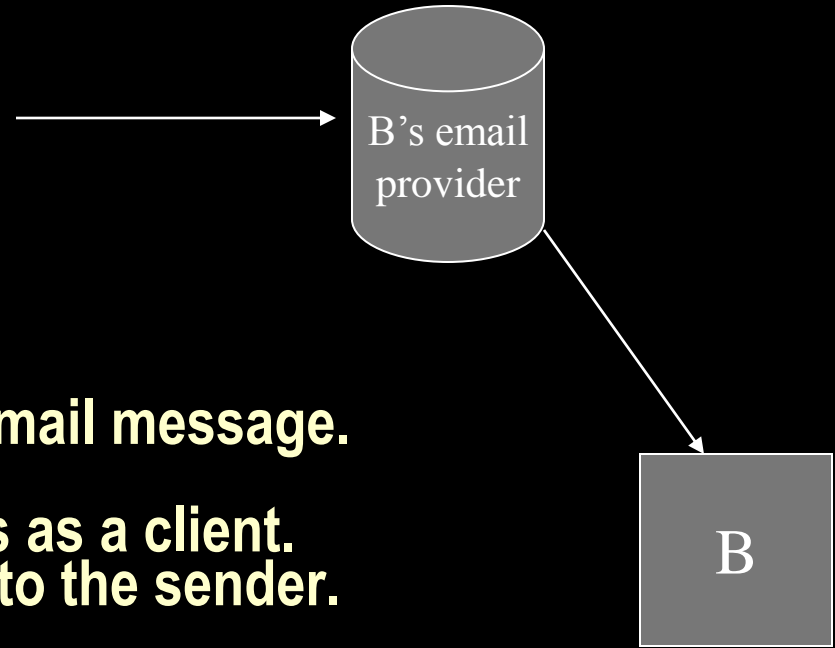
**Sends to Internet IP address  
Sent message is not saved  
after it is acknowledged.**

**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**



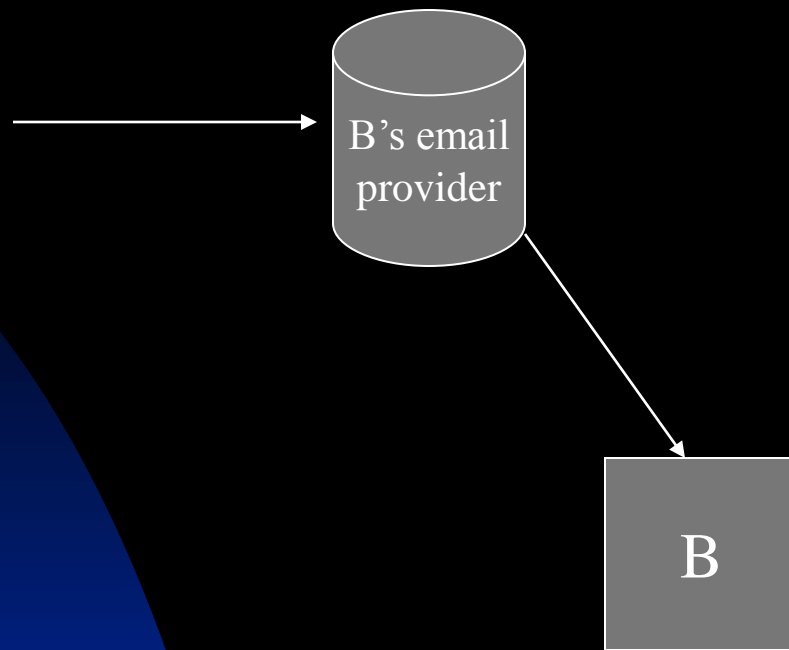
**B's email provider receives the email message.**

**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.**



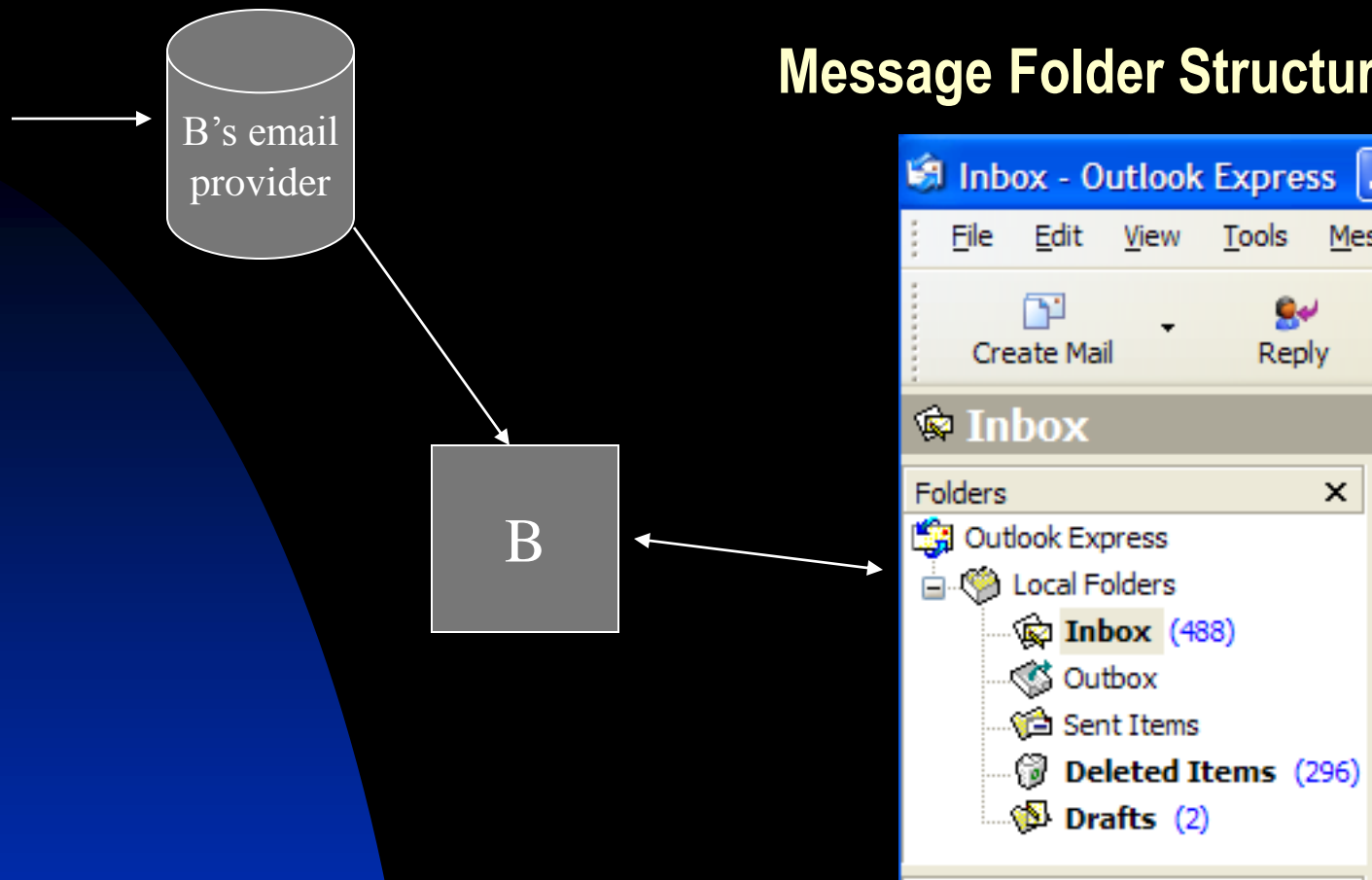
## Common Protocols:

- Pop3
- Imap
- Internet

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

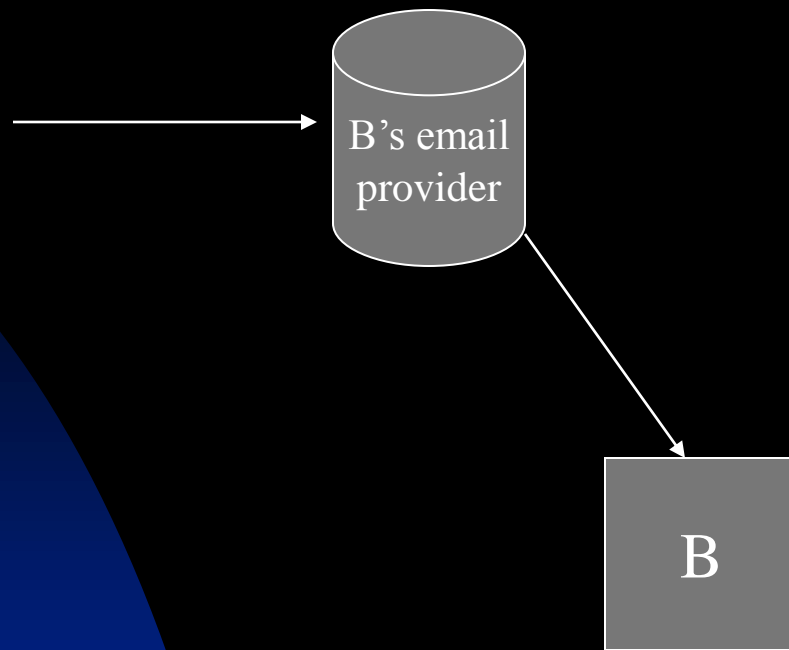
**Message stays on email server until it is deleted**

