

Email Basics

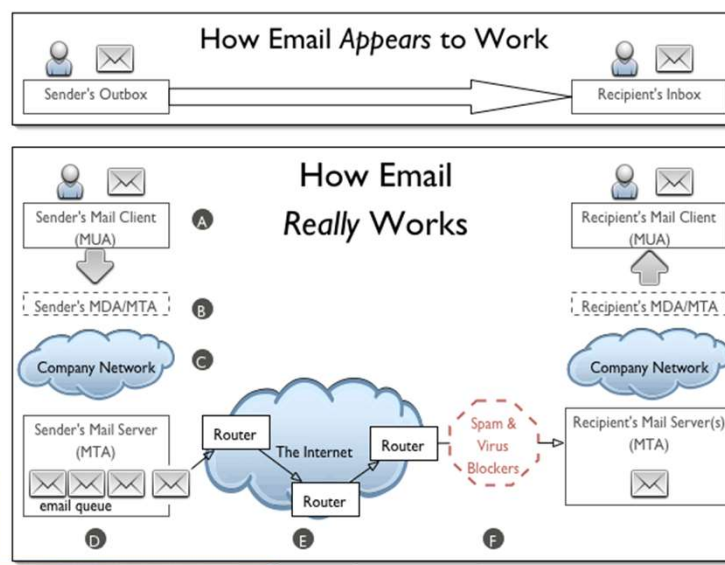
Things you might like to Know

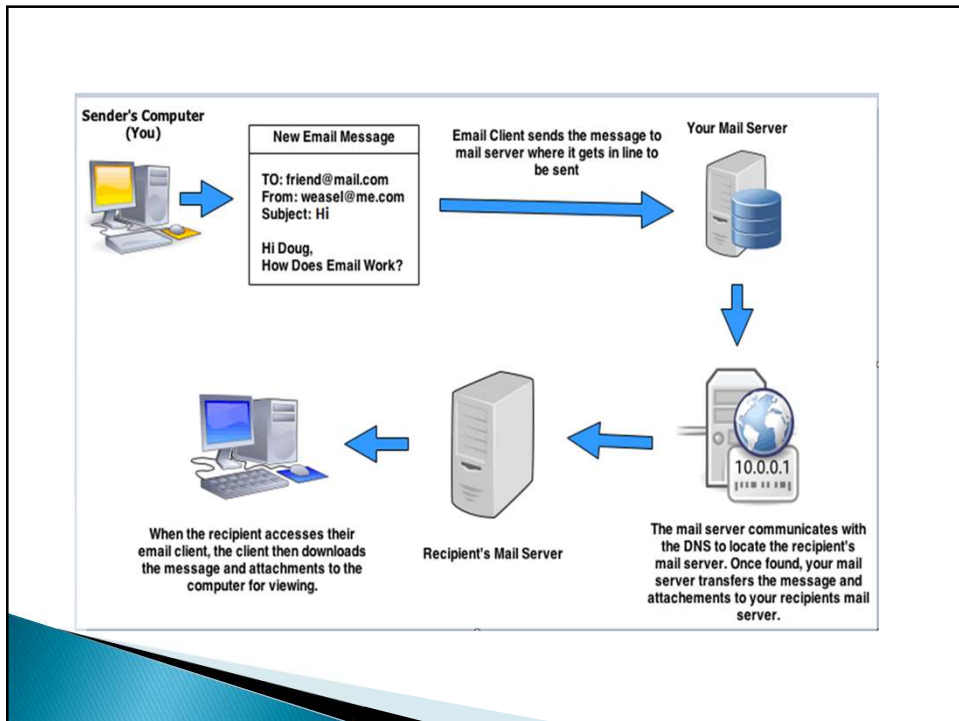
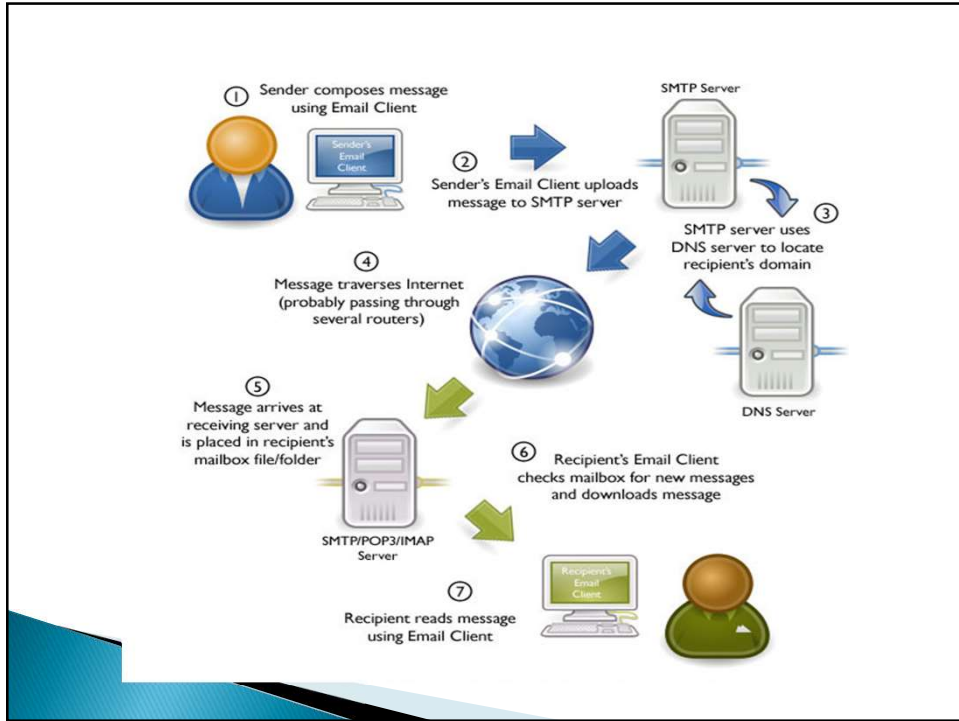
- ▶ Make sure you know you email name and password!
- ▶ How email has evolved
- ▶ Why you may need to change
- ▶ Filing emails you wish to keep
- ▶ Office subscription experience

