



u3a
Hillingdon

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

July 2021



Today's Email Topics

- Distribution Lists
- Email Source Information
- Backing up email
- Searching Emails
- Setting up and Email Account



Distribution Lists



Distribution Lists

Use a contact group (also known as “distribution list”) to send an email to multiple people— an interest group, a group of friends.

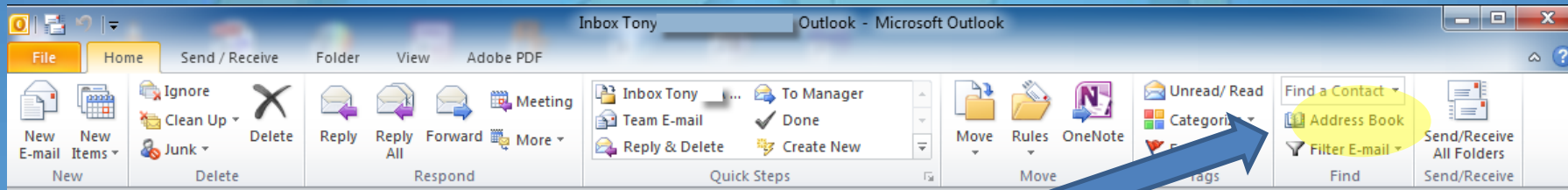
This stops you having to add each name to the To, Cc, or Bcc line individually.