# Message Folder Structure



**User's client manages message folders**

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

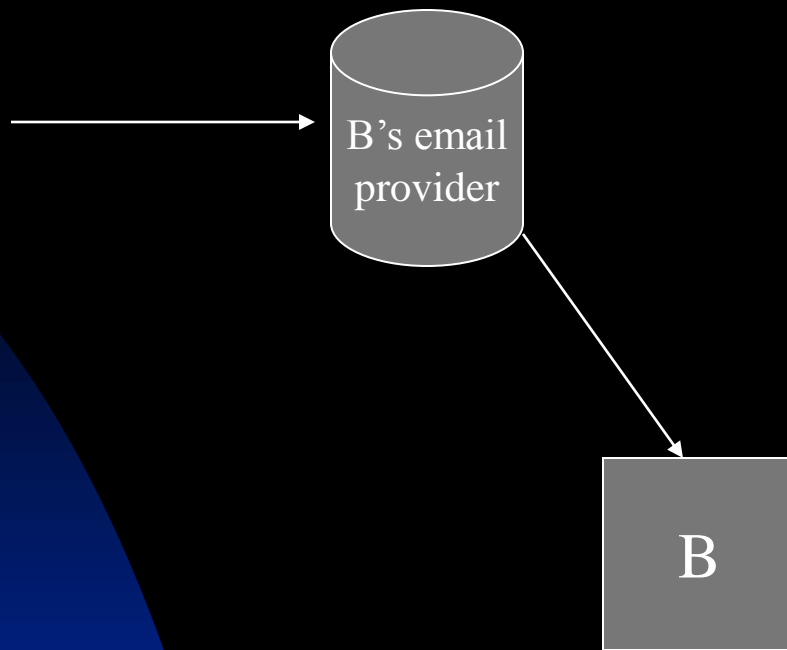


## Pop3 Protocol

**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**

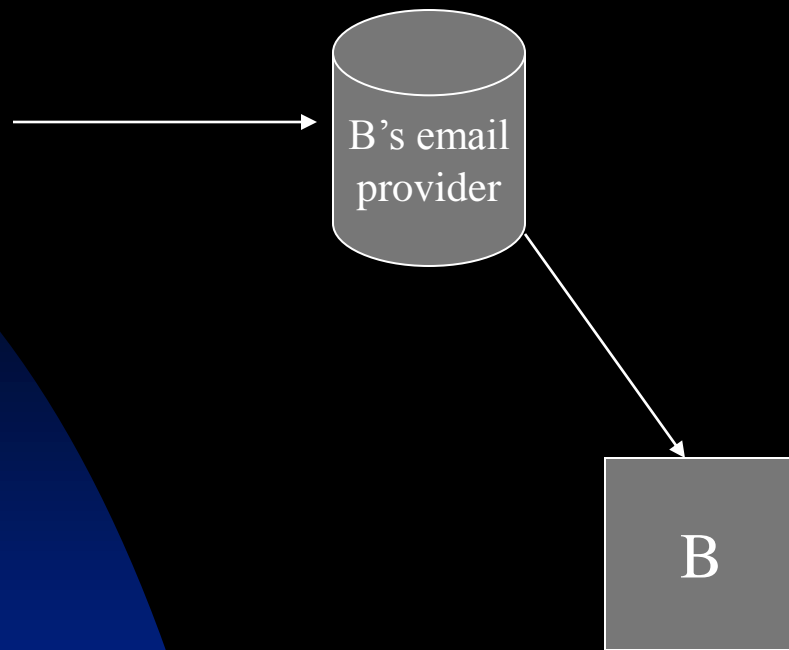


## **Internet “Protocol” (web browser access)**

**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**

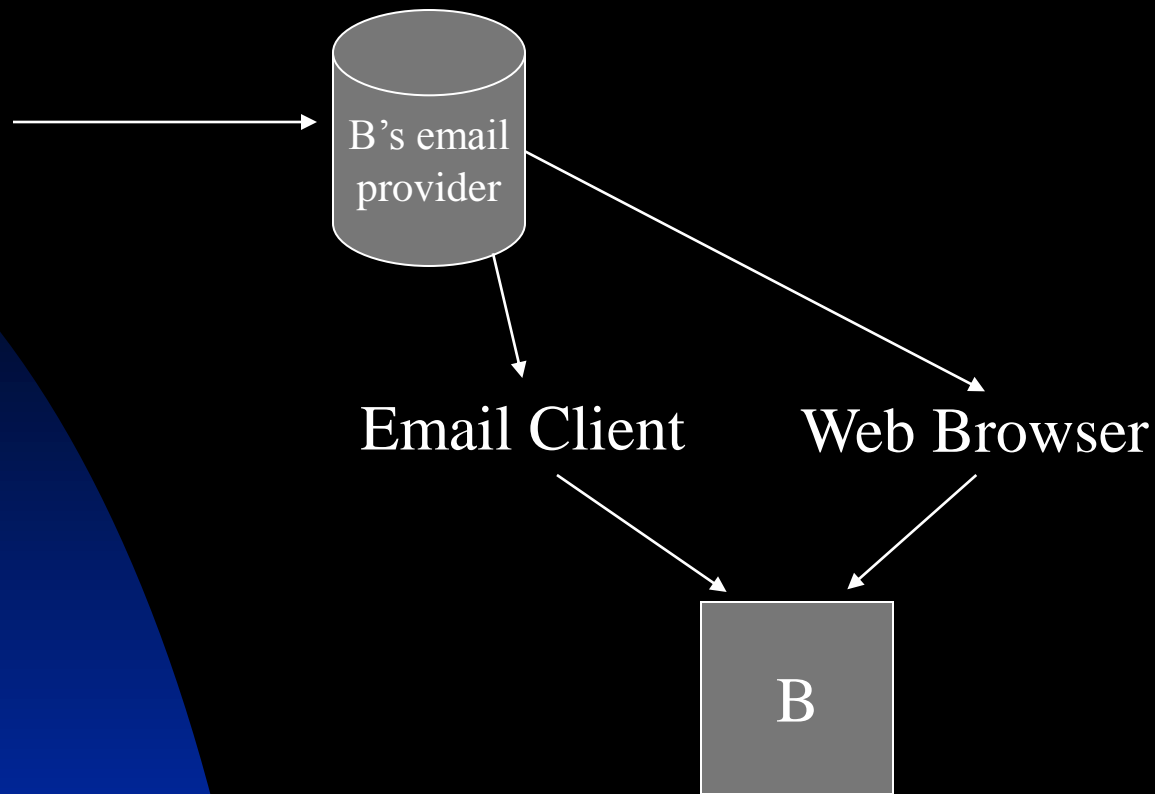


## IMAP Protocol

**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**

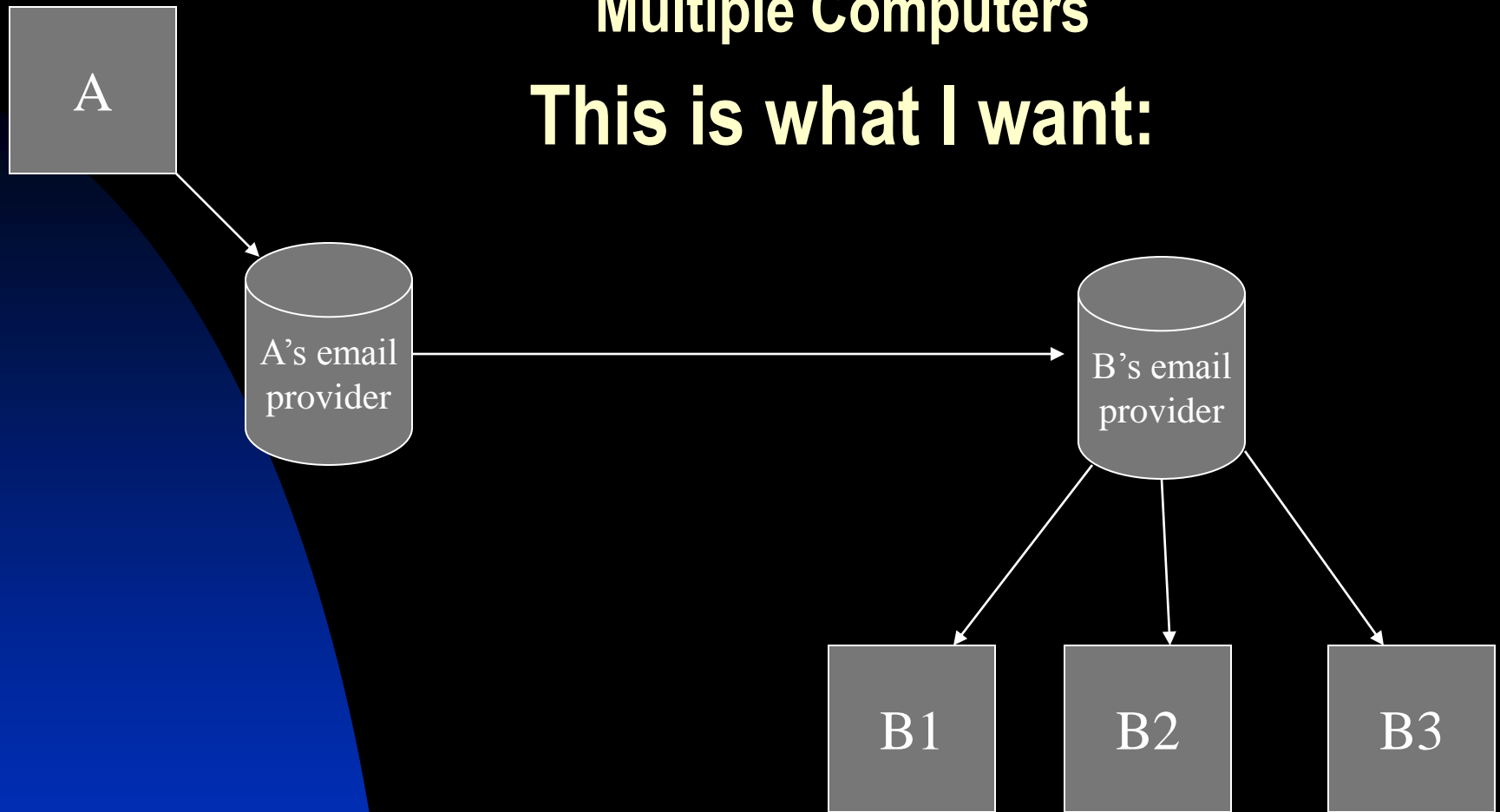


**Multiple email access methods on the same computer**



# Multiple Computers

## This is what I want:



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

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	PRO	CON
