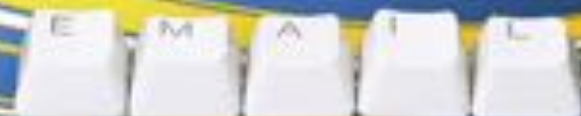




u3a
Hillingdon

**Hillingdon u3a
Computer Club
Email – Hints & Tips**

March 2021



The History of Email

The first e-mail was sent by Ray Tomlinson in 1971 - over ARPANET.



Tomlinson sent the e-mail to himself as a test e-mail message, containing the text "something like QWERTYUIOP."

He decided to use the @ symbol to separate the user from the machine, and this is still used today.

By 1996, more electronic mail was being sent than postal mail.



Email Structure



Perhaps you are familiar with

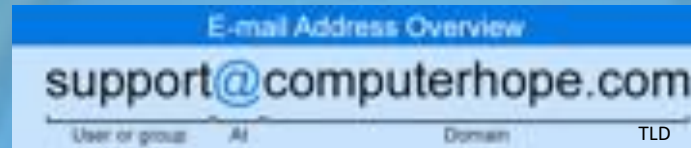
tonxxxxx@gmail.com

or

hilliy.pictures@gmail.com



Email Structure – Top Level Domains



Top-level domains are managed by the Internet Assigned Numbers Authority (IANA)

As of March 2021, there are 1503 top-level domains.

Three types recognised by IANA

Generic Top-Level Domains

Sponsored Top-Level Domains

Country Code Top-Level Domains



Email Structure – Top Level Domains

Original Top Level Domains

.com	commercial
.org	organisation
.net	network
.int	international organisations
.edu	education
.gov	government
.mil	military
.arpa	Address and Routing Parameter Area



Email Structure – Top Level Domains

Country Top Level Domains

.uk	United Kingdom
.us	United States of America
.au	Australia
.fr	France
.es	Spain
.de	Germany
.ie	Ireland
.va	Vatican City
.im	Ilse of Man

There are 312 of these.



Email Structure – Top Level Domains

Generic Country Top Level Domains

.co

.fm

.me

.tv

So you can see **www.Amazon.co.uk**



Email Structure – Top Level Domains

Top Level Domains – To Surprise you

.horse
.dad
.beer
.ing
.kim
.luxury
.ninja
.guru
.pink
.xyz



Email Clients or Webmail



Email Clients

Email Clients are stand-alone applications that are installed on your PC/laptop (e.g. Outlook)

Pros:

- Link to emails via POP3 or IMAP meaning they can connect to any ISP
- All data stored on local PC (a local email server)
- More advanced features and better security & encryption.

Cons:

- Updates
- Accessing emails on multiple computers
- Backing up



Email Webmail

Web Mail is where you navigate normally via a browser or an app on a mobile device, to an online facility and sign in with a username & password (e.g. Gmail)

Pros

- **All free and come with other features (e.g. Google Workspace)**
- **All mail data is stored in the cloud**
- **Ideal for Mobile devices/tablets**

Cons

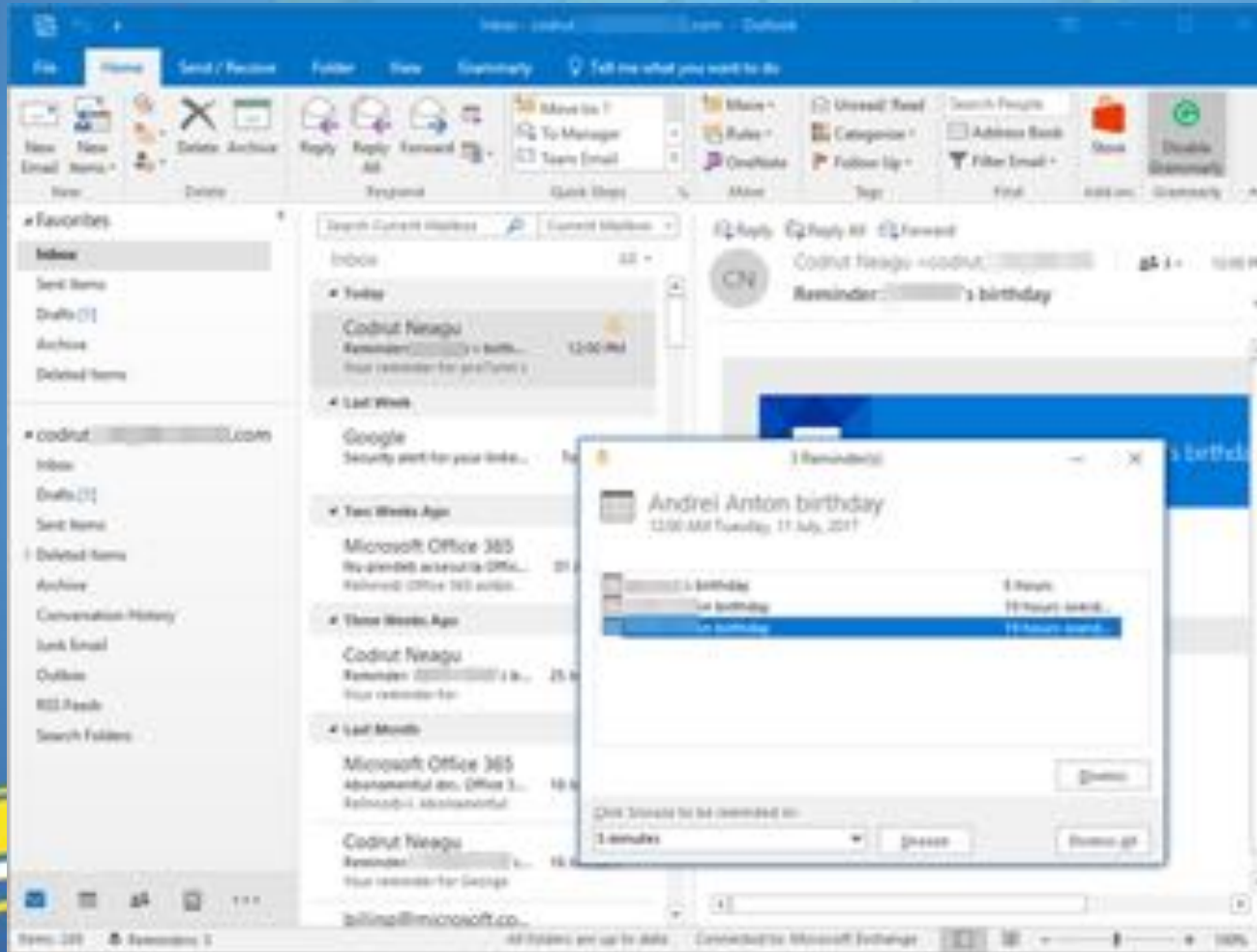
- **Security**
- **Adverts**
- **Limited Storage**