Distribution Lists

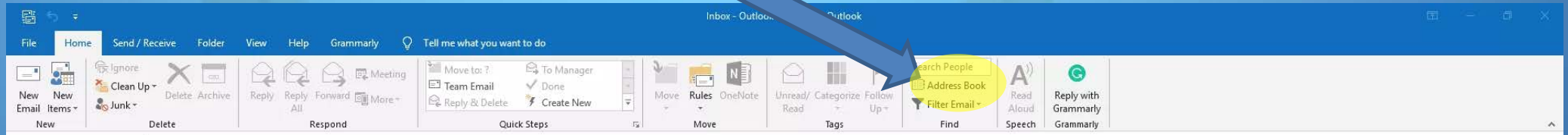
MS Outlook

Outlook 2010



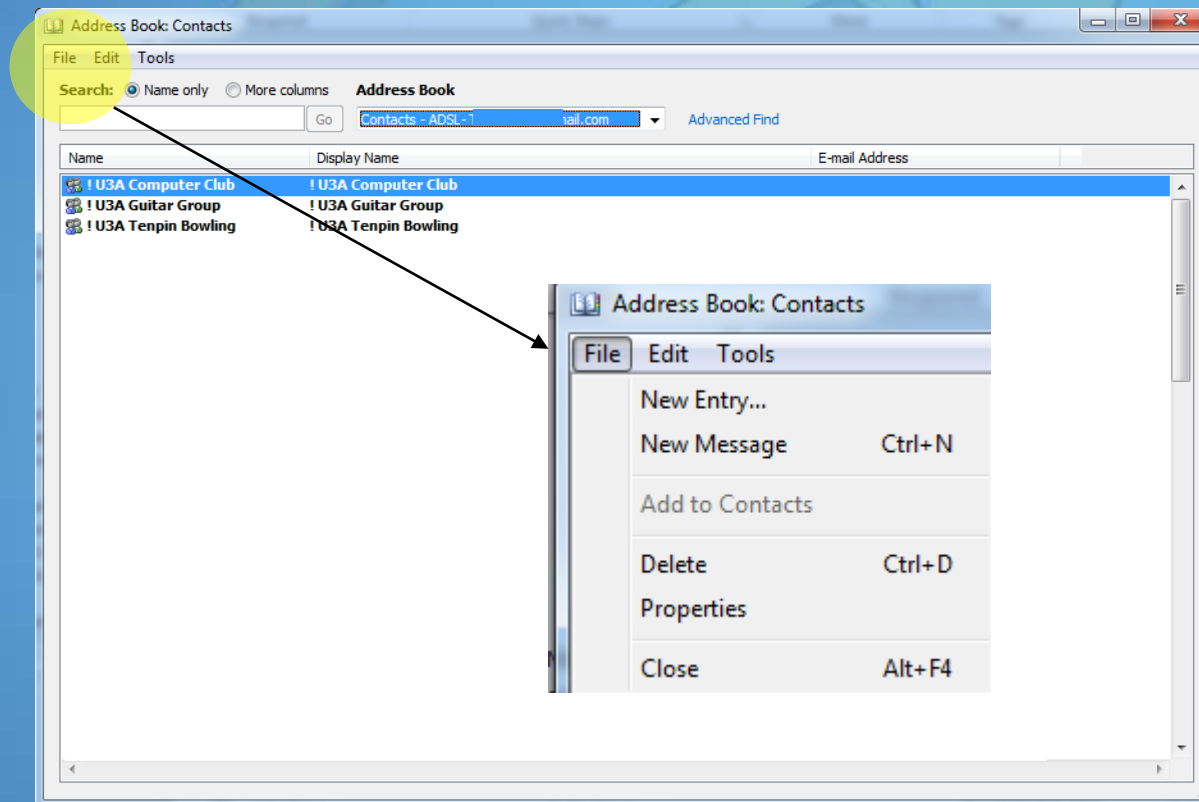
Click on Address Book

Outlook 2019



Distribution Lists

MS Outlook



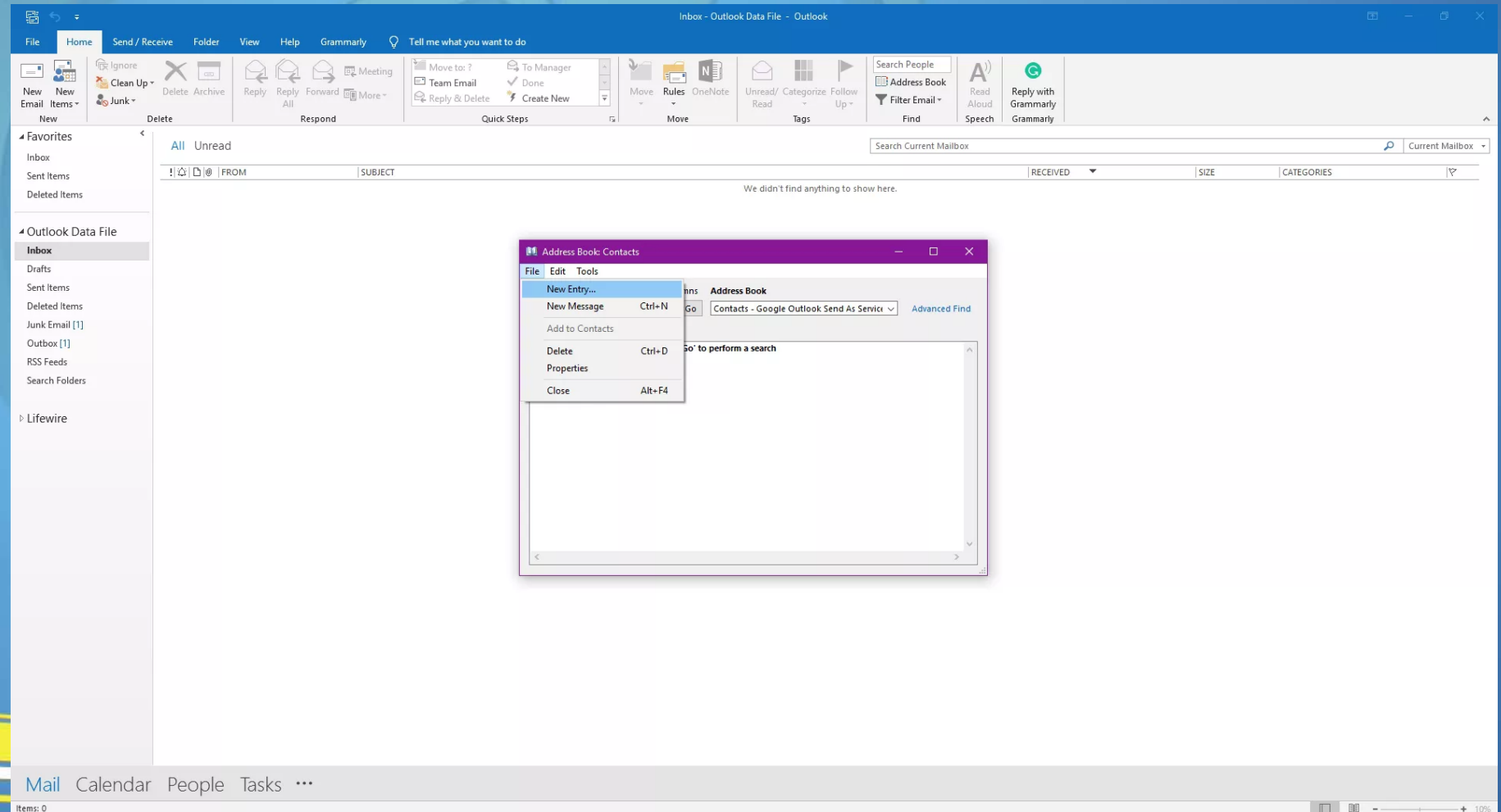
Address Book



Distribution Lists

MS Outlook

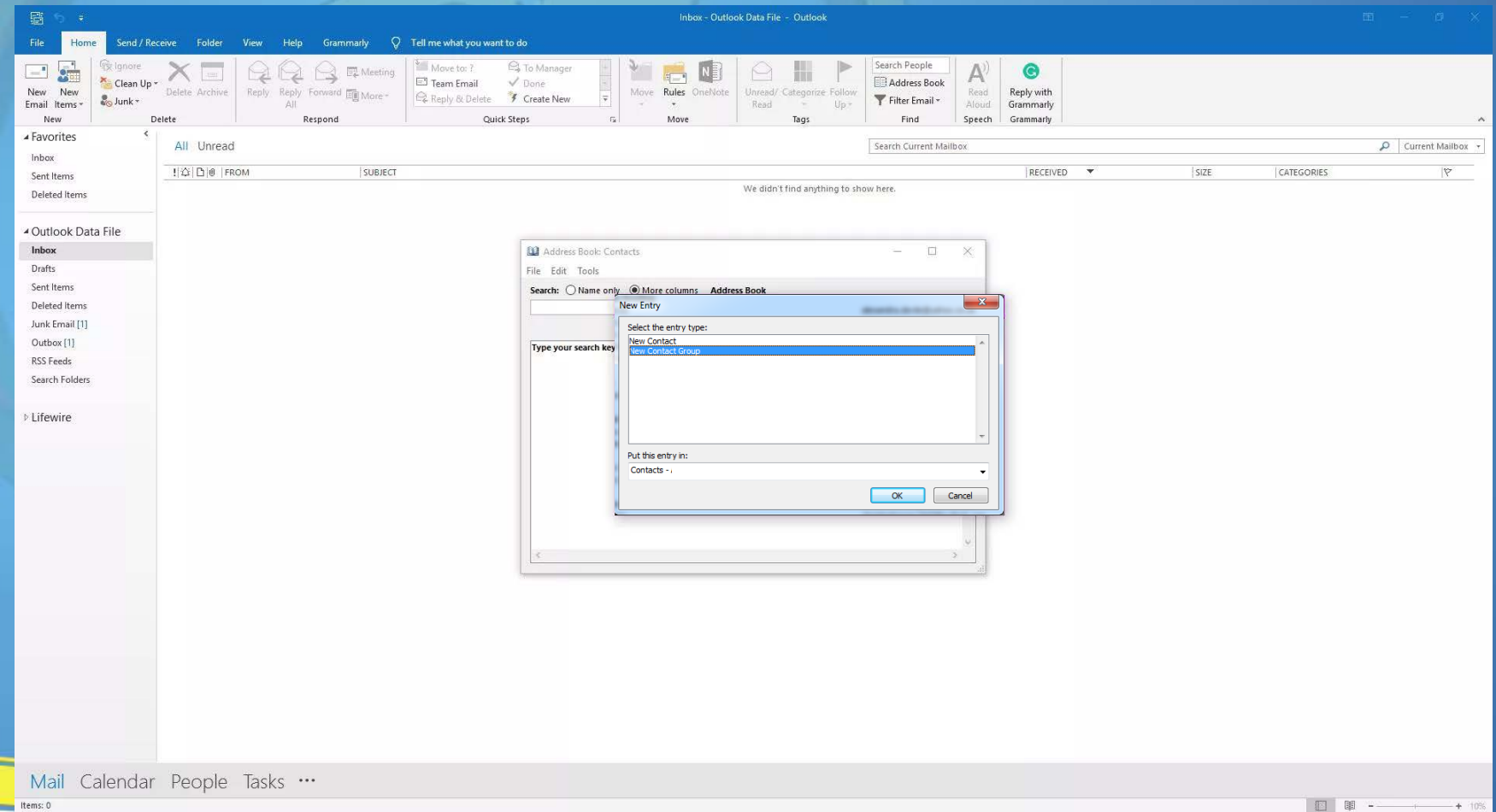
Select File > New Entry



Distribution Lists

MS Outlook

Select New
Contact Group.