Keep on server	Accessible from Multiple computers	Trust provider for backup and security
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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

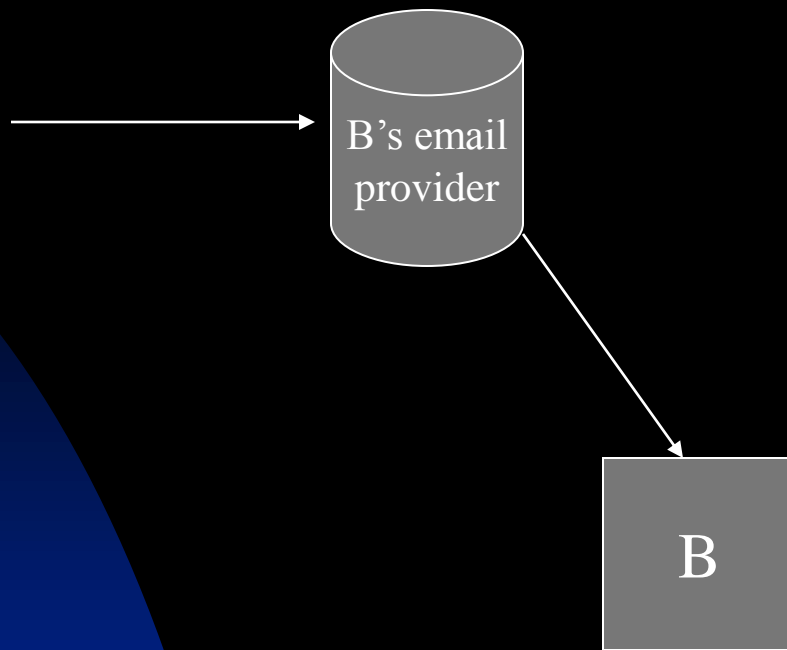
- We will demonstrate some of the “view” choices in a typical email program.
- I will show how I send and receive email.

# 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

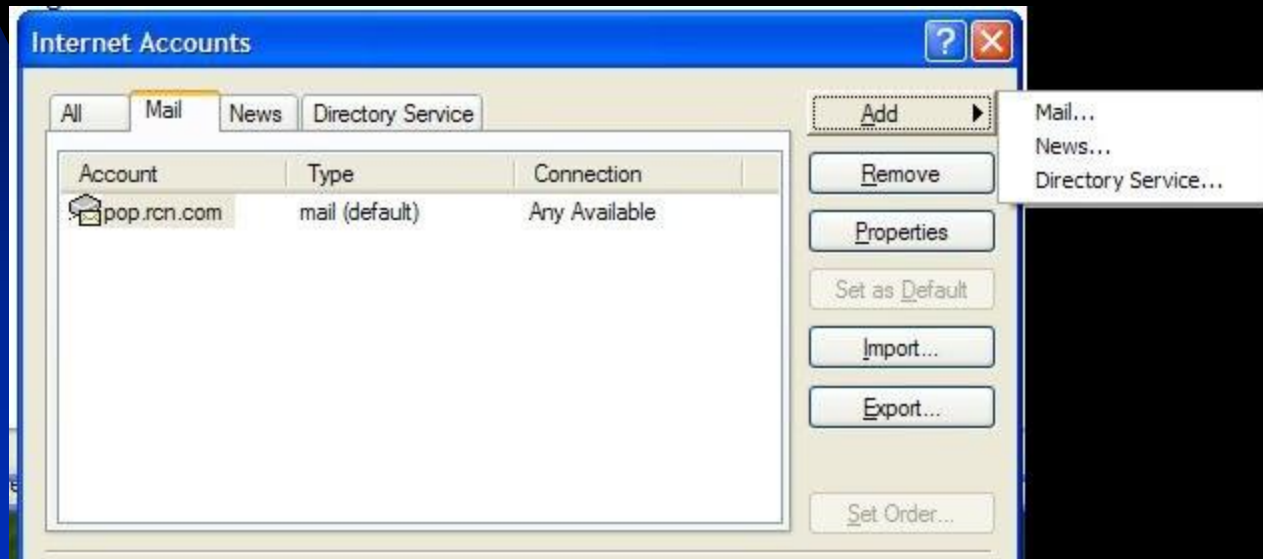
- Outlook Express only does spell checking when MS Office is installed
- Open Office will not substitute
- Vista “Windows Mail” has built in checker.

**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

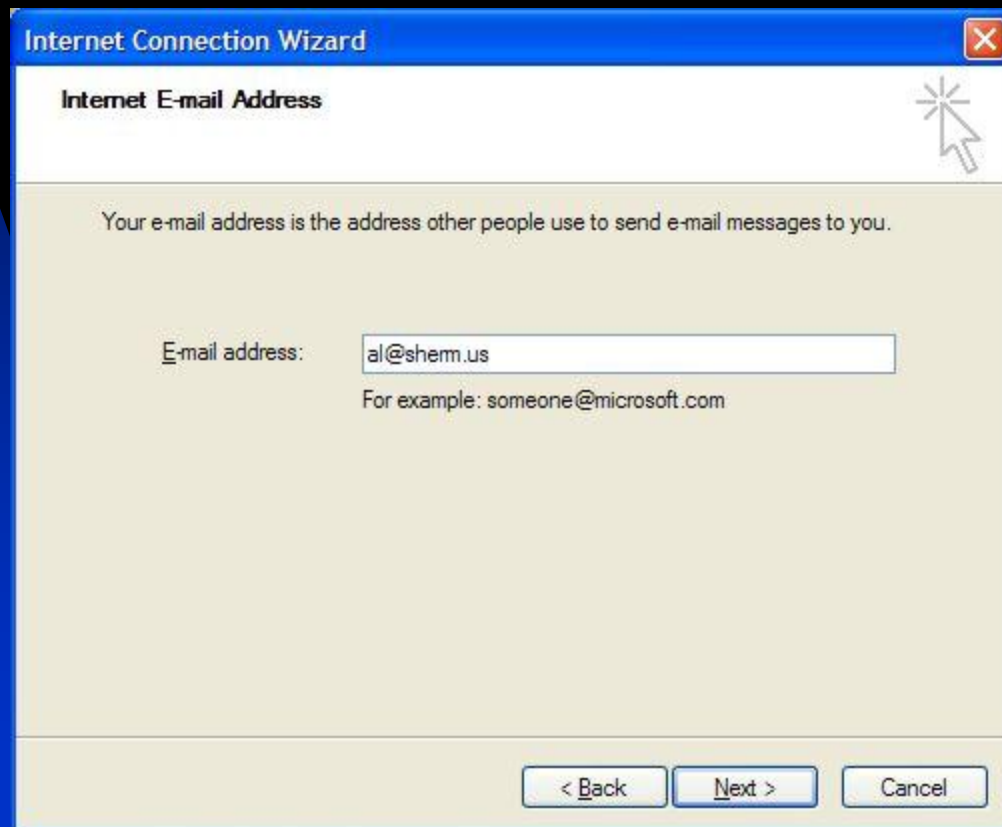
Enter name here that you want for “From:”



