

## Introduction to Electronic Mail

E-mail is an electronic alternative to the regular mail service the Post Office provides. You can send mail and you can receive mail. There are certain differences, similarities, **advantages and disadvantages**:

### Advantages

Fast  
 Cheap  
 Can send multiple copies  
 Easy to reply

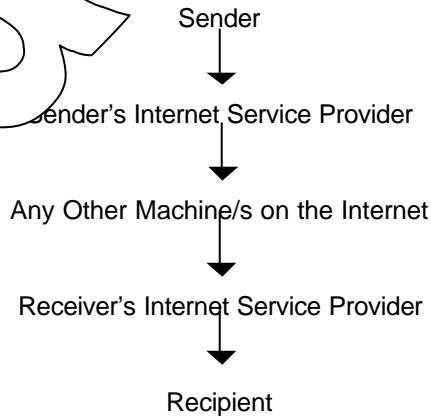
Paperless  
 Can add files/programs

Avoids playing 'telephone tag'  
 Can deal with messages when you are ready to, as opposed to being interrupted by telephone calls

### Disadvantages

Recipient needs a PC and Internet connection  
 Not everyone checks their e-mail regularly  
 Information can be lost  
 Junk e-mail - a problem for the Internet community and still worse with snail mail  
 Chairlifts for those with slow connections  
 Don't always work - usually operator error and (also) spam

### The path an e-mail travels



### Examples of Mail Programs

Off-line e-mail programs	Web based email programs
?? Outlook Express	?? Hotmail
?? Eudora	?? Yahoo
?? Lotus Mail	?? AltaVista
?? Netscape Mail	?? NetMail
?? Pegasus	
?? Outlook	

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## Intranet/Internet

- ?? Intranet - an in-house network eg businesses, colleges,
- ?? Internet - a worldwide network

## Addresses

- ?? Must be typed exactly
- ?? Similar basic pattern eg
  - mike.mccloud@hotmail.com
  - Soul\_Sister111@yahoo.co.uk
  - jpsmith@telecom.ie
  - jones@arcadis.be
  - sam@smith.demon.co.uk
  - 327890,2546@compuserve.com

?? broken down into:

Position	Eg	Means
Before @	mike.macloud@ Soul_Sister111 jones@ sam@ 327890,2546@	individual user's name Names are not case sensitive but case conversion is used in addresses numbers instead of names Internet Service Provider
after @	Hotmail Telecom Arcadis s	names of companies have their names before the ISP eg smith.demon
after .	no .org	Denotes type of establishment: academic company organization – usually non profit com = used to be American companies but now can be any nationality
after .	uk be	<b>Country</b> United kingdom Ireland Belgium

## Creating Messages

1. In the mail program's own editor
2. Create in word-processor then cut and paste into Mail program
3. Create in word-processor and save the message as an ASCII file, then import into mail program.

## On-line/off-line

- ?? You don't need to be connected to the service provider to read or write messages.
- ?? Cheaper to write off-line, store in an "Outbox" and then, when you are ready to send, go on-line and send.