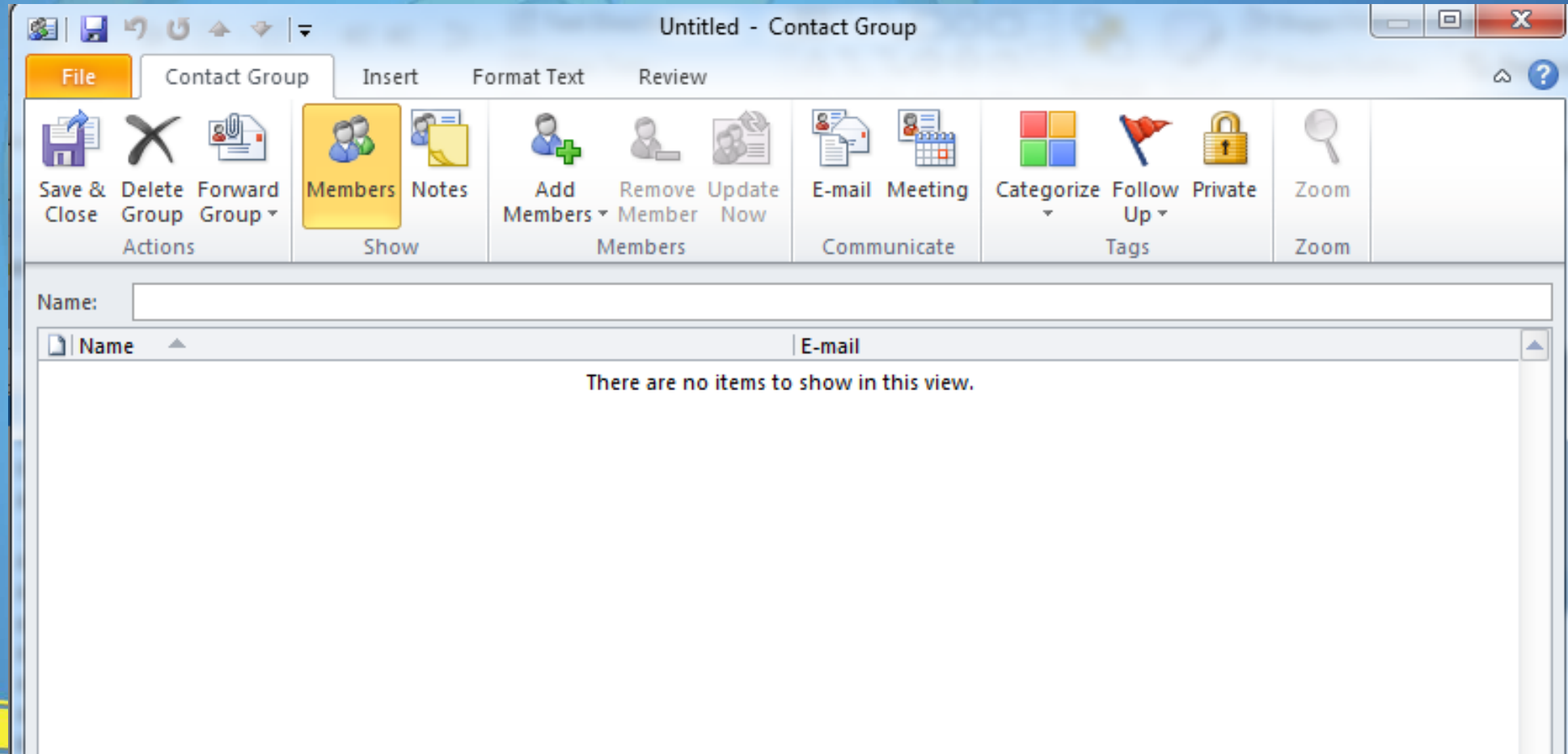
Distribution Lists

MS Outlook

Add a Group Name

> Select Members

> Add Members



Distribution Lists

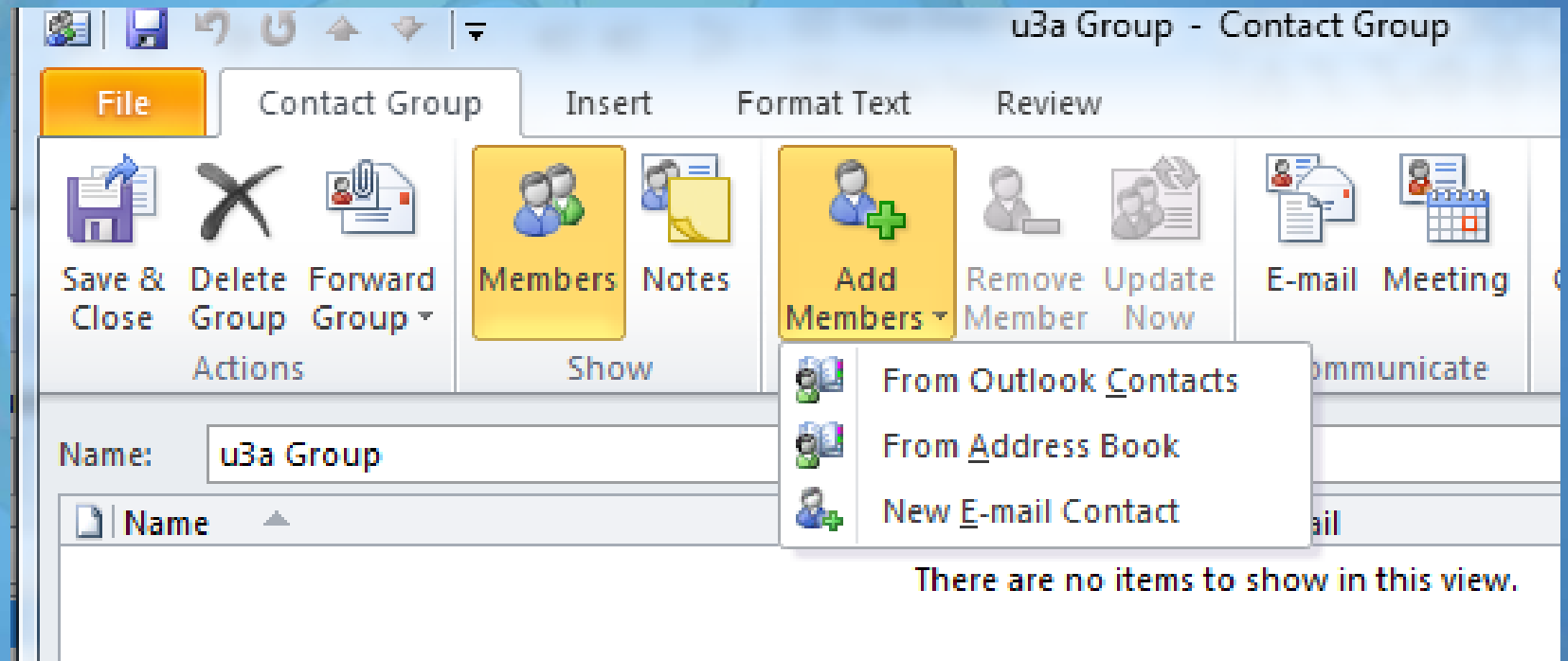
MS Outlook

Add a Group Name

> Select Members

> Add Members

> New E-mail Contact



Distribution Lists

MS Outlook

Add a Group Name

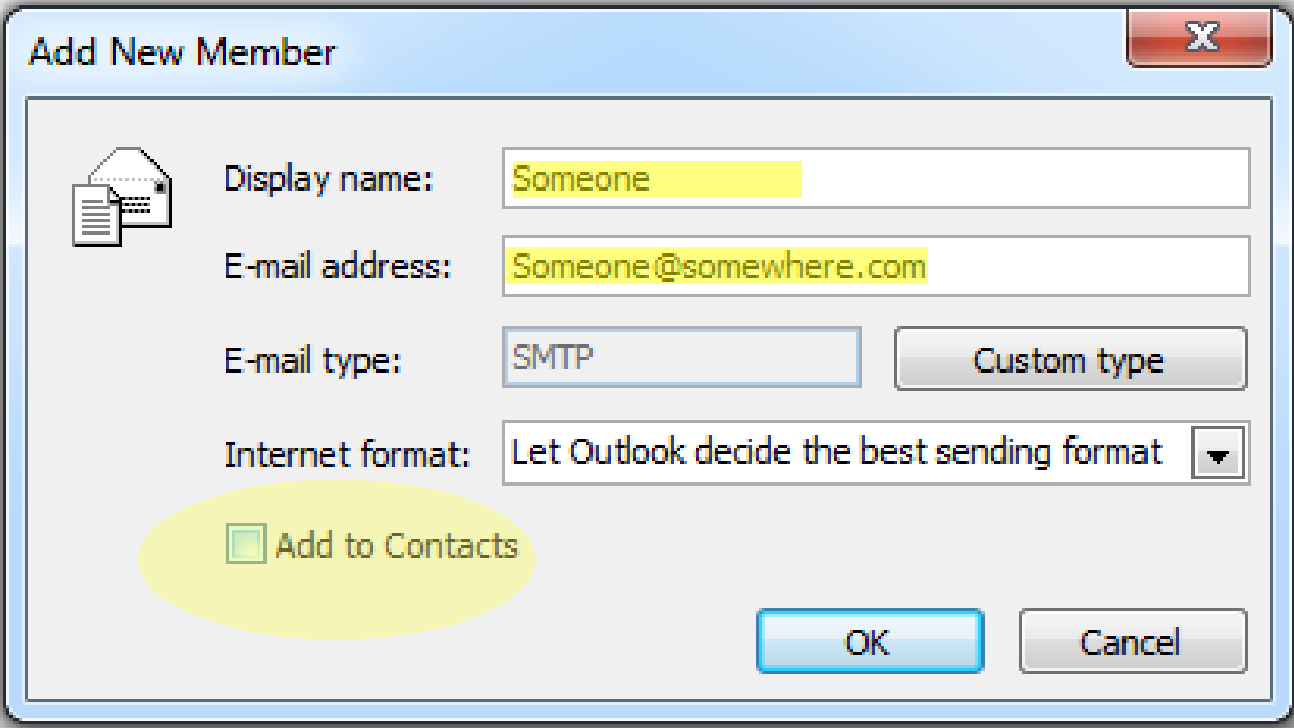
> Select Members

> Add Members

> New E-mail Contact

> Add member details & OK