Best Email Clients

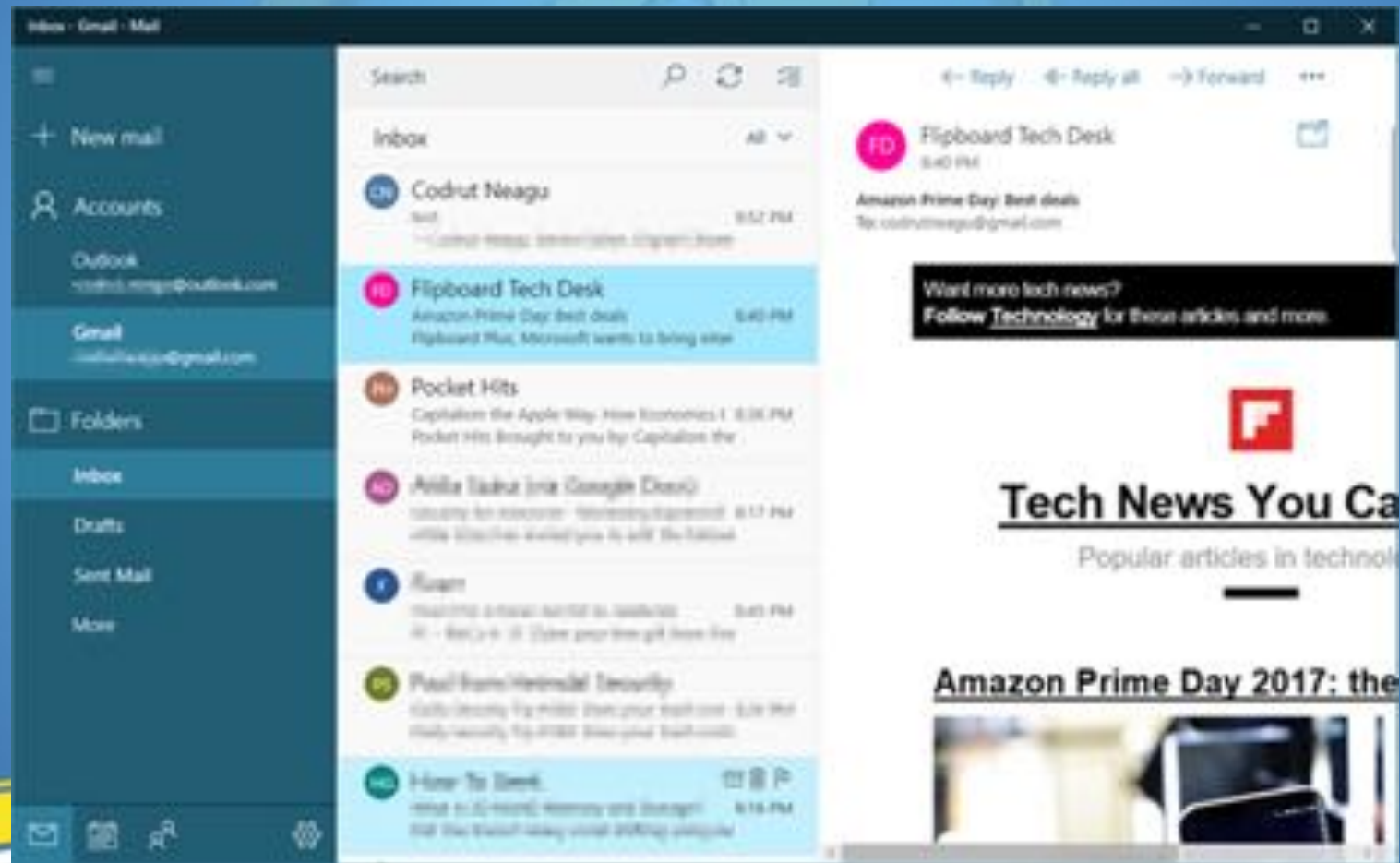
Microsoft Office Outlook Paid

- Office 2019 - £50-£200 365 £ £365 =£46/yr)



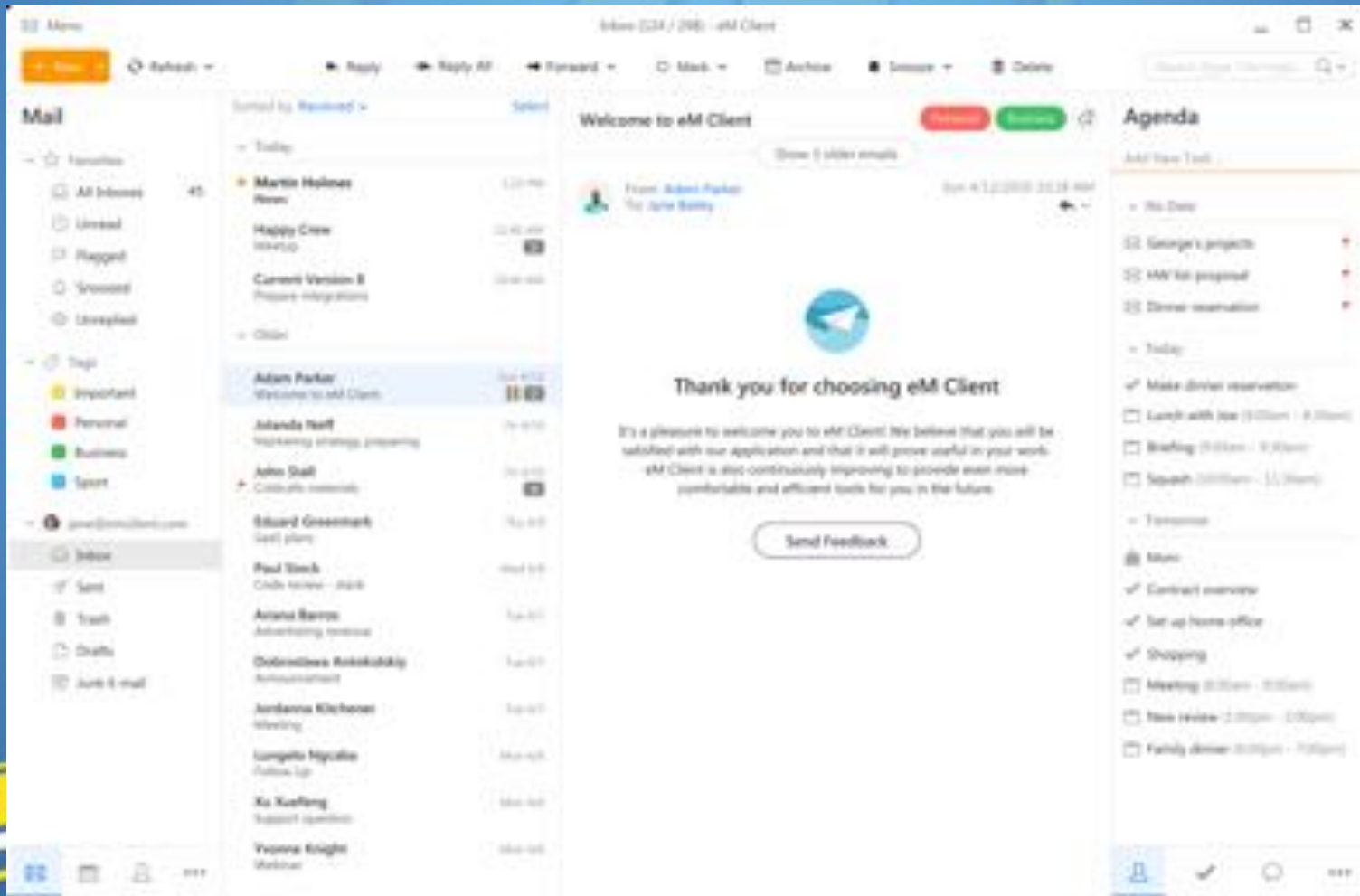
Best Email Clients

Mail and Calendar (free with Windows 10)