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Al Sherman- Via 1&1". Below the input field is the text "For example: John Smith". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

# Adding a new Account -3

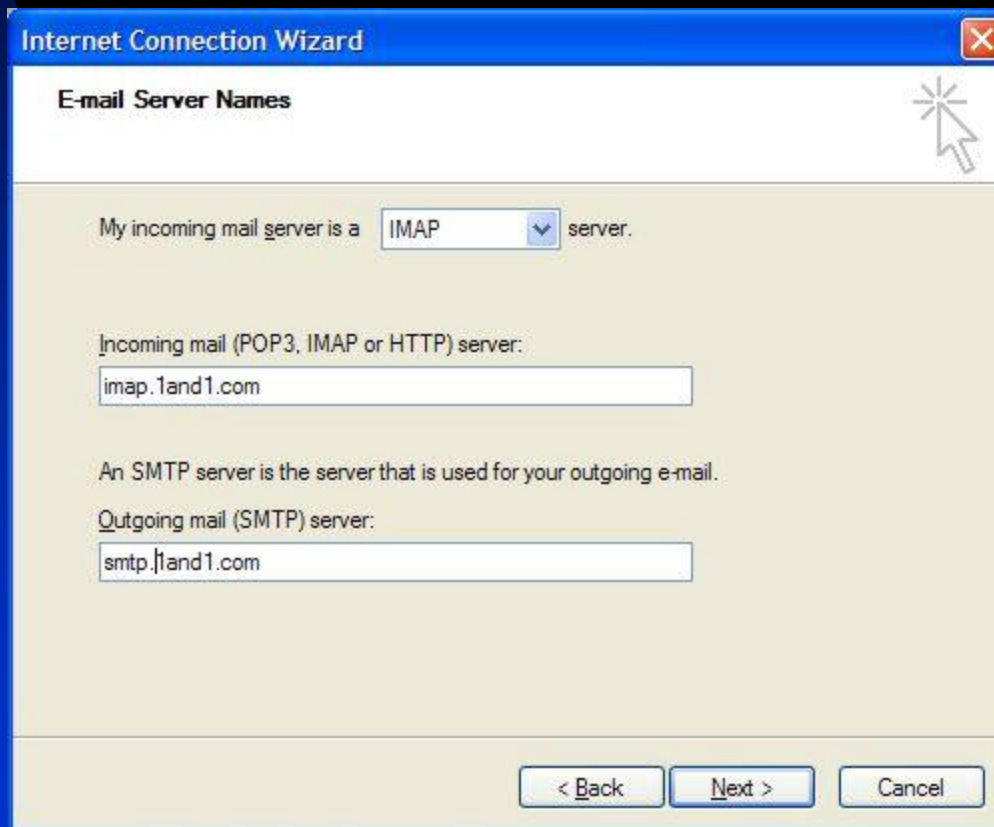
Enter name here that you want for “Reply to”



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a help icon (a starburst with a mouse cursor) and a descriptive sentence: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "al@shem.us". Below the input field is an example: "For example: someone@microsoft.com". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

# Adding a new Account -4

## Enter server information



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "E-mail Server Names".

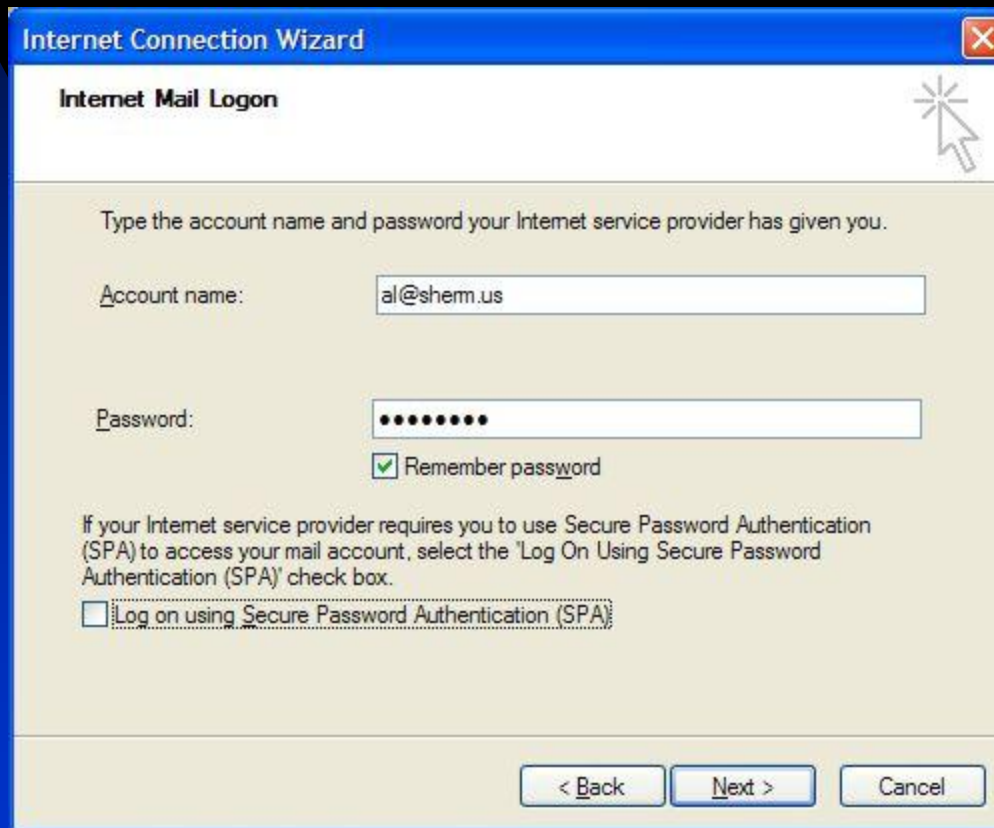
The dialog contains the following text and input fields:

- "My incoming mail server is a  server." (The dropdown menu is currently set to "IMAP")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "imap.1and1.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.1and1.com".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

# Adding a new Account -5

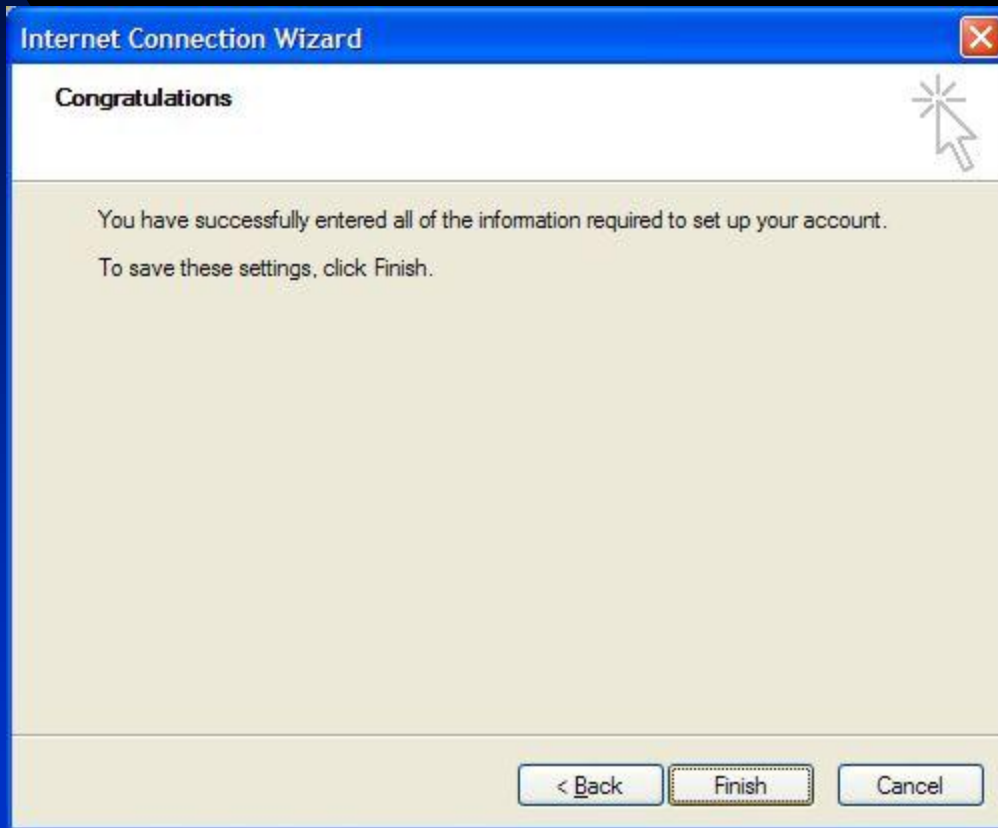
Enter account and password



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "Internet Mail Logon". Below the title bar, there is a help icon (a star with a mouse cursor) and a text prompt: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "al@shem.us" and "Password:" containing ten dots. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text follows: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