Note the 'Add to Contacts' box



Add New Member

Display name: Someone

E-mail address: Someone@somewhere.com

E-mail type: SMTP Custom type

Internet format: Let Outlook decide the best sending format ▼

☒ Add to Contacts

OK Cancel

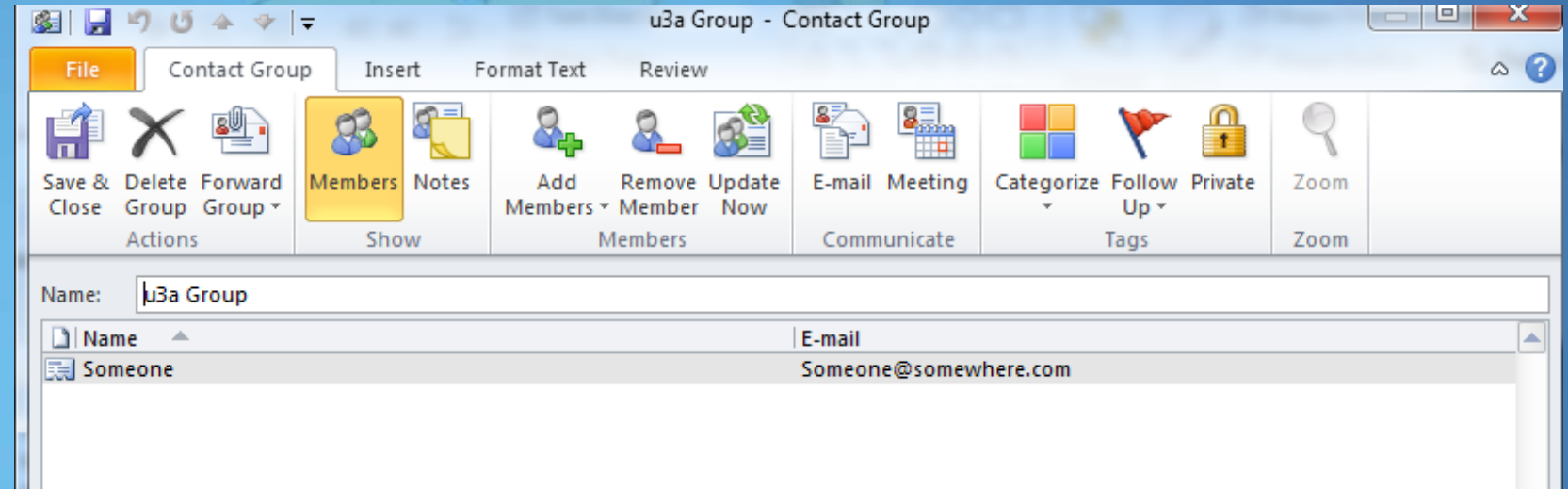


Distribution Lists

MS Outlook

Add a Group Name

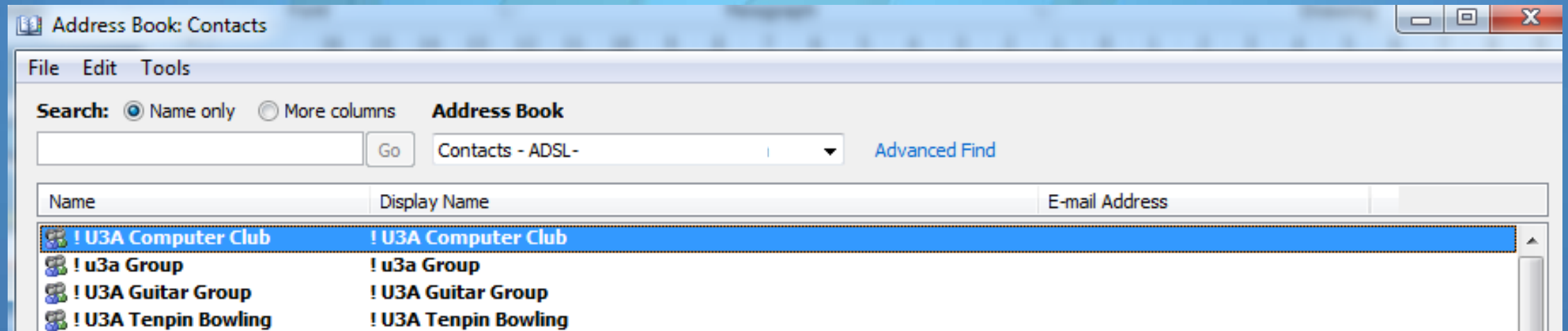
- > Select Members
- > Add Members
- > New E-mail Contact
- > Add member details & OK



