Windows Email for 2025

Things you might like to Know

1

‣ <u>Make sure you know you email name and password!</u>

‣ How email has evolved

‣ Why you may need to change

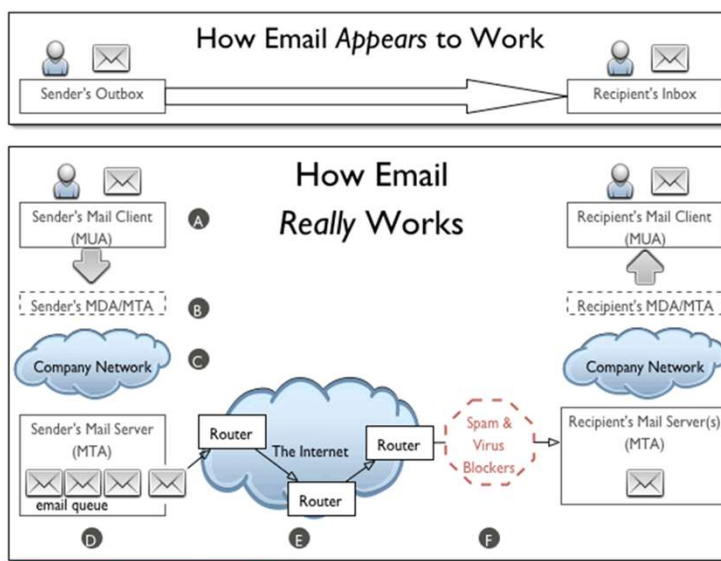‣ Filing emails you wish to keep

‣ Office subscription experience

2

Windows E-Mail keeps Evolving

- Windows XP added Outlook Express – for **Free**
- Microsoft Office included Outlook
- Windows 7 to Win 11 introduced Mail
- Windows 11 replaces Mail with (new)Outlook
- Online Version also called Outlook
- Early versions saved emails to local storage
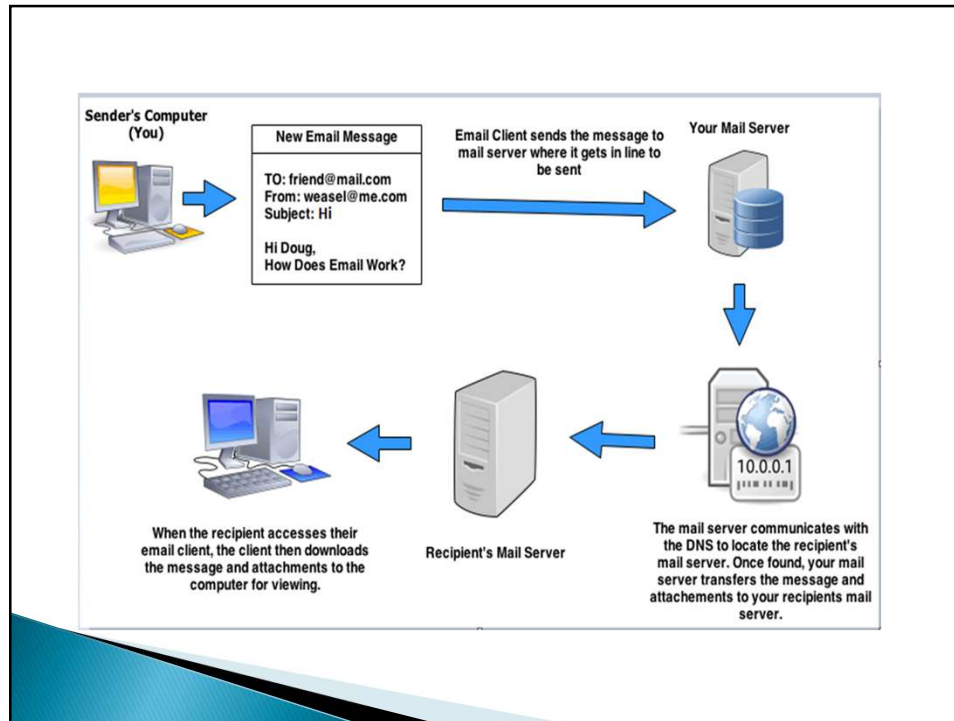- Now all email saved to online account

3

EMAIL Routing

Figure 1.1. How email really works

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Sender's Computer (You) — New Email Message

TO: friend@mail.com
From: weasel@me.com
Subject: Hi

Hi Doug,
How Does Email Work?