# Adding a new Account -6

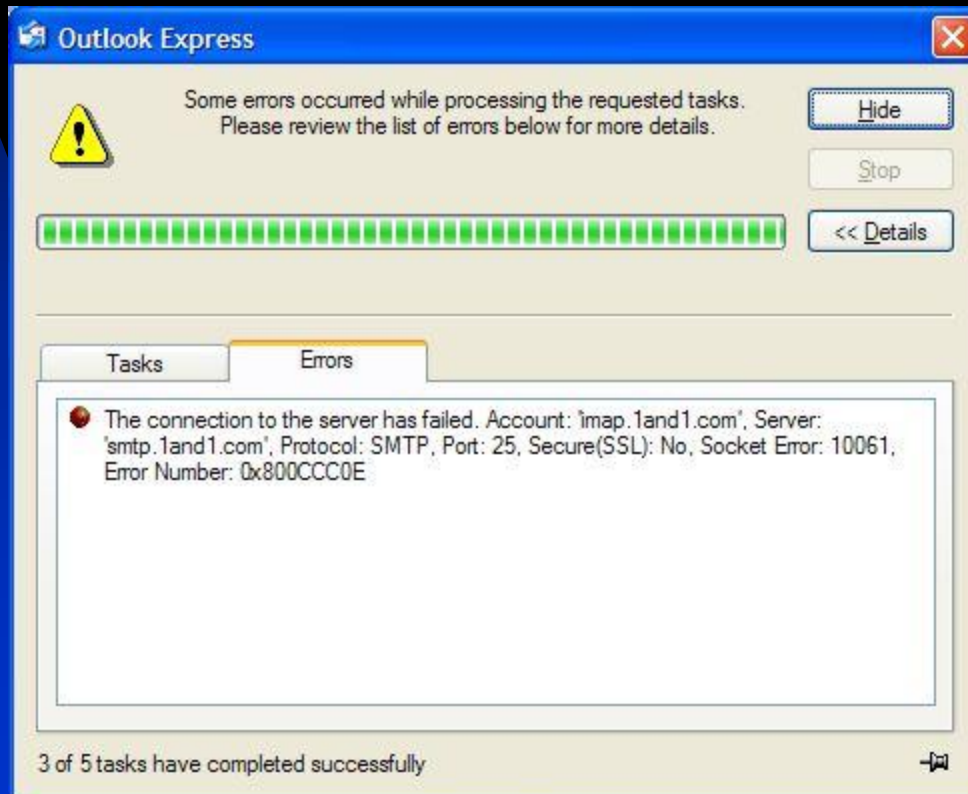
Finish - Will it work?





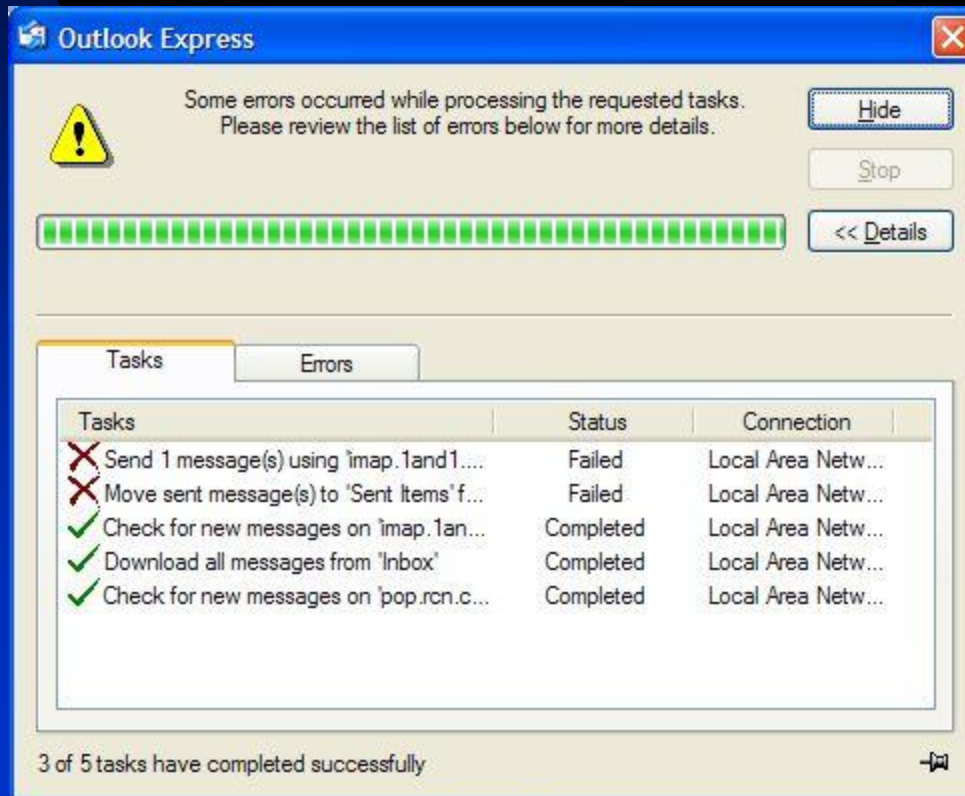
# Adding a new Account -7

## Sending Error (SMTP)



# Adding a new Account -8

## Sending Error (Task Tab)



# Adding a new Account -9

Check My server requires Authentication, then settings:

imap.1and1.com Properties

General Servers Connection Security Advanced IMAP

Server Information

My incoming mail server is a **IMAP** server.

Incoming mail (IMAP):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

OK Cancel Apply

imap.1and1.com Properties

General Servers Connection Security Advanced IMAP

Server Information

My incoming mail server is a **IMAP** server.