Distribution Lists

MS Outlook

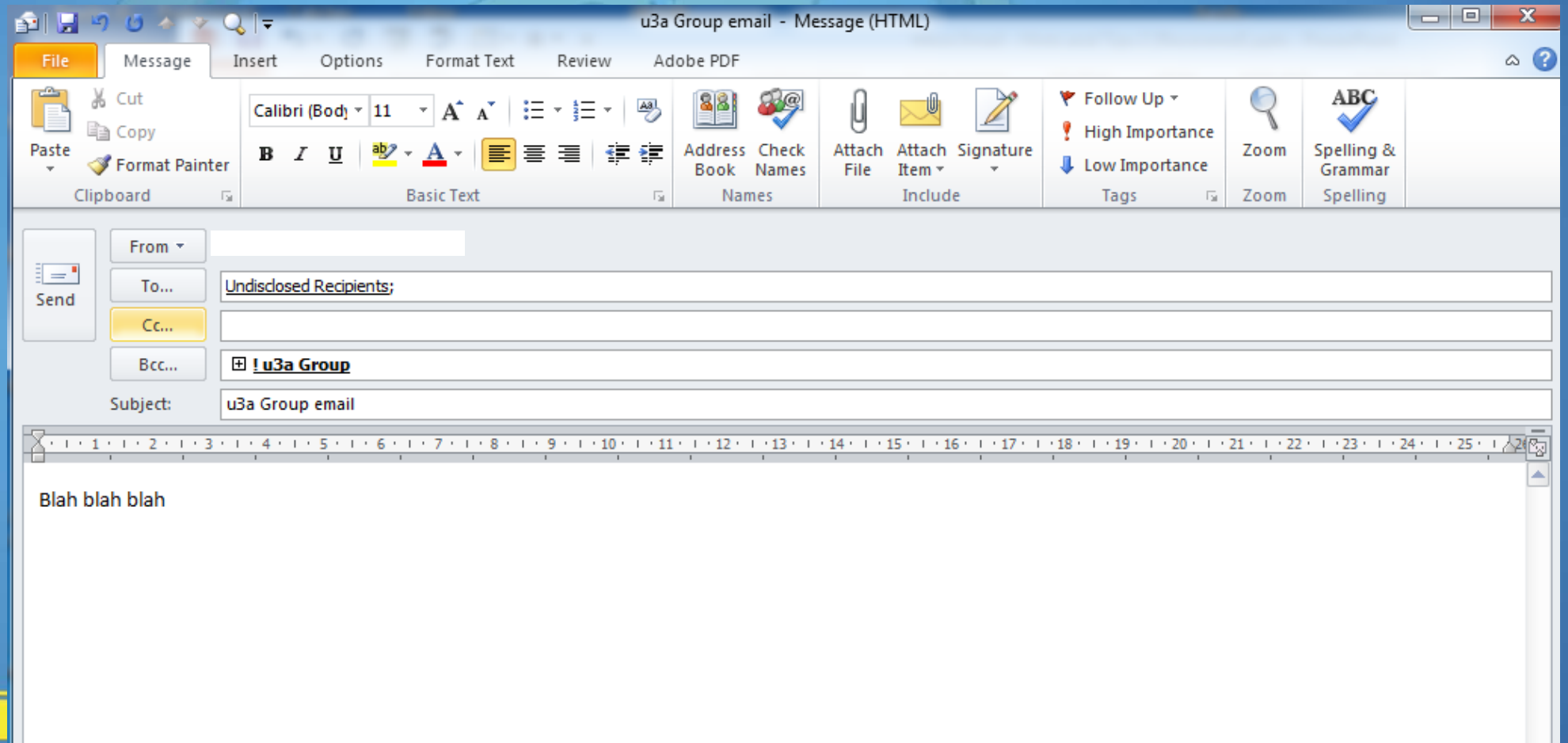
Address book now has the new group



Distribution Lists

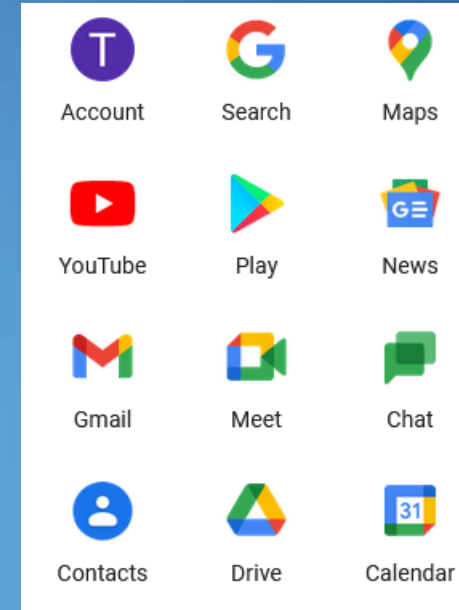
MS Outlook

Email



Distribution Lists - Gmail

- Open your Gmail account select the Contacts App
- To create a group click on Create a Label on the left menu bar & add name
- Your new group will be under Labels under Contacts on the left side. If you
- If you click on your new group there'll be no contacts in this group.
- Now in your contacts find a name you want to include in the group.
- Check the box in front of the user's name.
- Click on Manage Label icon in the menu at the top of the contact
- In the drop-down list, click on the group you want this contact to be part of.
- Click 'Apply'.



View message Source Information



E-mail Message Source

There are two types of source data in an email.

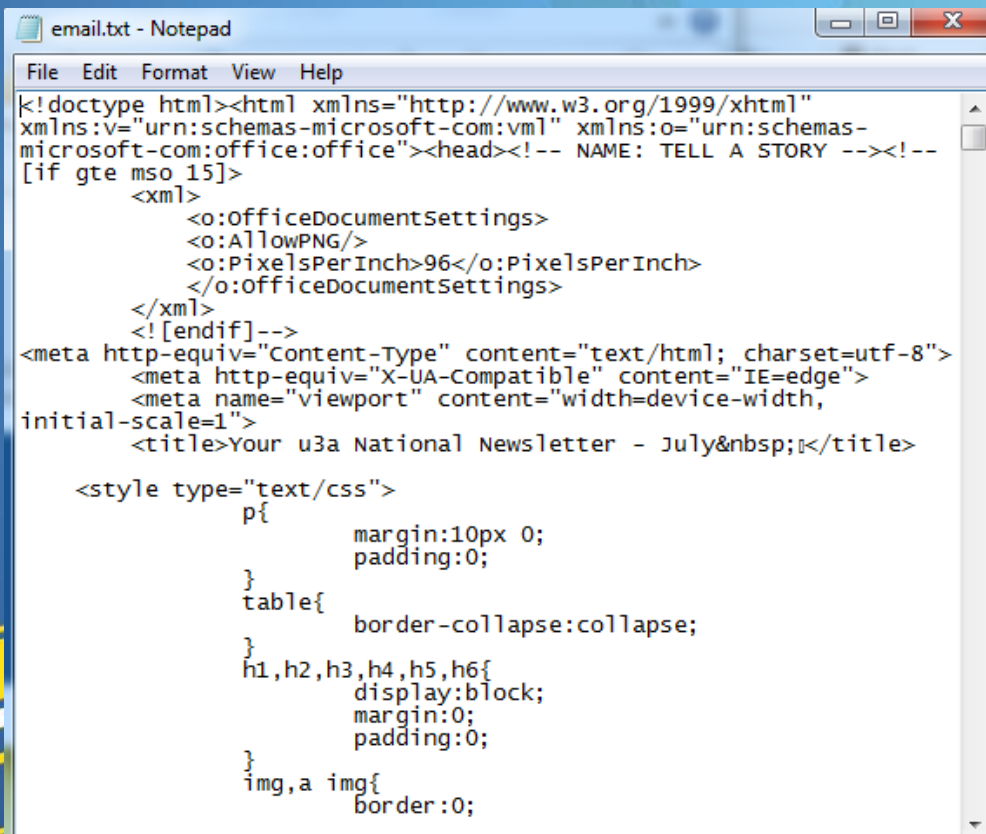
- 1. The html code in html emails.**
- 2. The message header data**