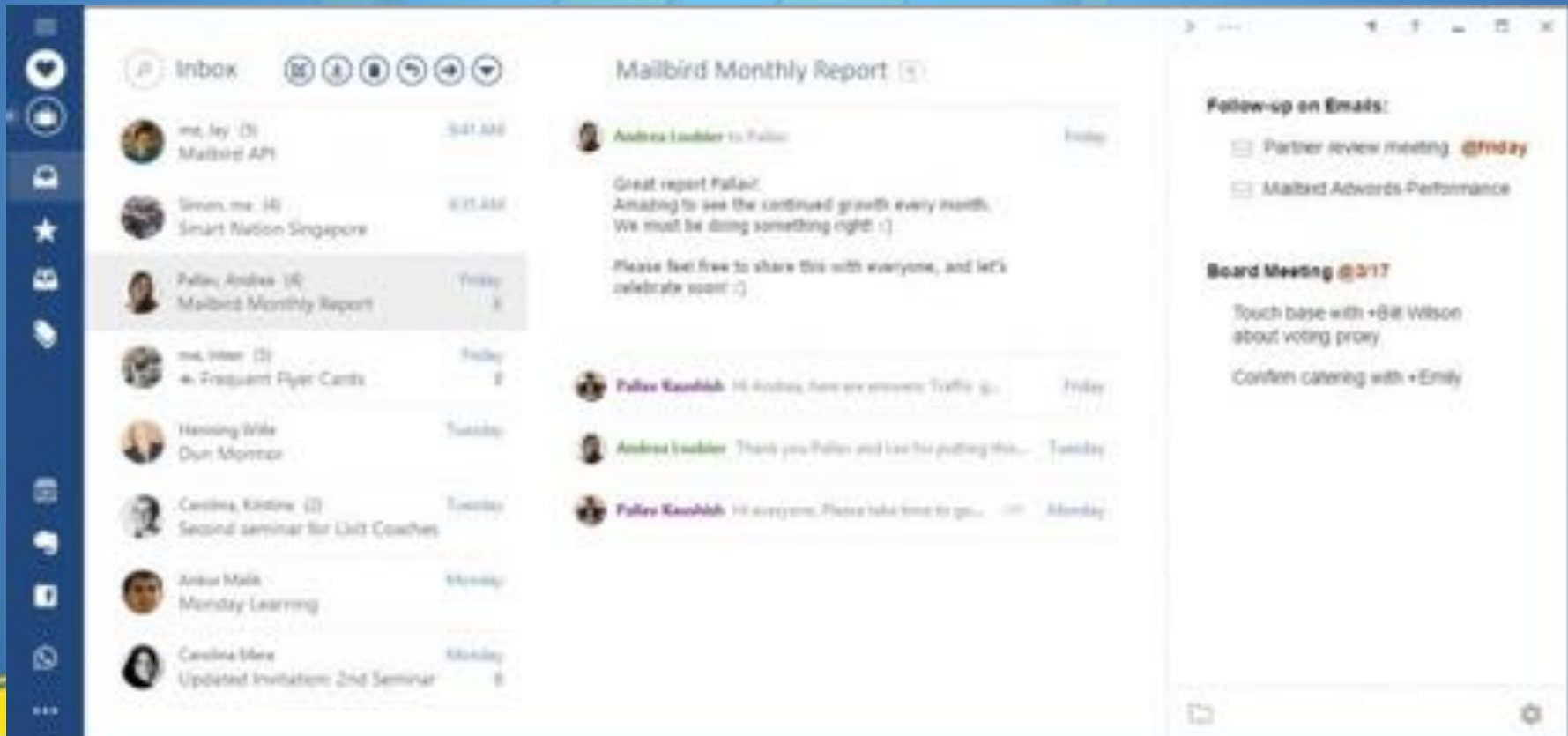
Best Email Clients

eM Client (free and paid - £45 one-time)