Incoming mail (IMAP):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

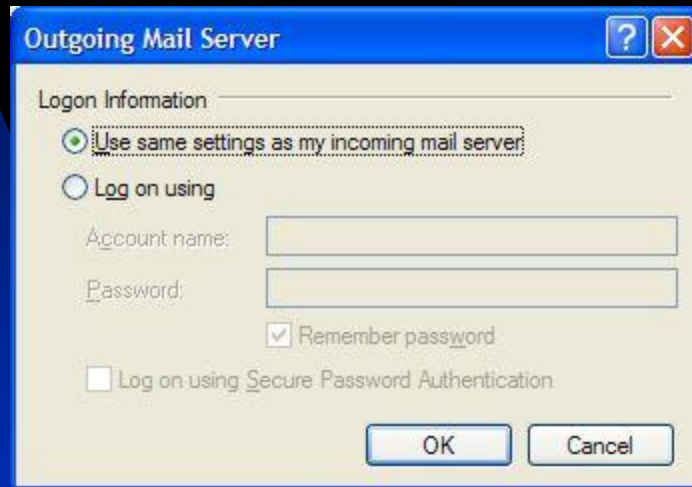
Outgoing Mail Server

My server requires authentication

OK Cancel Apply

# Adding a new Account -10

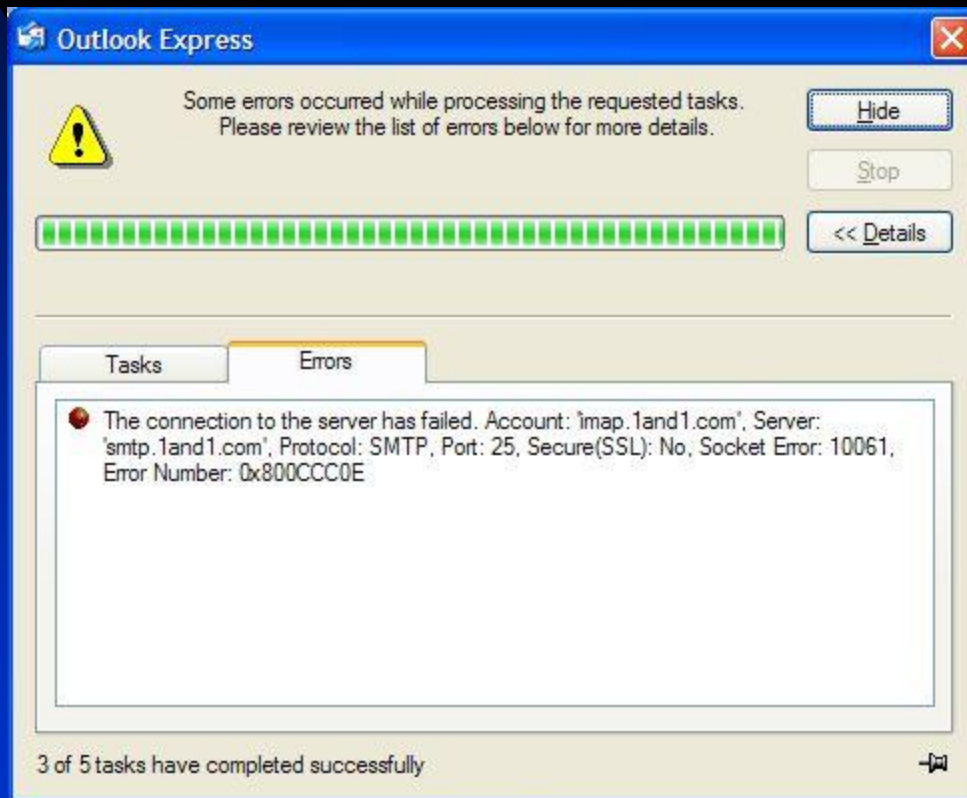
Set same settings:



Try again.....

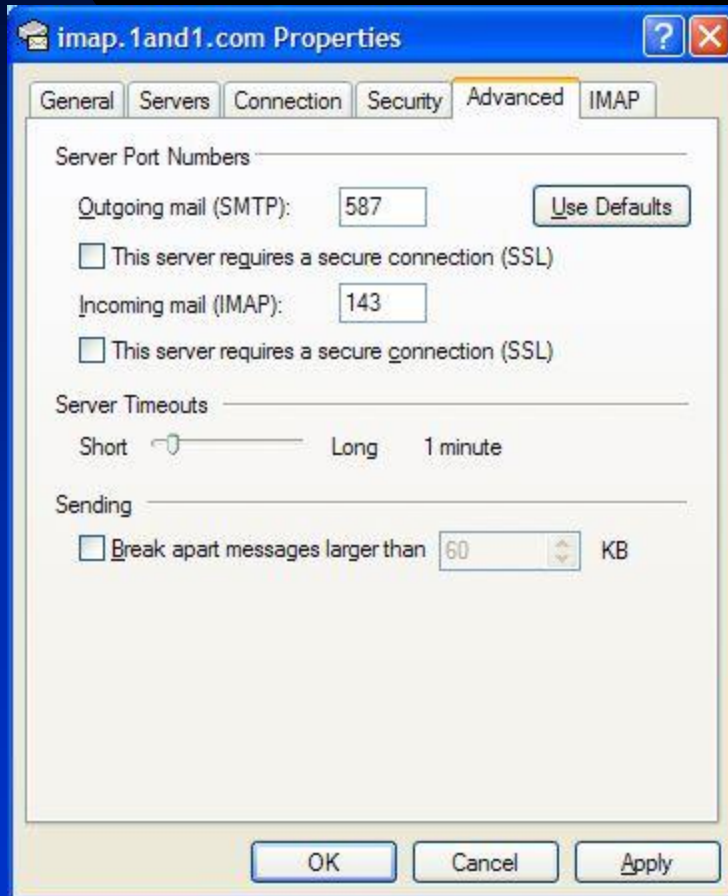
# Adding a new Account -11

Still has SMTP failure:



# Adding a new Account-12

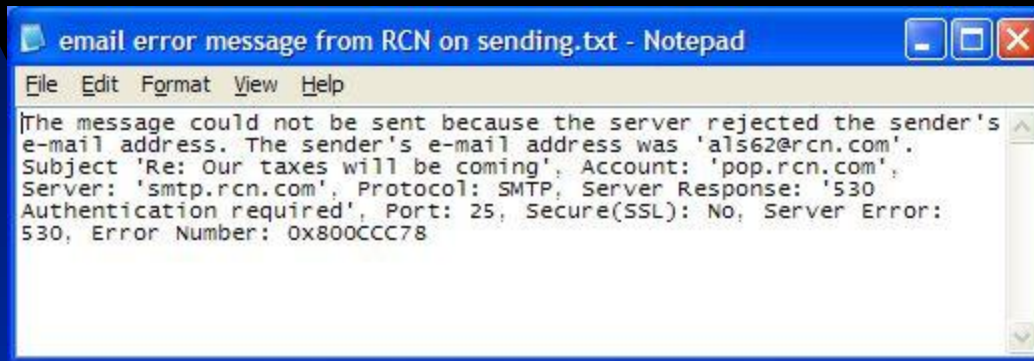
Fix Outgoing Port number....



And now it worked....

# Account Authentication Error

Previous error message seen before password set....