Email Client sends the message to mail server where it gets in line to be sent

Your Mail Server

10.0.0.1

When the recipient accesses their email client, the client then downloads the message and attachments to the computer for viewing.

Recipient's Mail Server

The mail server communicates with the DNS to locate the recipient's mail server. Once found, your mail server transfers the message and attachments to your recipients mail server.

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File Format Changes

- Emails downloaded were stored in one .pst file
- Now downloaded emails are individual .eml files
- Most services keep the email on the server

- Connection method is "Internet Message Access Protocol" IMAP
- Average message size is under 100 kB

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You Have Two Ways to View Email

▸ 1. Use your Browser – Chrome, Edge, Firefox to go to the email account logon and enter credentials. Outlook, Gmail, Yahoo, AOL or any others.

▸ 2. Use the Windows "Outlook" app and add each email account.

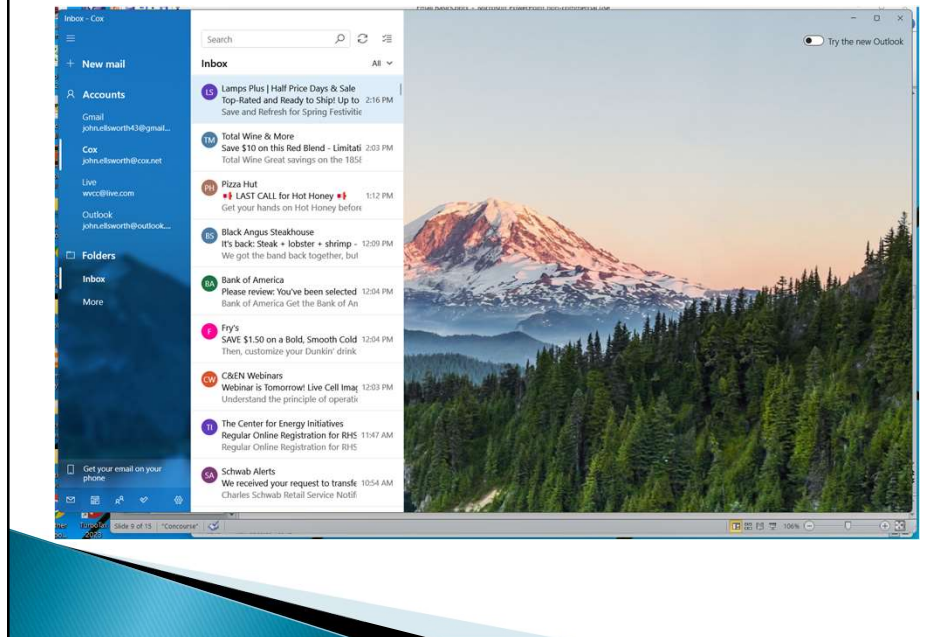▸ 3. All email remains on the server and counts as part of your free storage.

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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