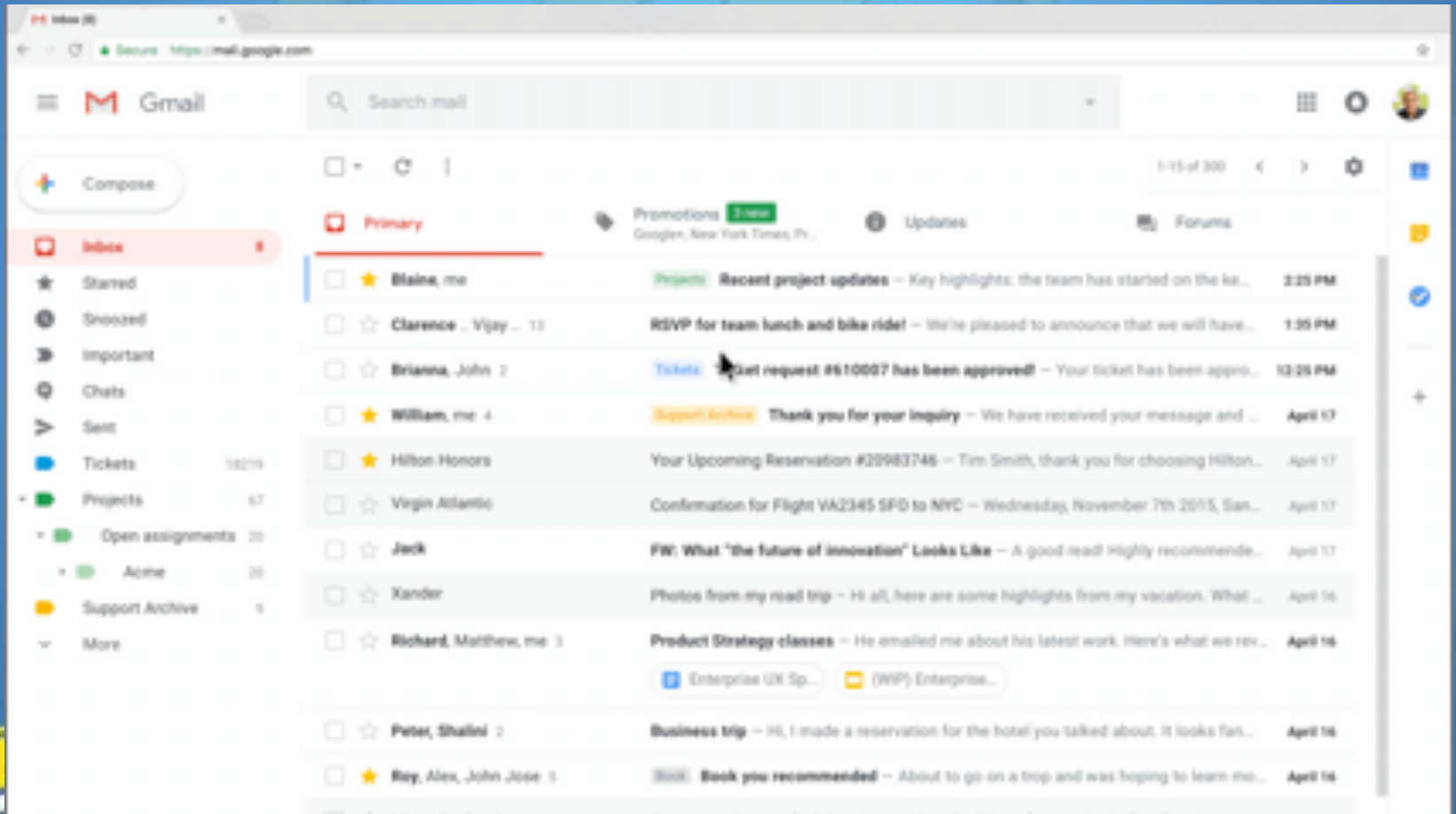
Best Email Clients

Mailbird - Paid £30 pay monthly or £60 one time



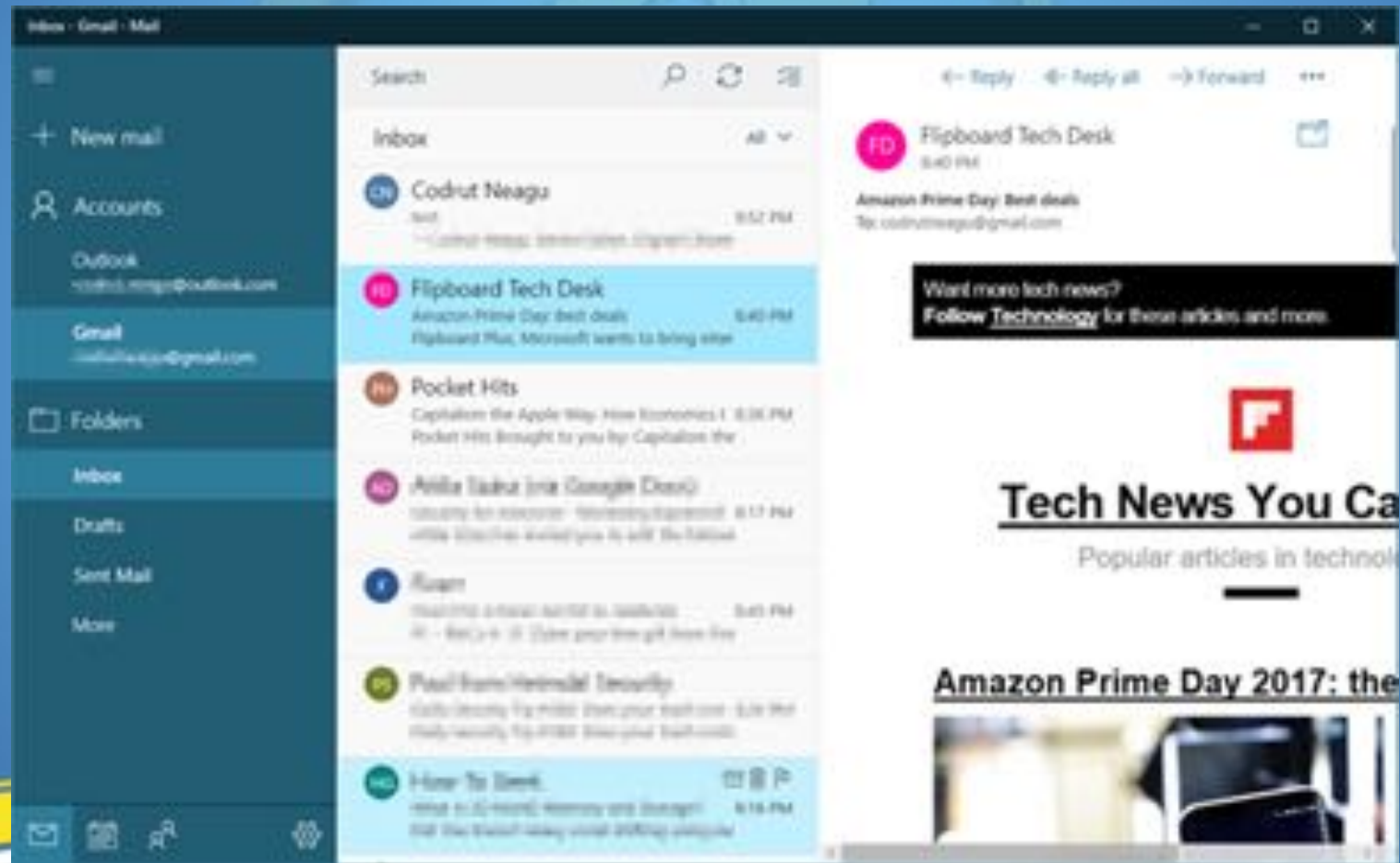
Best Free Email - Webmail

Google – Free



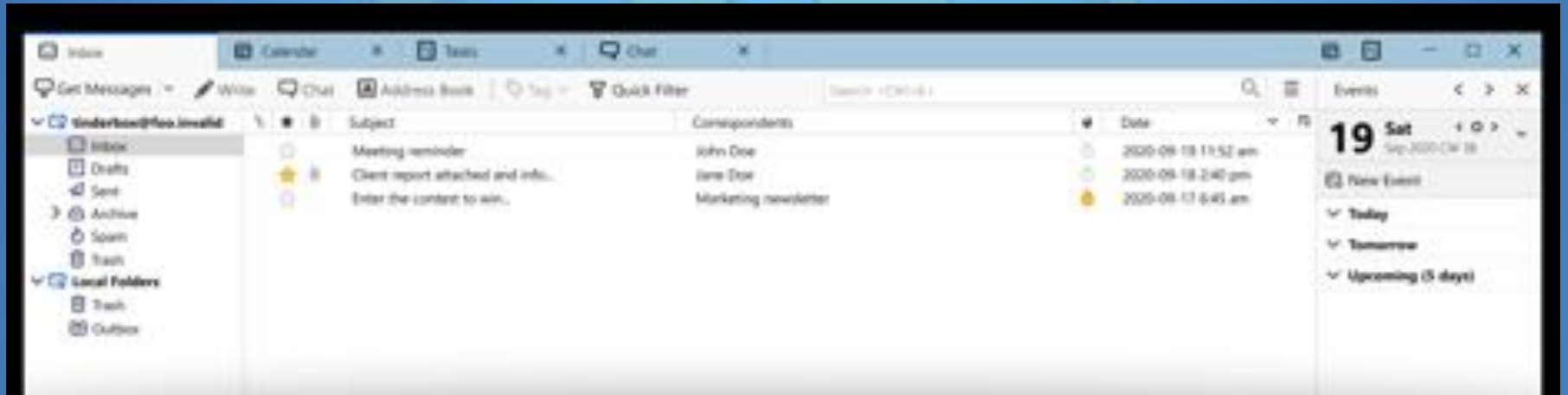
Best Free Email - Client

Mail and Calendar (free with Windows 10)



