

Email Applications

- SMTP
 - Simple Mail Transfer Protocol
- Email addresses
 - [username@hostname](#)
- Signature Files
 - Short Text File Appended to mail message
 - Business name
 - Email address
 - Your name
- Sending messages
 - To
 - Subject
 - CC – carbon copy
 - Blind Carbon Copy – information not in message header
- Receiving Messages
 - Forward Message
 - Send messages you receive to others
 - Place in folders of mailboxes – default usually inbox
 - Reply
 - Just to sender
 - To all recipients
- Guidelines
 - Be Polite in what say
 - Do not nest forward messages
 - Do not include long signature files
 - Keep in narrow margins
 - Consider you audience
 - Spell things out
 - Reread messages to make sure they make sense
 - Do not write anything you want to keep private
 - Do not write anything you will regret later
- Spam
 - Junk email
 - Cost
 - System that routes email
 - Some email program have filters
- Attachments
 - Files attached to email
 - MIME – Multimedia Internet Mail Extensions
 - Files encoded before sending
 - Decoded on other side