- ▶ Email was probably the first use of the internet, although corporate email systems had been in use for a while – PROFS, TELNET
- ▶ FCC mandated Internet providers must offer email service
- ▶ Most providers also developed a web interface
- ▶ Outlook Express among the earliest examples

EMAIL Routing

Figure 1.1. How email really works



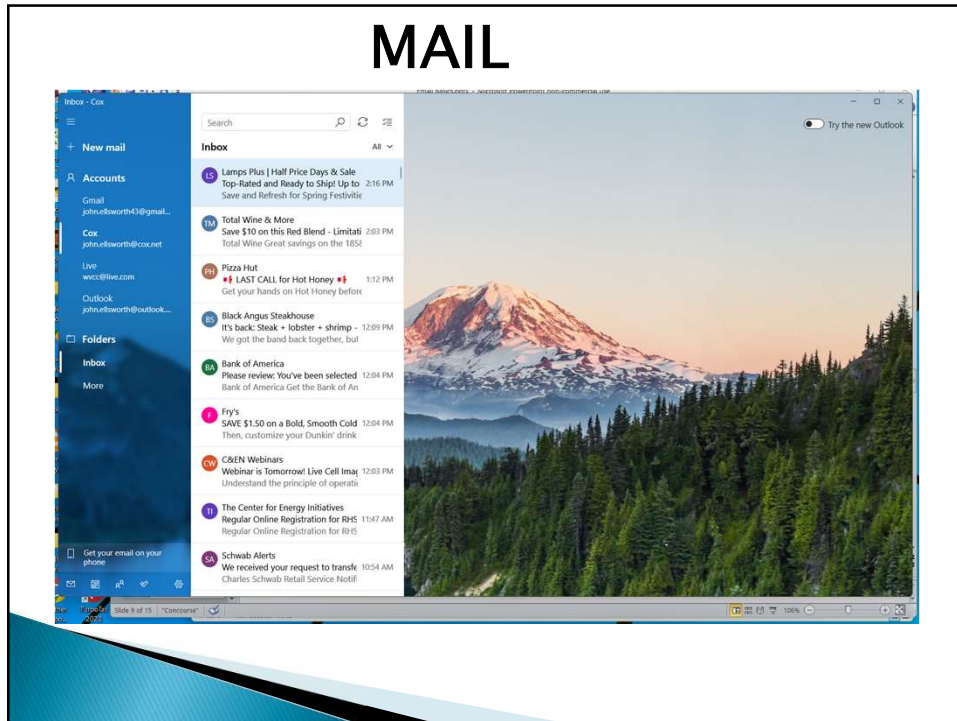


- ▶ Providers generally used POP (Post Office Protocol) to deliver email to your PC
- ▶ Then came GMAIL and OUTLOOK - web only versions
- ▶ POP3 replaced with IMAP (Internet Message Access Protocol) - **all messages stored on providers server.**
- ▶ Microsoft now pushing Modern authentication (OAuth 2.0 token-based authorization) - Exchange
- ▶ Also Two Factor Authentication.

Free Cloud Storage

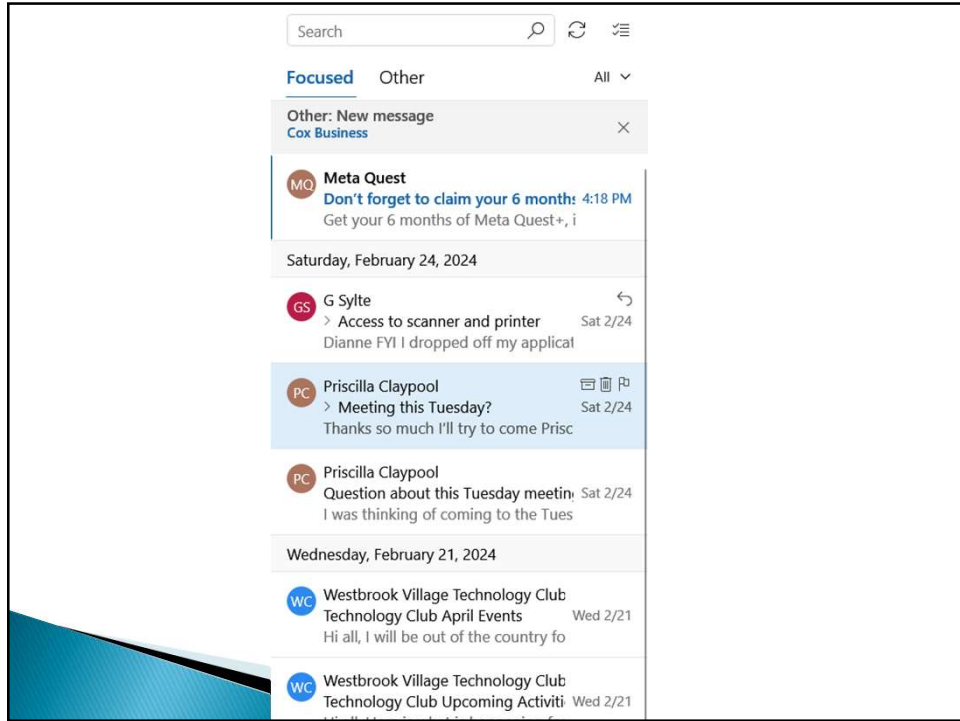
- ▶ [Google Drive](#) — 15GB free with document collaboration
100GB @ \$2/per month
- ▶ [OneDrive](#) — 5GB free cloud storage but with a 100GB file size limit. 50GB @ \$1/Month
- ▶ [Amazon AWS](#) - 5GB of free space with great security and privacy. 100GB @ \$2/Month
- ▶ [Dropbox](#) — 2GB free with good syncing capabilities. 2000GB @ \$10/Month
- ▶ [iCloud Drive](#) — 5GB free online storage for Apple users. 50GB @ \$1/Month