The screenshot shows a Notepad window titled "email error message from RCN on sending.txt - Notepad". The window contains the following text:

```
File Edit Format View Help
[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

Internet E-mail Address

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

E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel



# Vista Gmail, Cont'd

Set up e-mail servers

Incoming e-mail server type:  
IMAP

Incoming mail (POP3 or IMAP) server:  
imap.gmail.com

Outgoing e-mail server (SMTP) name:  
smtp.gmail.com

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

# Vista Gmail, Cont'd

Internet Mail Logon

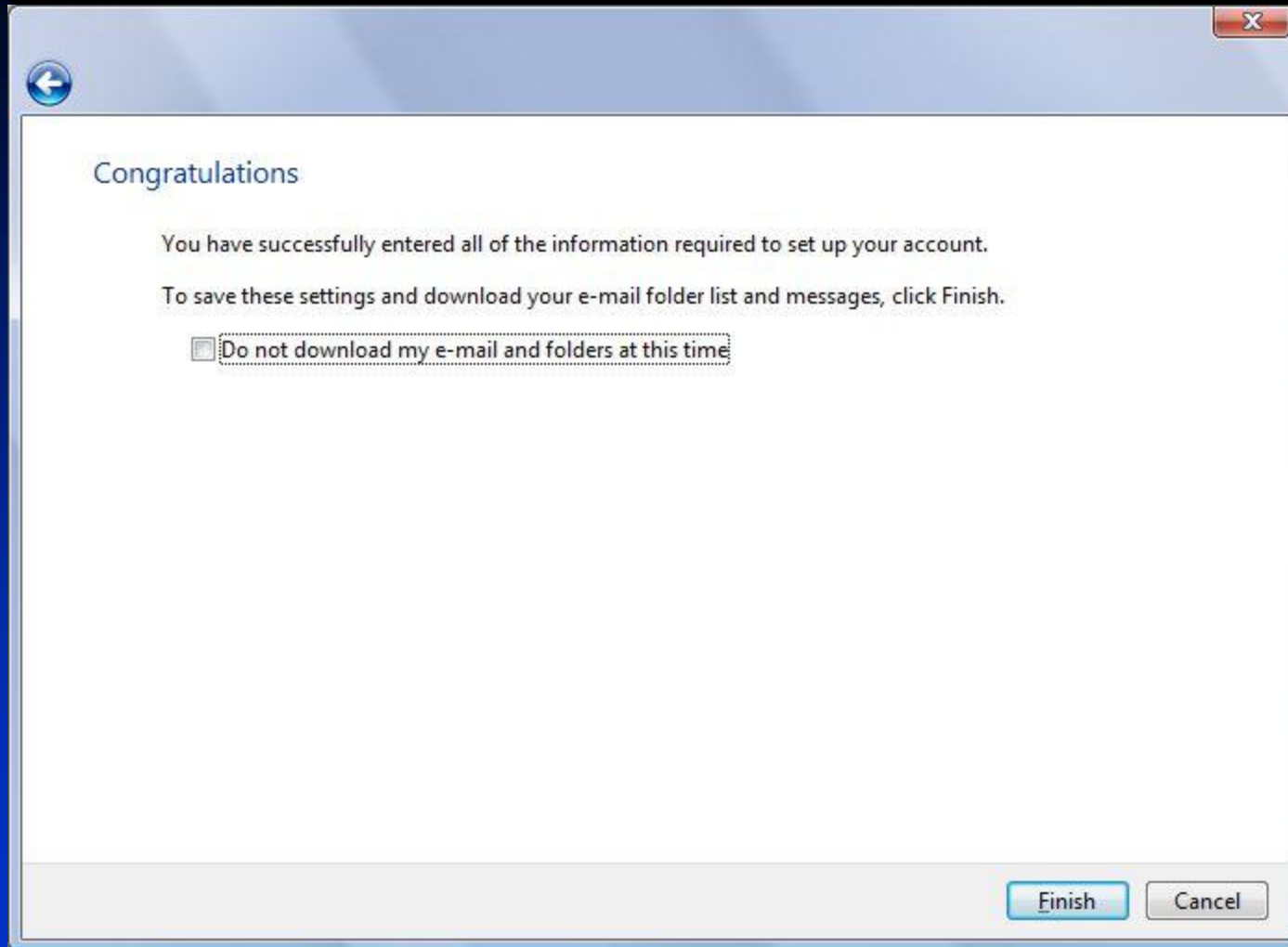
Type the account name and password your Internet service provider has given you.

E-mail username:

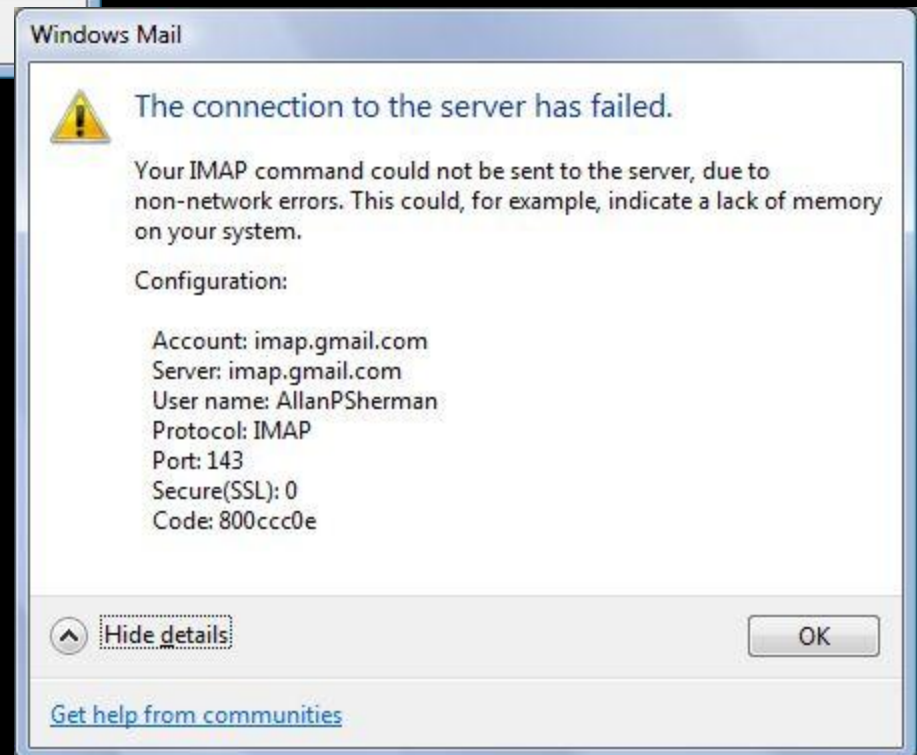
Password:

Remember password

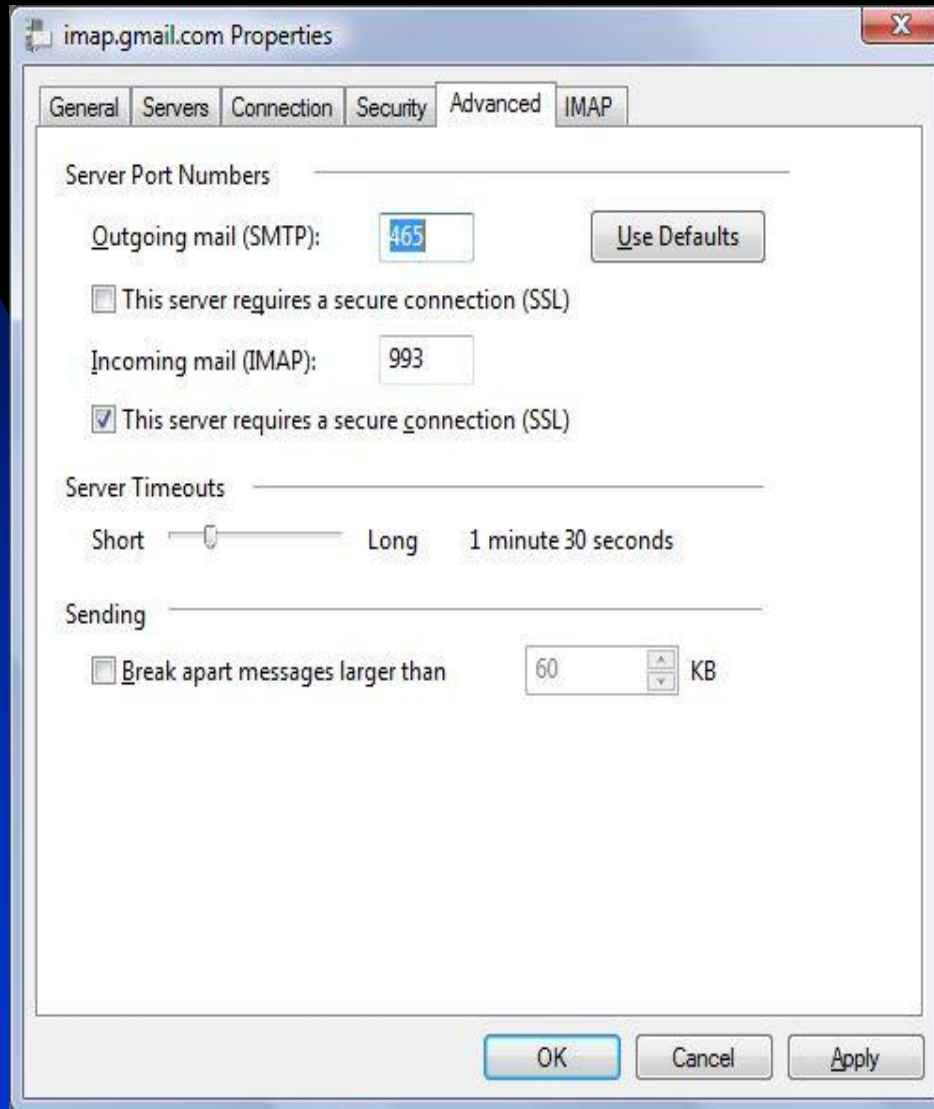
# Vista Gmail, Cont'd



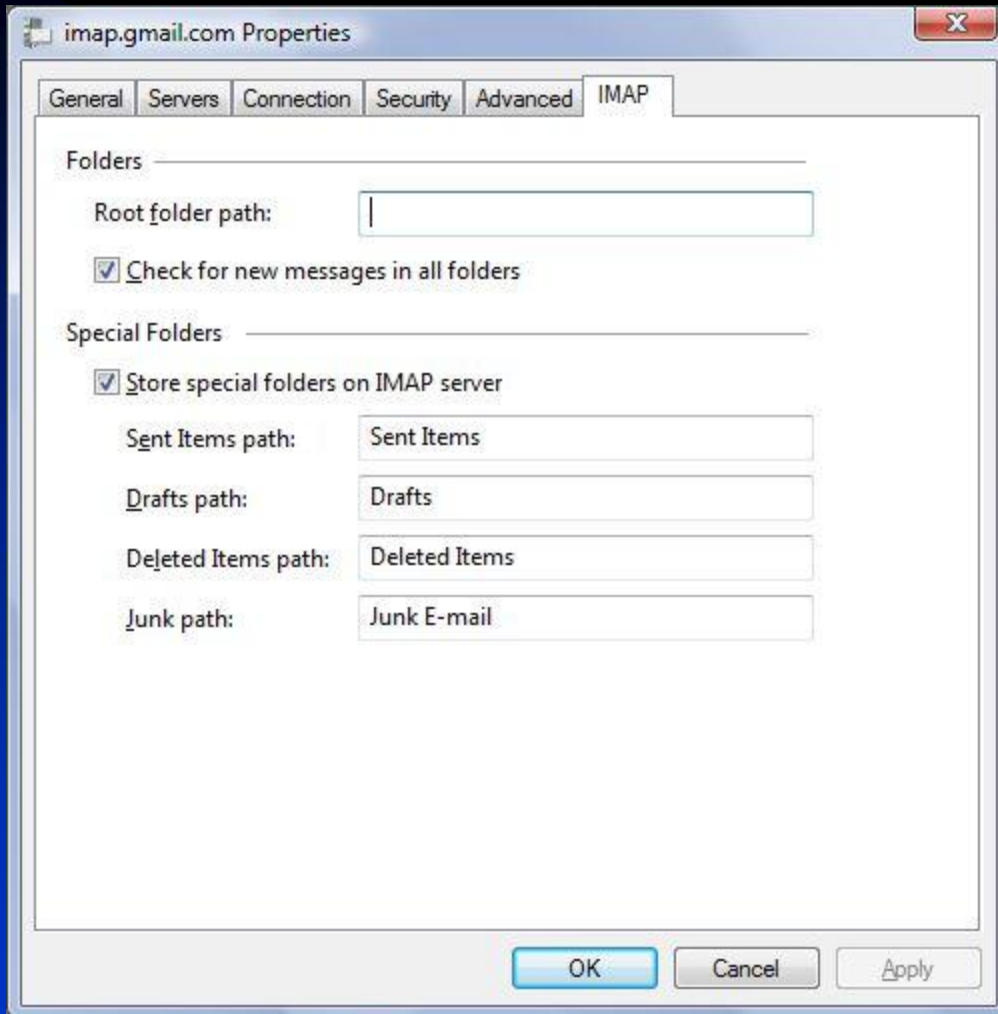
# Vista Gmail, Cont'd



# Vista Gmail, Cont'd



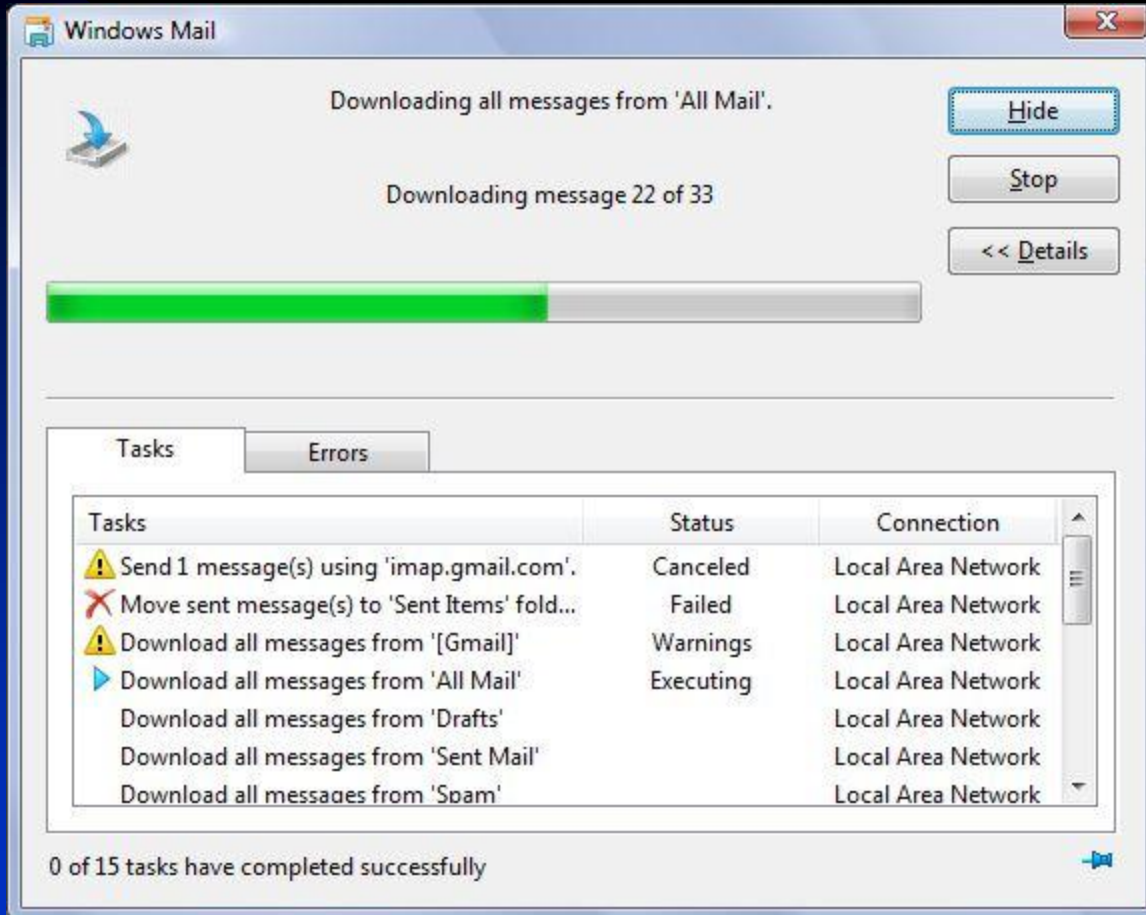
# Vista Gmail, Cont'd



# Vista Gmail, Cont'd

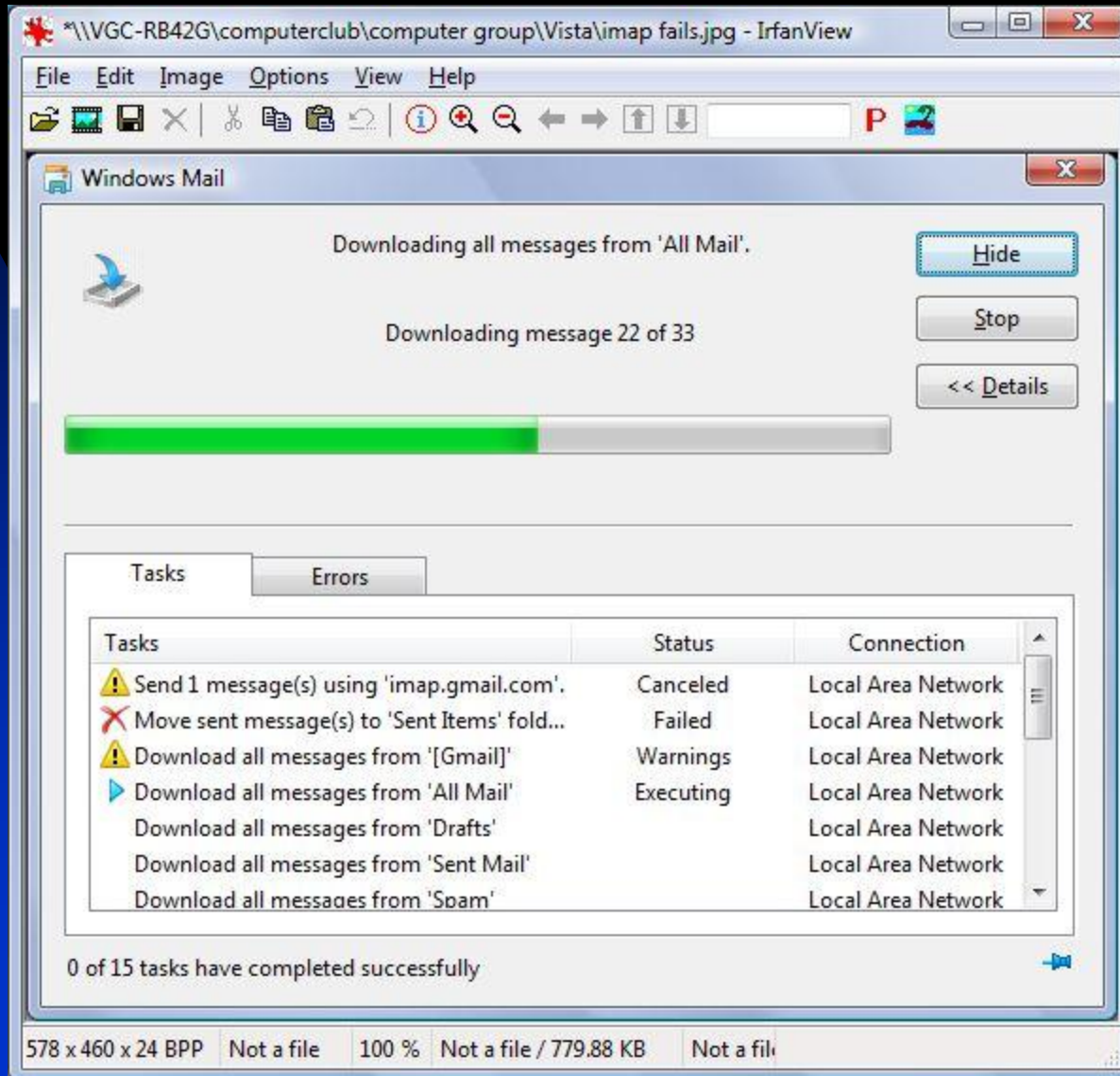


# Vista Gmail, Cont'd





# Vista Gmail, Cont'd



# Moving Email Files

- Find the files in obscure path

## **Outlook Express files are here:**

C:\Documents and Settings\\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:80/00MovingDBXFilestoNewComputer.html>**

**It may be necessary to rename files to make them work.....**

**Vista Windows Mail files are here:**

C:\Users\\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!