E-mail Message Source

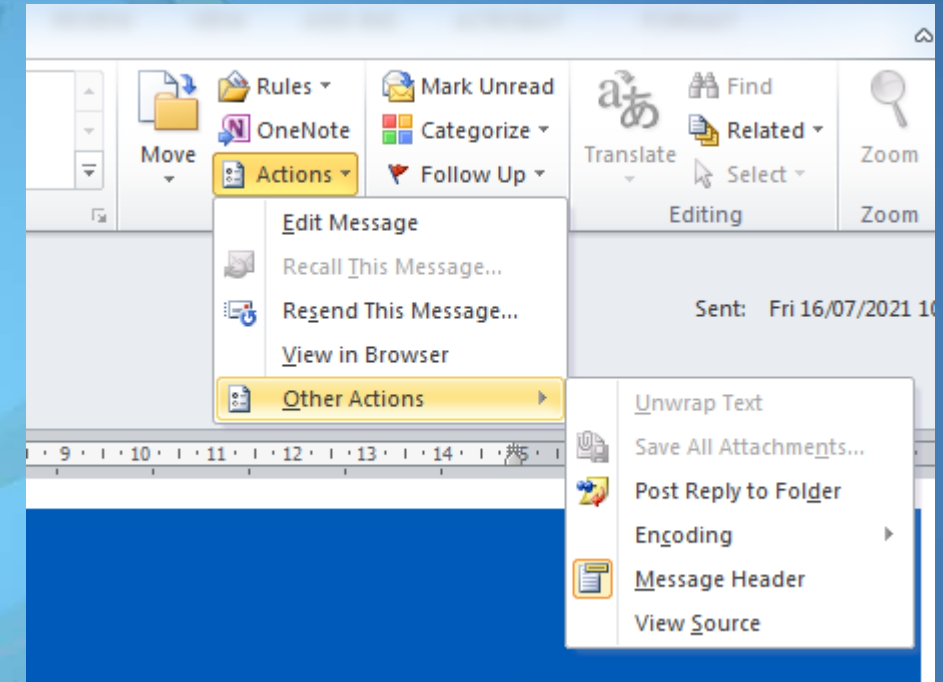
The html code :

- In Outlook open the email with the html you want to see
- Click on Actions then Other Actions
- Then click on View Source
- You'll then see a text screen with all the html code in



```
File Edit Format View Help
<!doctype html><html xmlns="http://www.w3.org/1999/xhtml"
xmlns:v="urn:schemas-microsoft-com:vml" xmlns:o="urn:schemas-
microsoft-com:office:office"><head><!-- NAME: TELL A STORY --><!--
[if gte mso 15]>
  <xml>
    <o:OfficeDocumentSettings>
      <o:AllowPNG/>
      <o:PixelsPerInch>96</o:PixelsPerInch>
    </o:OfficeDocumentSettings>
  </xml>
<![endif]><!-->
<meta http-equiv="Content-Type" content="text/html; charset=utf-8">
<meta http-equiv="X-UA-Compatible" content="IE=edge">
<meta name="viewport" content="width=device-width,
initial-scale=1">
<title>Your u3a National Newsletter - July&nbsp;&#p; </title>

<style type="text/css">
  p{
    margin:10px 0;
    padding:0;
  }
  table{
    border-collapse:collapse;
  }
  h1,h2,h3,h4,h5,h6{
    display:block;
    margin:0;
    padding:0;
  }
  img,a img{
    border:0;
```



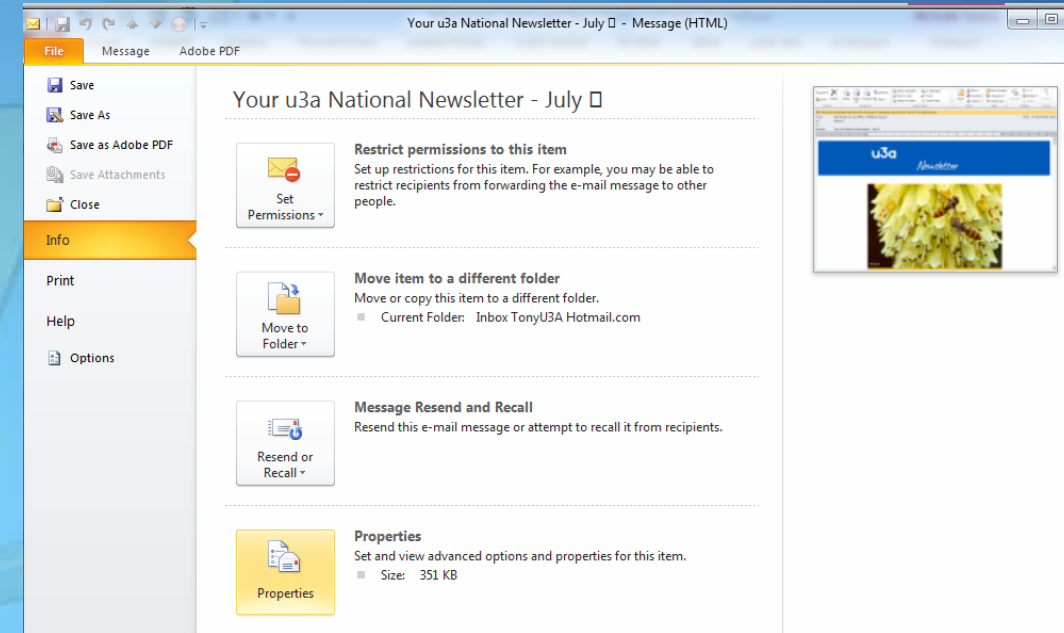
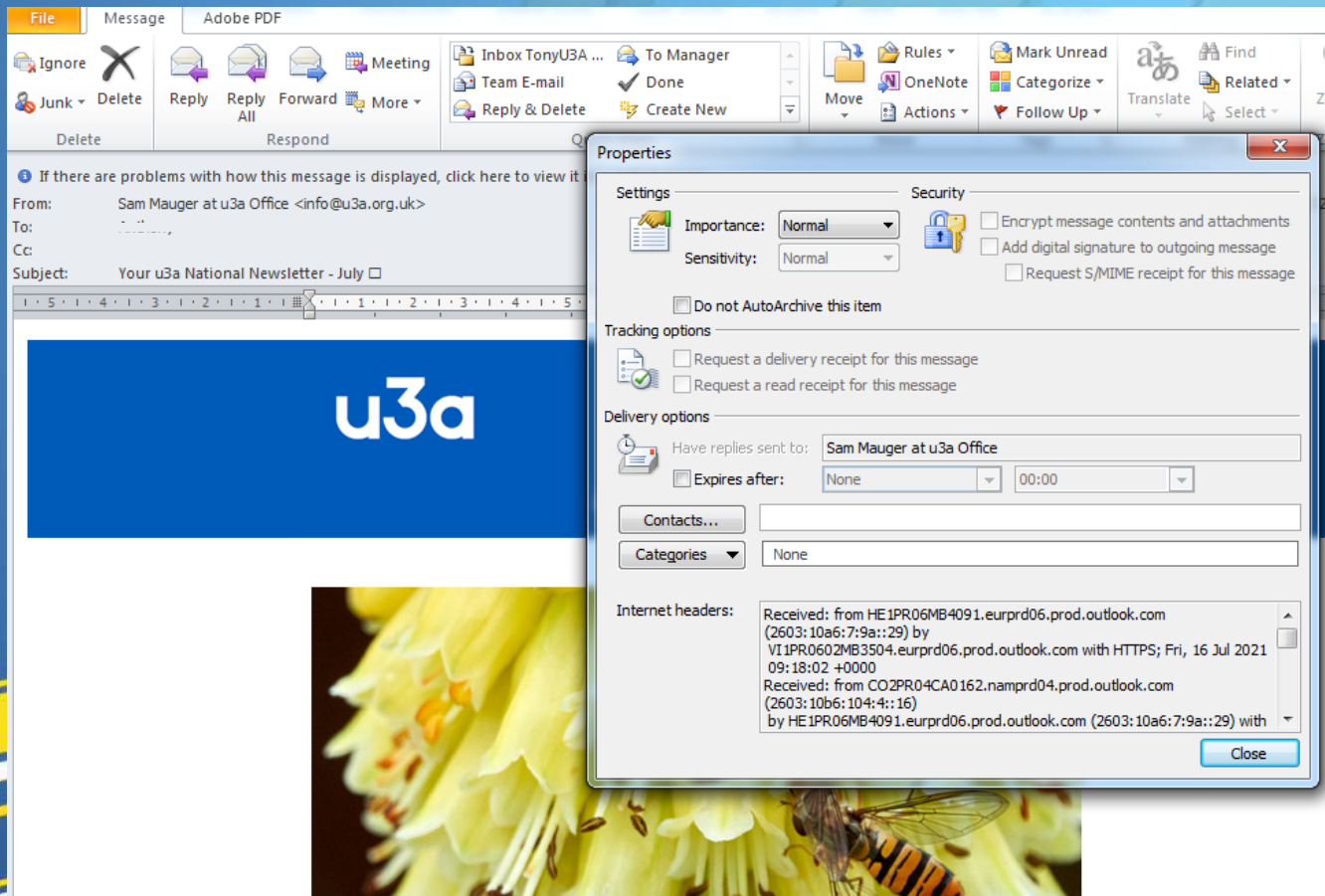
```
email.txt - Notepad
File Edit Format View Help
adjust: 100%;" class="mcnImageBlockInner">
    <table align="left" width="100%" border="0"
cellpadding="0" cellspacing="0" class="mcnImageContentContainer"
style="min-width: 100%;border-collapse: collapse;mso-table-lspace:
0pt;mso-table-rspace: 0pt;-ms-text-size-adjust: 100%;-webkit-text-
size-adjust: 100%;">
        <tbody><tr>
            | <td class="mcnImageContent"
valign="top" style="padding-right: 9px;padding-left: 9px;padding-
top: 0;padding-bottom: 0;text-align: center;mso-line-height-rule:
exactly;-ms-text-size-adjust: 100%;-webkit-text-size-adjust:
100%;">
                
                    </td>
                </tr>
            </tbody></table>
        </td>
    </tbody>
</table></td>
                </tr>
            </table>
```