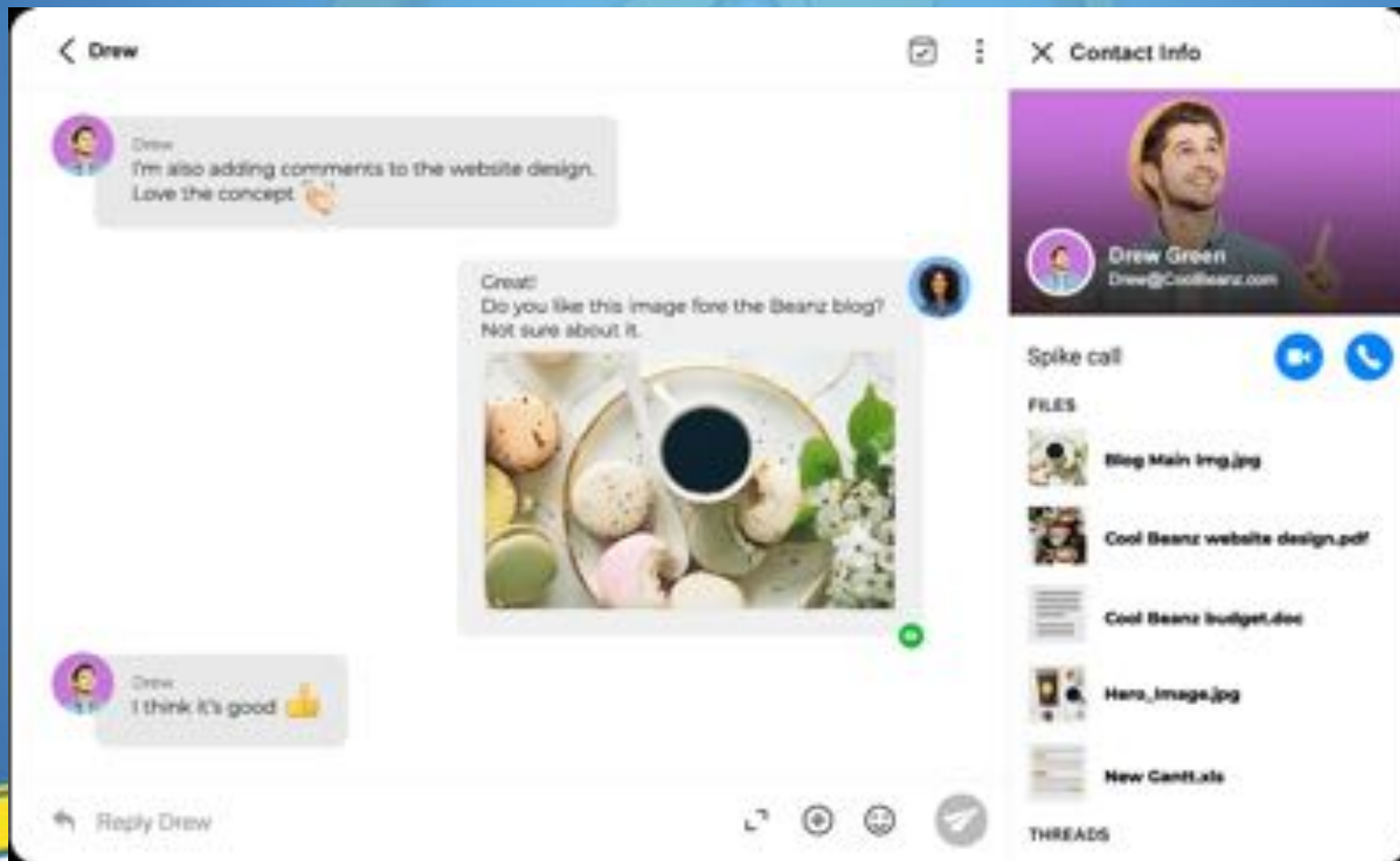
Best Free Email - Client

Mozilla Thunderbird – Free



Best Free Email – Conversational Email

Spike – Free - It's email, but simple like chat



General Email Tips

- 1) Use different email accounts for different parts of your life.
- 2) Always use a good Subject heading even in reply
- 3) Be careful about using the 'Reply All'
- 4) Don't use ALL CAPITALS (no shouting!),
or all lowercase letters either
- 5) Always take the time to proof read before hitting Send.
- 6) Stay organised. Make use of Folders and Tags (Flags in Apple, Stars in Google
- 7) Make use of Filters / Rules
- 8) Be sceptical and cautious – “Is it too Good to be True?”
- 9) Check your Junk folder regularly & don't be afraid to delete
- 10) Why not create a Signature.



Email Outlook Tips

Stay Organised – Folder tip

Create and arrange Folders to organise emails

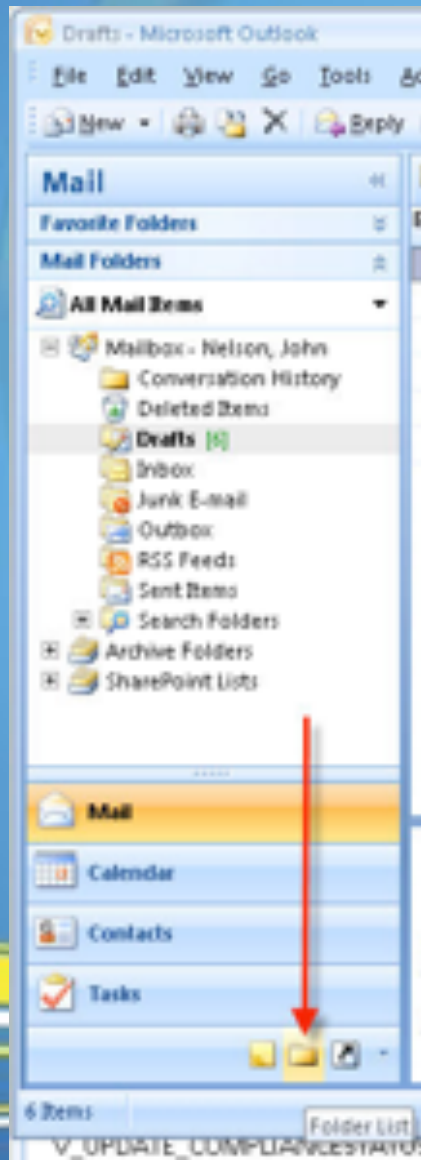
Then you can use Rules to auto move

For day to day management, you could create three new folders under your inbox folder. The first is a "To Do" folder, and the second and third are subfolders called "Follow Up" and "Someday."

