



What is Email?

Email = electronic mail

Emailing is the process of sending and receiving messages over the Internet.

Emails are permanent and will be stored somewhere until deleted, usually by the recipient.

How does email work?

Brian wants to send an email to Susan

When Brian sends an email it first goes to Gmail, his email provider.

Then Gmail forwards it to Yahoo, Susan's email provider.

Yahoo stores the message in an electronic mailbox for Susan to read.

What is email used for?

1. Communication – Just like snail mail but much quicker. Send your resume, share photos, videos, or links, and send important documents.
2. Notifications - Bank statements, news items, shipping confirmations, library notices, reserved items waiting for pick-up, overdue, reminders when materials are due.
3. Accounts - Retrieve account information such as password, sign up for free & paid on-line services.

E-mail Accounts

To send or receive e-mail you will need:

A computer with Internet access

An account with an e-mail provider

To remember your username and password

Share your email address and have addresses to contact

E-mail accounts can be obtained through a free e-mail provider like

Google's Gmail, Yahoo Mail, Microsoft Hotmail or Apple iCloud. Alternatively, your Internet service provider may give you an address as part of your service.

Parts of Email addresses

E-mail addresses consists of three parts: a user name, an "at" symbol (@), and a domain name.

User name

A unique name (often including numbers) that identifies your account

The "at" symbol (@)

Separates your account name from the name of your domain name

Domain name

This is usually the name of your email provider

examples

user_name@domain-name.com

briantlibrarian@gmail.com

Netiquette

Is the name for good Internet behavior, things that are non-offensive and perfectly acceptable to do. These are some basic do's and don'ts of email communication.

Send email the way you want to receive it

Do you like having huge attachments sent to you without asking for them? Do you like reading other email that is written an almost invisible font face? Did you like that huge and childish signature you read on that last email you got this morning? Do you like to receive jokes and obnoxious videos over and over again? Treat people the way you'd like to be treated yourself.

Always include a Subject

A subject should be a short phrase that describes the contents of an email. Messages without subjects me not be sent properly.

Keep it Simple and Get to the Point

Formatting matters to different degrees for different types of messages. Know what kind of message you're sending and be flexible. Most emails are short.

Proof read your e-mail before sending it

Use a spelling and grammar check. Avoid the ALL-CAPS MODE, WHICH CAN BE CONSTRUED AS SHOUTING. Use *asterisks* or **bold text** instead.

What is SPAM?

Spam is unsolicited bulk e-mail. These emails flood the Internet with many copies of the same message, in an attempt to force the message on people who would not otherwise choose to receive it. Most spam is commercial advertising, often for dubious products, get-rich-quick schemes, or quasi-legal services. Be careful sending too many e-cards or jokes especially to coworkers. These can sometimes be interpreted as spam.

Privacy

Be careful. Work email is not always a private form of communication. Some companies monitor employee email. Keep this in mind when you email at work.

Email Safety Tips

- Change your password and don't share it with anyone. Don't open attachments unless you know the sender.
- Delete all e-mails, unread, from people you don't know.
- Avoid clicking on links or buy anything advertised in spam mail.
- Never send personal information over e-mail.
- Install a virus protection program and delete any suspicious mail.
- Always log out/sign off your email when you are finished.
- If you are using a public computer, exit the browser you are using when you are ready to end your Internet session.

Finally, use common sense when you're sending and receiving email.

It is good to maintain a strong sense of skepticism. Always use caution when revealing personal information. **Never give your social security number or physical address to anyone** you communicate with through email, even if they purport to be someone of authority.

If you have questions don't hesitate to contact the library by calling or emailing the Reference Desk

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