E-mail Message Source

The Message Header code :

- In Outlook open the email with the header you want to see
- Click on the File tab and select Properties
- Then you can see the header code



E-mail Message Source

The Message Header code :

Internet headers:

Received: from HE1PR06MB4091.eurprd06.prod.outlook.com
(2603:10a6:7:9a::29) by
VI1PR0602MB3504.eurprd06.prod.outlook.com with HTTPS; Fri, 16 Jul 2021
09:18:02 +0000
Received: from CO2PR04CA0162.namprd04.prod.outlook.com
(2603:10b6:104:4::16)
by HE1PR06MB4091.eurprd06.prod.outlook.com (2603:10a6:7:9a::29) with



Viewing An Email Header on Gmail

- Open your Gmail or Google App and click on the email you want to see the header for.
- Search for the reply button, click the vertical three-dotted button on the right, and choose Show Original.
- You'll be directed to the overview of the contained information. Scroll down a bit and you'll find the whole email header, along with the option to download it in .eml (email message) format or copy to clipboard.



Backing up Emails



Basic Backup for Outlook

- All the individual emails and it's metadata is held in a single file on your PC.
- It's name is Outlook.pst and will be in a user folder.
- The simplest form of backup would be to copy this file and save to a location off of the PC.
- Recovery would then be just a copy and paste back to the original location.
- Remember that the backup file will only have emails up to the point of the backup.



Backing up your email using MailStore



MailStore Home is a free application for Windows (7,8 & 10) and lets you archive your private emails from almost any source and search through them quickly. Keep your emails safe and retrievable for years.

- **A Central Archive for All Emails**
- Internet mailboxes such as Gmail or Yahoo! Mail
- Any POP3 and IMAP mailboxes
- Microsoft Outlook 2003, 2007, 2010, 2013, 2016 and 2019
- Windows Mail and Windows Live Mail
- Microsoft Exchange Server 2003, 2007, 2010, 2013, 2016 and 2019 mailboxes
- Microsoft 365 (Exchange Online)
- Mozilla Thunderbird and SeaMonkey



How does it work? – Start Page



Archive

Quick Search admin's Archive

Search

Start Page

My Archive

Search E-mail

Archive E-mail

Export E-mail

Recent Results

Administrative Tools

Start Page

MailStore Server

admin
8,602,608 messages archived
Version 11.0

MAILSTORE

Quick Access

Archive E-mail

Search E-mail

Export E-mail

Administrative Tools

Dashboard

Server

Server Name	MAILSTORE
Server Operating System	Microsoft Windows Server 2012 R2 Standard (64-bit)
Server Processor / Memory	Intel(R) Xeon(R) CPU E5645 @ 2.40GHz / 4.00 GB
Version	11.0.0.13343 (64-bit; Build Date: 4/17/2018) Check for Updates
Web Access Version	11.0.0.13343

Archive

Total Size	8,602,608 messages
Number of Archive Stores	2
Current Archive Store	2014-02-19

Compliance

Archive Access by Admin	Disabled
Retention Policies	Total: 2 / Enabled: 1 / Automatic Deletion: 0
Legal Hold	Disabled
Auditing	Enabled (23 event types of 34)