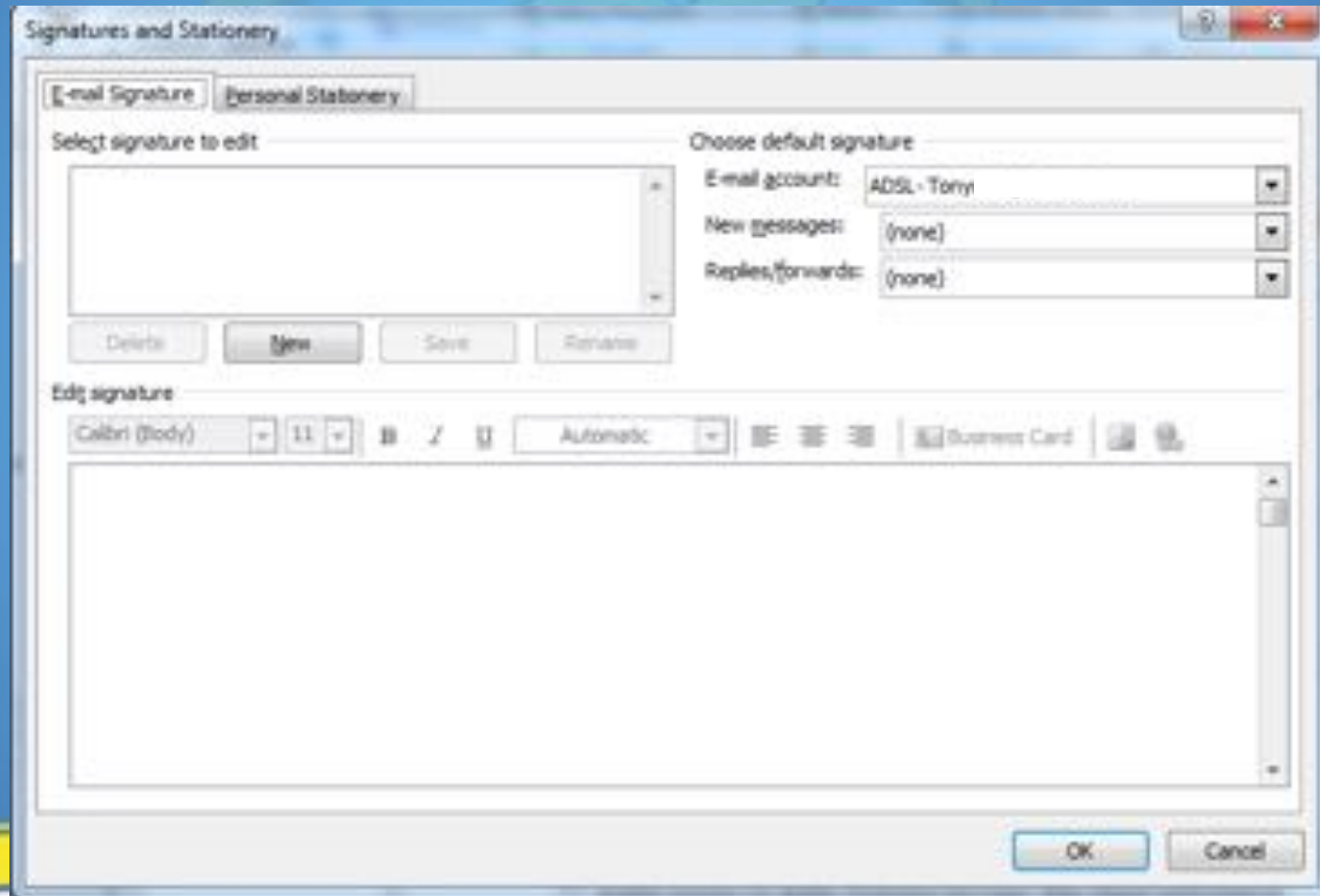
Then move messages as you read them



Arrange your folders



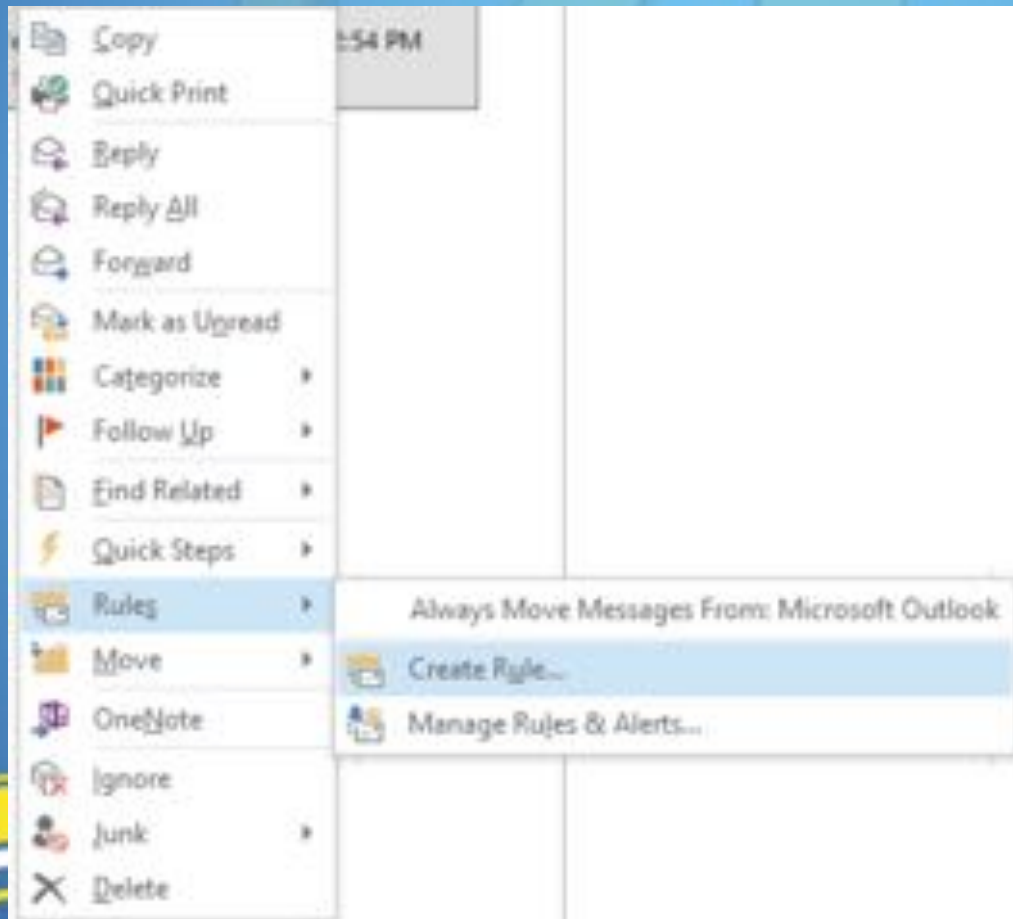
Email Signature In Outlook



Outlook Rules

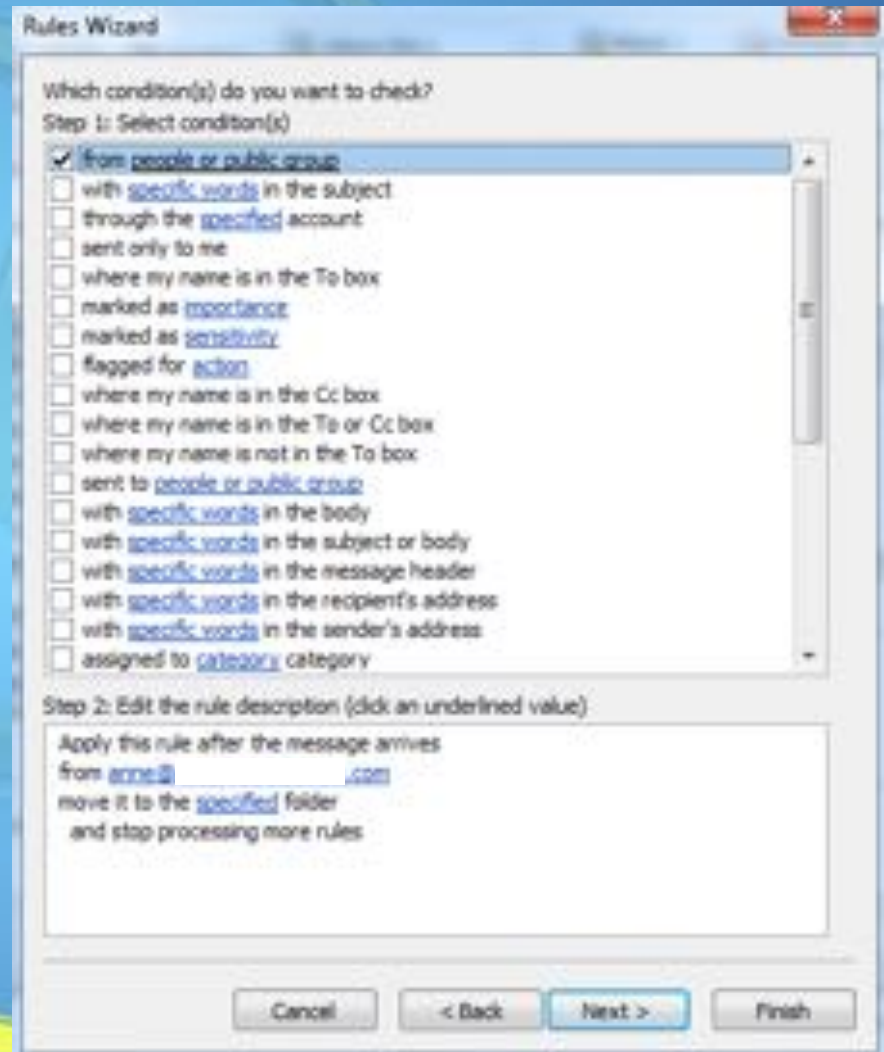
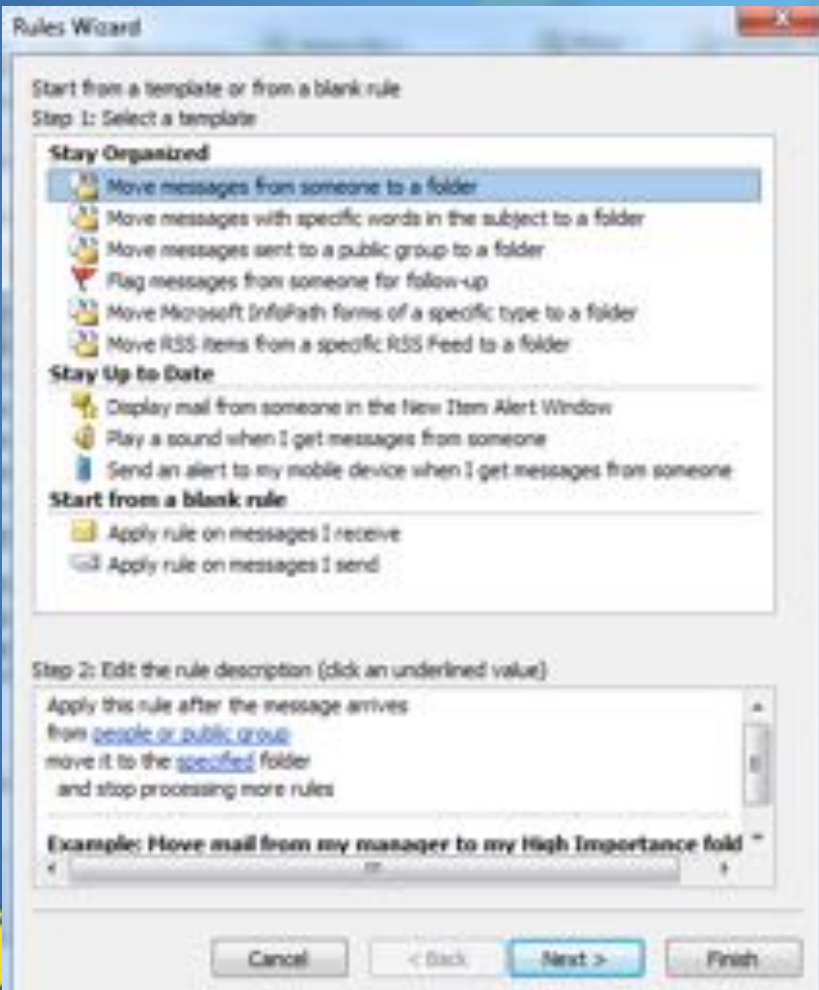
You can create a rule in Outlook