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MAIL Now Discontinued

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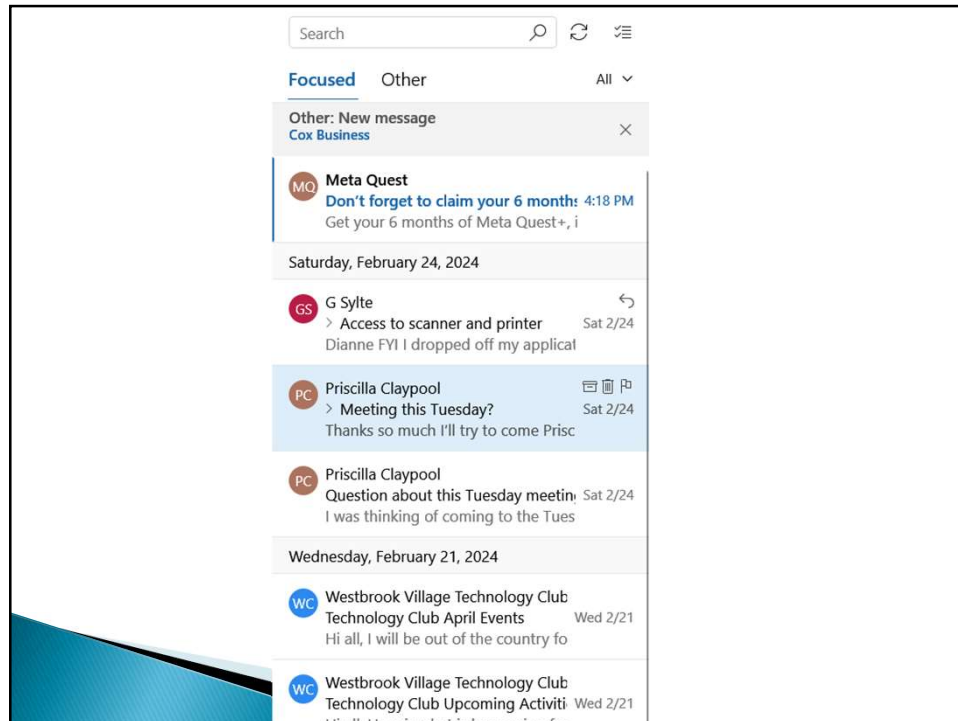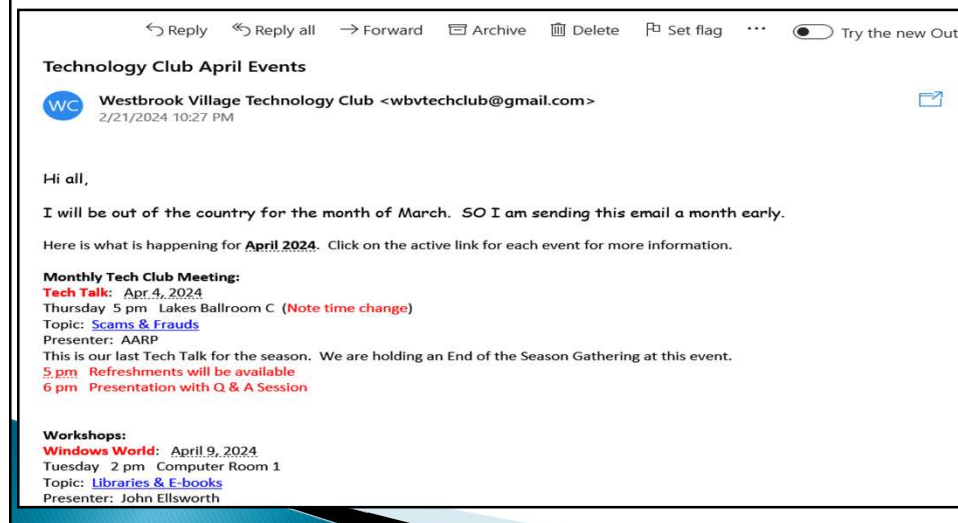## Windows Outlook Program

- Outlook is the successor to Outlook Express and Mail 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 a message, a temporary copy is sent to you; it is discarded if you click on another.
- The design mimics that of the online version.
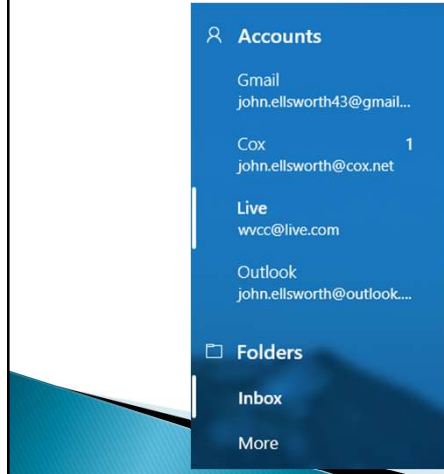- Its features are continuing to evolve.

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

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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.

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Web Interface for Email Account

‣ Here are logon addresses for some email servers through the internet.
‣ https://outlook.live.com/mail/0/
‣ Or
‣ https://mail.Yahoo.com/d/folders/1
‣ Or
‣ https://mail.google.com/mail/u/0/
‣ Or
‣ https://www.icloud.com/mail

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Now let's look at each

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Managing Email Accounts

- Accounts limited to 5 to15 GB – are you close?
- Creating Contact Items – Local / Cloud
- Adding additional Accounts – need name / password
- Adding Folders – will be stored in cloud
- Saving individual Messages
- File System for Email

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The New Outlook

▸ Pluses:
  ◦ Web and Desktop look similar
  ◦ Supported program – New Features

▸ Minuses:
  ◦ Looks different than you may be used to
  ◦ Missing Features –
    · Spam handling still not good
    · Best to block senders through web version
    · No Unified Inbox
    · New icons to learn

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Questions?

▸ https://edu.gcfglobal.org/en/gmail/

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