MAIL

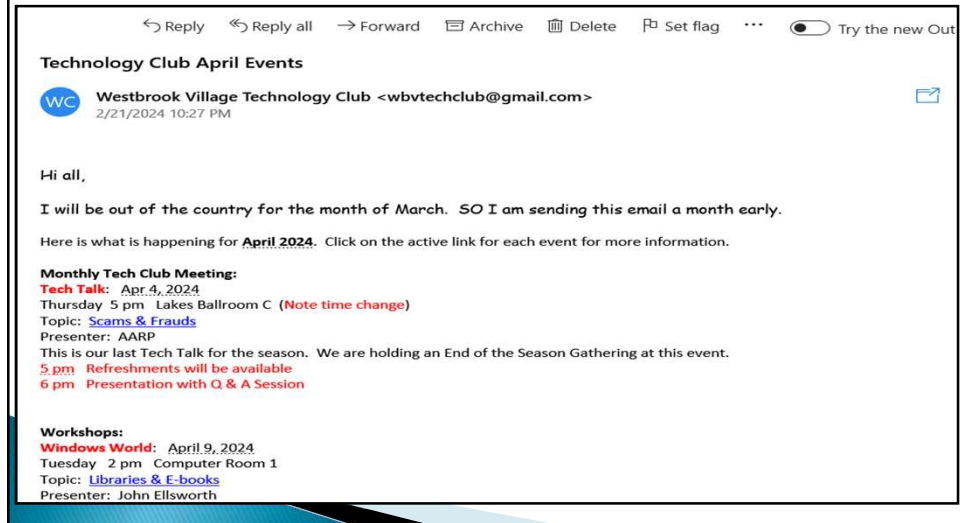


Windows Mail Program

- ▶ Mail is the successor to Outlook Express and is an IMAP client.
- ▶ When you open it, it requests from the server a LIST of your email, showing sender and subject.



- ▶ When you click on an individual message, MAIL requests a temporary copy of the email and displays it in the message pane.



Adding Accounts

- ▶ You can have multiple email accounts and each can be added to the Mail program.



If you wish, you can combine all the inboxes to a unified inbox.

The Folders are storage for the selected account (see white bar) and "More" shows names of each.

Web Interface for Email Account

- ▶ Instead of using an email client, you can access the email server through the internet.
- ▶ <https://outlook.live.com/mail/0/>
- ▶ Or
- ▶ <https://www.cox.com/content/dam/cox/okta/mail.html>
- ▶ Or
- ▶ <https://mail.google.com/mail/u/0/>
- ▶ Or
- ▶ <https://www.icloud.com/mail>

Managing Email Accounts

- ▶ Accounts limited to 5 to 15 GB – are you close?
- ▶ Creating Contact Items – Local / Cloud
- ▶ Adding additional Accounts
- ▶ Unified InBox
- ▶ Adding Folders
- ▶ Saving individual Messages
- ▶ File System for Email

Microsoft Replacing Mail with Outlook

- ▶ **Pluses:**
 - Web and Desktop look similar
 - Supported program – New Features
- ▶ **Minuses:**
 - Doesn't look like Windows
 - Missing Features –
 - Save as Limitations
 - No Unified InBox
 - New icons to learn
- ▶ **Visual Comparison MAIL / OUTLOOK**

Cox Email Moves to Yahoo

- ▶ Cable internet provider Cox Communications is ending its Cox email service. All existing users will be transitioned over to Yahoo Mail automatically. If you're a Cox webmail user, that means you'll soon have to learn a new Cox email login process via the Yahoo site. Additionally, you won't be able to access your Cox email messages like you used to.

Changes:

- ▶ However, the way in which you access your email will change. You won't be able to follow the classic Cox email login process. Instead, you'll have to access your messages via the Yahoo Mail sign in page. In addition, while the standard Yahoo Mail service is free, the company also has premium plans with additional features \$5/month.
- ▶ Regarding dates and times, Cox Communications hasn't announced anything specific at the moment. We're not sure exactly when the transition will occur and on what date you'll no longer be able to use the Cox login page. However, Cox has confirmed that users will have to confirm the move to Yahoo by logging into their accounts via Yahoo Mail within 365 days of the transition.

Outlook in Office 365

- ▶ Microsoft Office 365 is a paid subscription service: \$69/year single, \$99/year family.
- ▶ It is a web based service and gives you Word, Excel, Outlook, Powerpoint, 1 TB Onedrive, and Onenote.

Questions?

- ▶ <https://edu.gcfglobal.org/en/gmail/>