Select Rules from main menu or right click on a message



Outlook Rules

The Outlook Wizard



Outlook Rules

The Outlook Wizard

The image displays three overlapping screenshots of the Outlook Rules Wizard, illustrating the steps to create a rule.

Rules Wizard (Left):

What do you want to do with the message?
Step 1: Select action(s)

- ☒ stop processing more rules
- ☒ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to person or public group
- ☐ forward it to person or public group as an attachment
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ mark it as read
- ☐ display a specific message in the New Item Alert window
- ☐ display a Desktop Alert

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from annie@unilversity.com
move it to the specified folder
and stop processing more rules

Buttons: Cancel, < Back, Next >

Rules Wizard (Middle):

Are there any exceptions?
Step 1: Select exception(s) (if necessary)

- ☐ except if from person or public group
- ☐ except if the subject contains specific words
- ☐ except through the specified account
- ☐ except if sent only to me
- ☐ except where my name is in the To box
- ☐ except if it is marked as importance
- ☐ except if it is marked as sensitivity
- ☐ except if it is flagged for action
- ☐ except where my name is in the Cc box
- ☐ except if my name is in the To or Cc box
- ☐ except where my name is not in the To box
- ☐ except if sent to person or public group
- ☐ except if the body contains specific words
- ☐ except if the subject or body contains specific words
- ☐ except if the message header contains specific words
- ☐ except with specific words in the recipient's address
- ☐ except with specific words in the sender's address
- ☐ except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from annie@unilversity.com
move it to the specified folder
and stop processing more rules

Buttons: Cancel, < Back, Next >

Rules Wizard (Right):

Finish rule setup.

Step 1: Specify a name for this rule

Rule name: _____

Step 2: Setup rule options

- ☐ Run this rule now on messages already in "Inbox Tony@USA.Hotmail.com"
- ☒ Turn on this rule
- ☐ Create this rule on all accounts

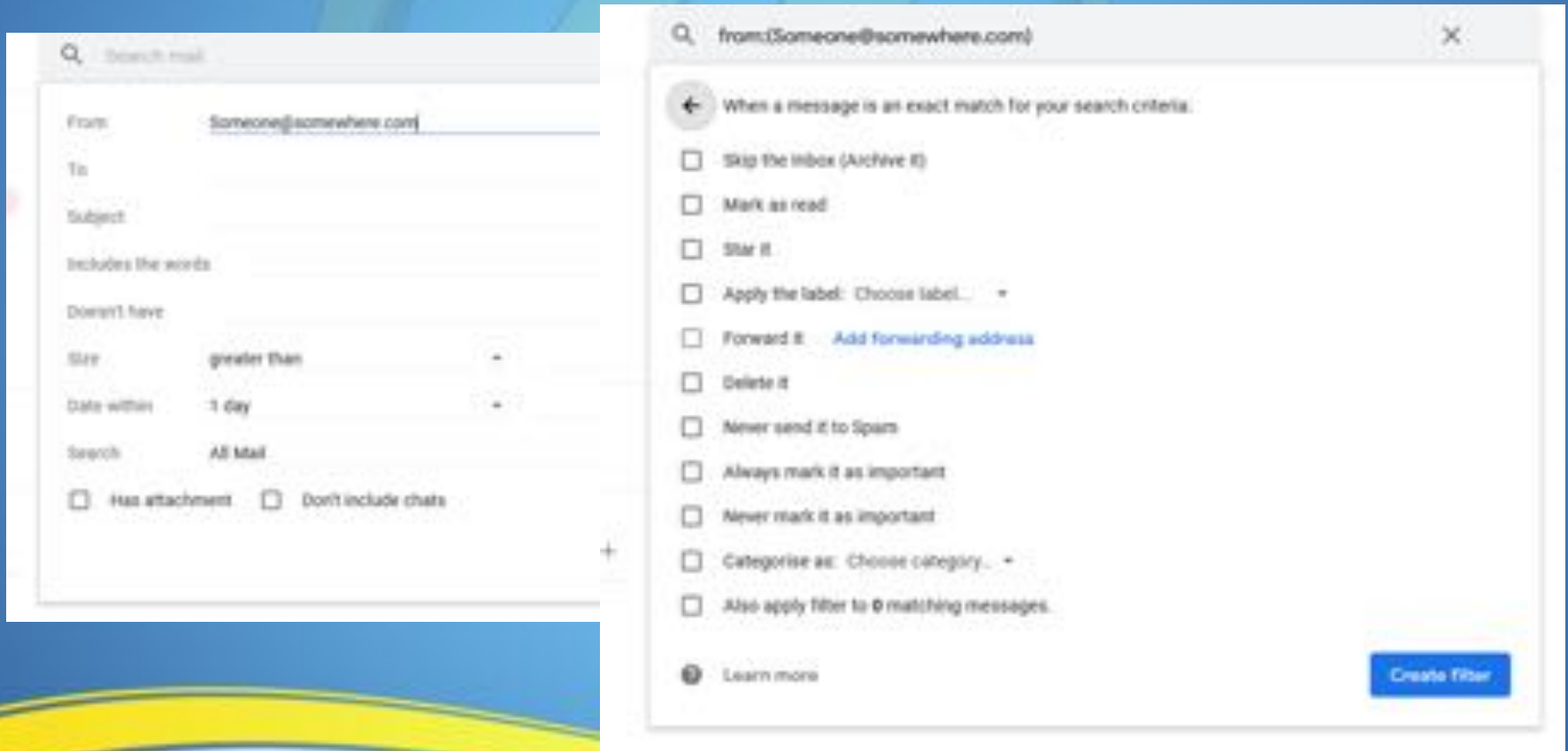
Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from annie@unilversity.com
move it to the specified folder
and stop processing more rules

Buttons: Cancel, < Back, Next >, Finish

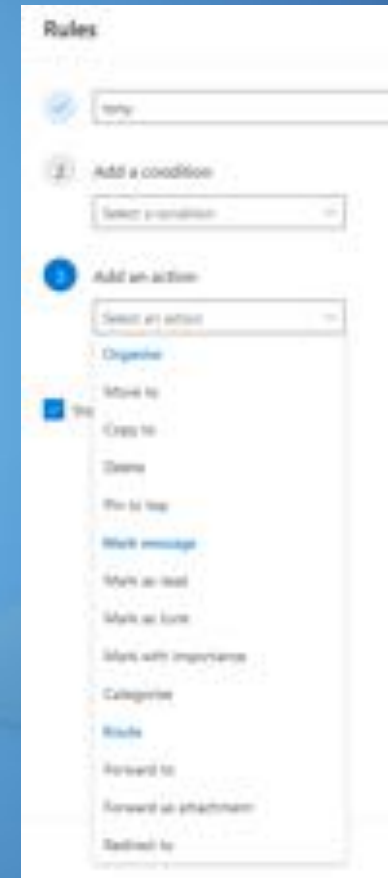
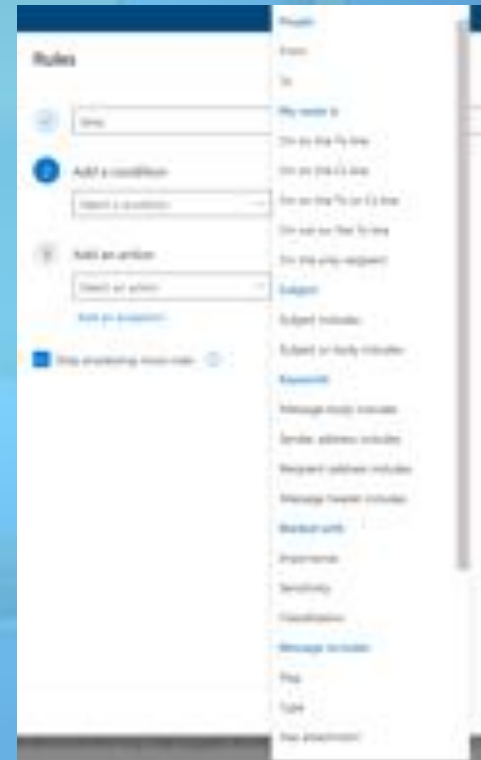
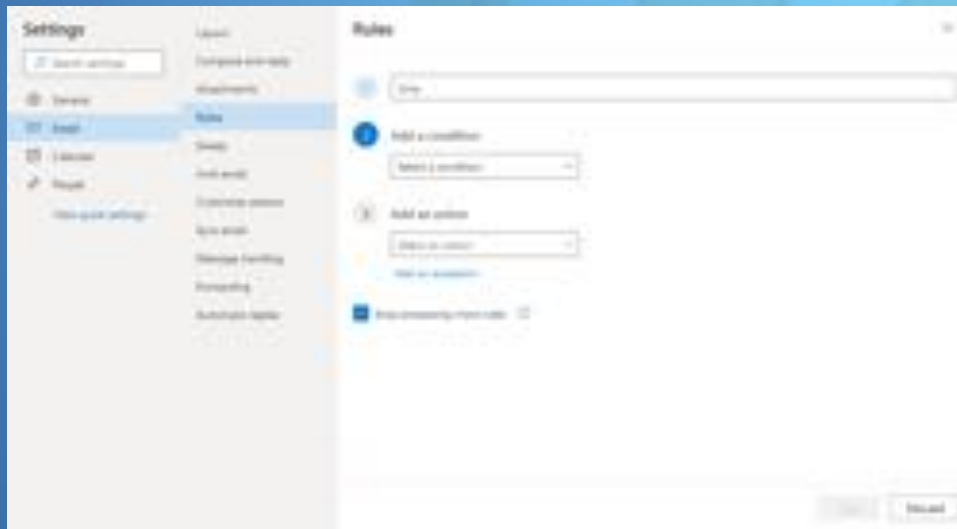
Gmail Rules

1) You can create a rule in Gmail

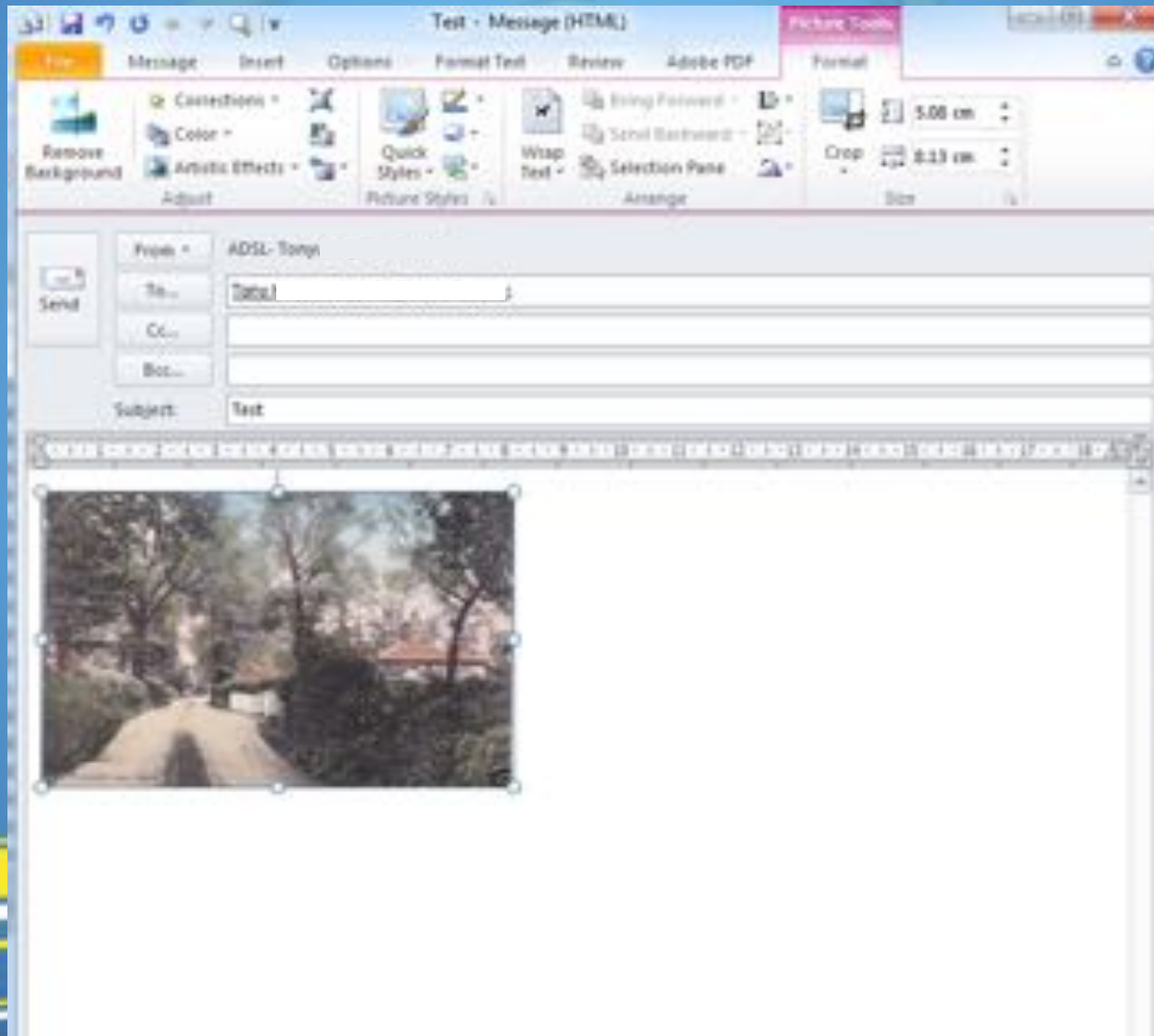


Hotmail Rules

1) You can create a rule in Hotmail



Insert an Inline picture instead of as an attachment



Next Time

- Setting up a distribution List
- Backing up
- View a message source
- Searching
- Setting up other email accounts



The End

Thank you for listening