Current Activity

Currently Logged on Users	1
---------------------------	---

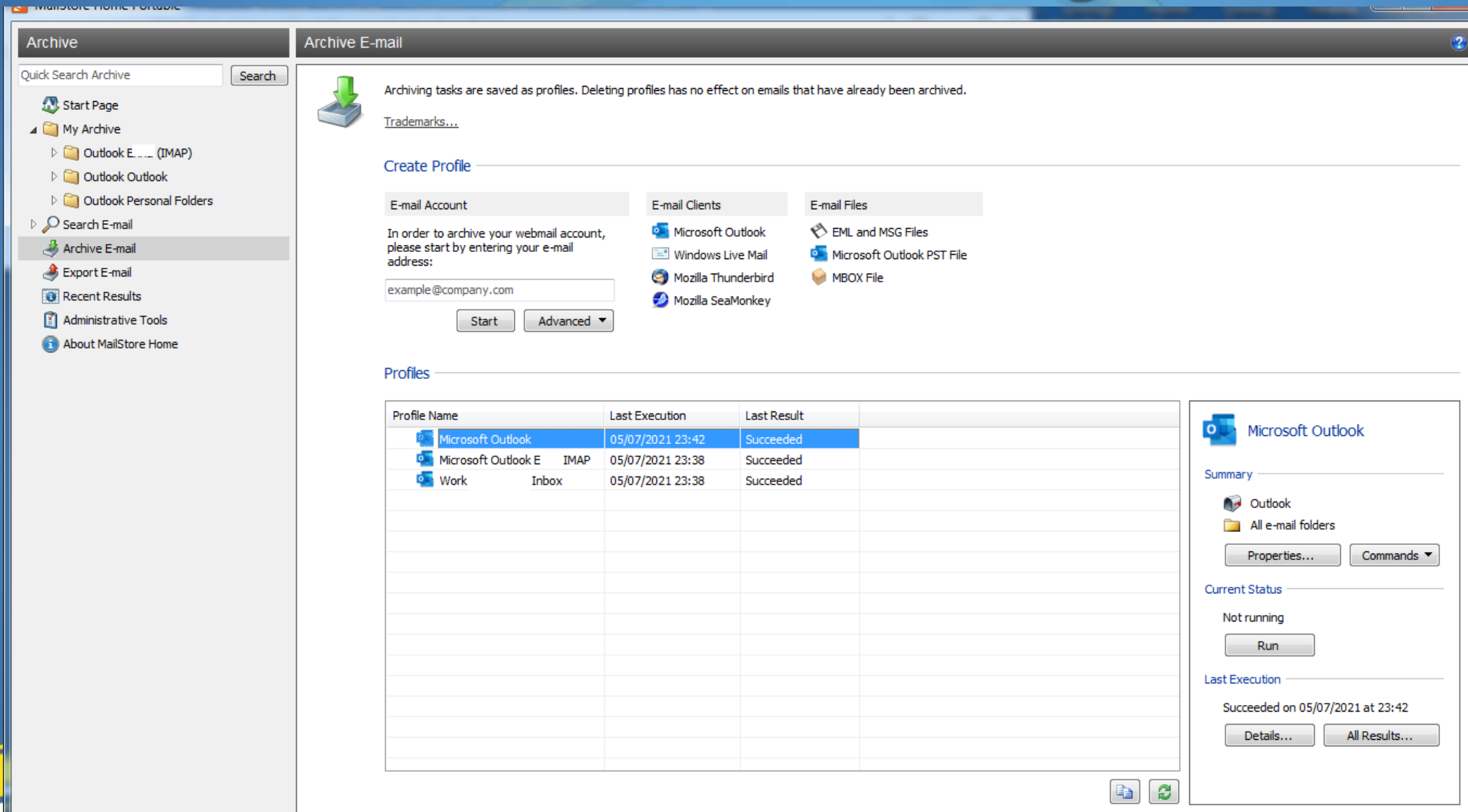
License

Licensed to	MailStore Software GmbH
Support Expiry Date	Premium Service expires 12/31/2020 (975 days left)
Users	50 unused of 350 users

Copyright (c) 2005-2018 MailStore Software GmbH

Connected to MAILSTORE

How does it work? – Archive Page



How does it work? – Search Page

MailStore Home Portable

Archive

Quick Search Archive

Search

Start Page

My Archive

- Outlook E (IMAP)
- Outlook Outlook
- Outlook Personal Folders

Search E-mail

Archive E-mail

Export E-mail

Recent Results

Administrative Tools

About MailStore Home

Search E-mail



You can also use wild cards to search for parts of words. Example: Auto* delivers Automatic, Auto repair and Automobile. For more search tips, please refer to the Online Help.

Search

Search for:

☐ Subject☐ Sender/Recipient

☒ Message Body☒ Attachment File Names

☒ Attachment Contents

General

Folder: (All Readable Folders)

☒ Include subfolders

From:

To/Cc/Bcc:

Date:

Archiving Date:

Advanced

Archive Store: (All archive stores)

Messages: ☒ with attachments ☒ without attachments

Size: and KB

Priority: ☒ All ☐ Low ☐ Medium ☐ High

New Query

Create Search Folder...

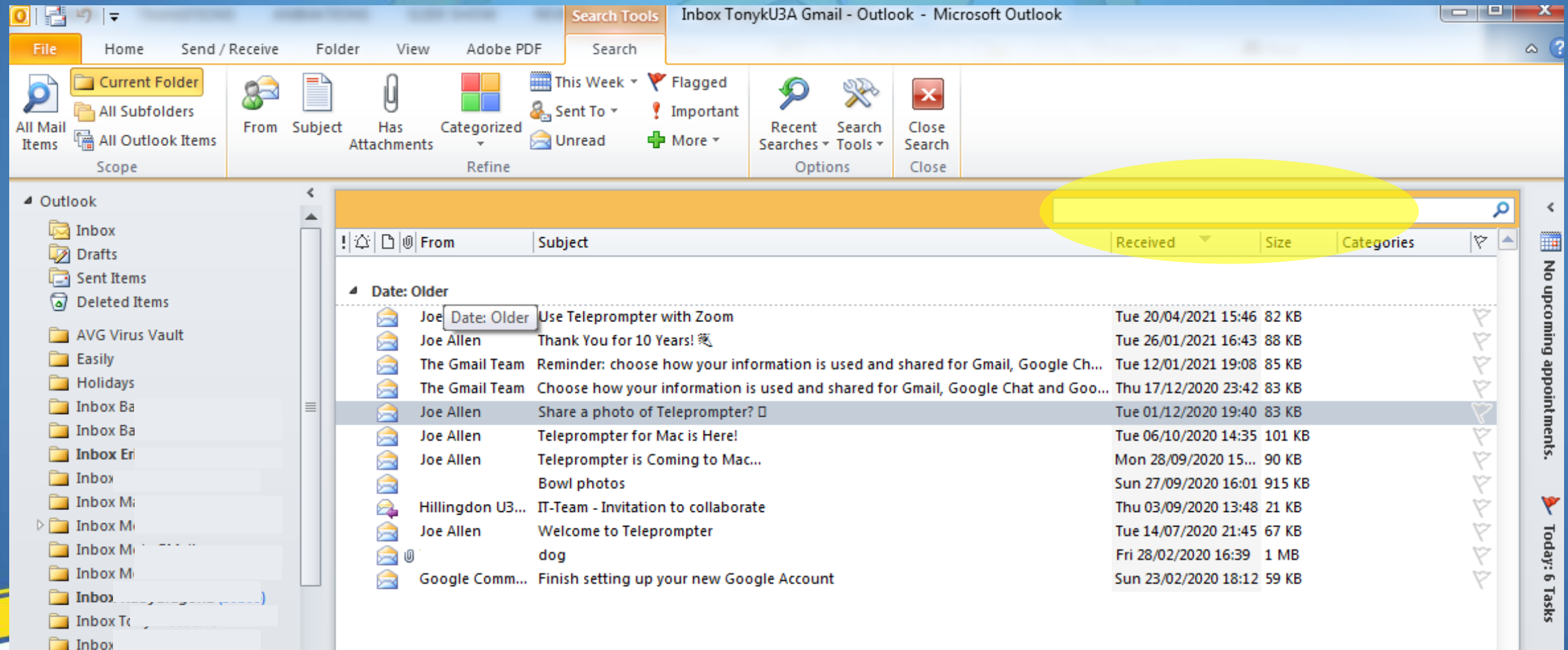
Search

Searching for Emails



Searching for Emails

MS Outlook



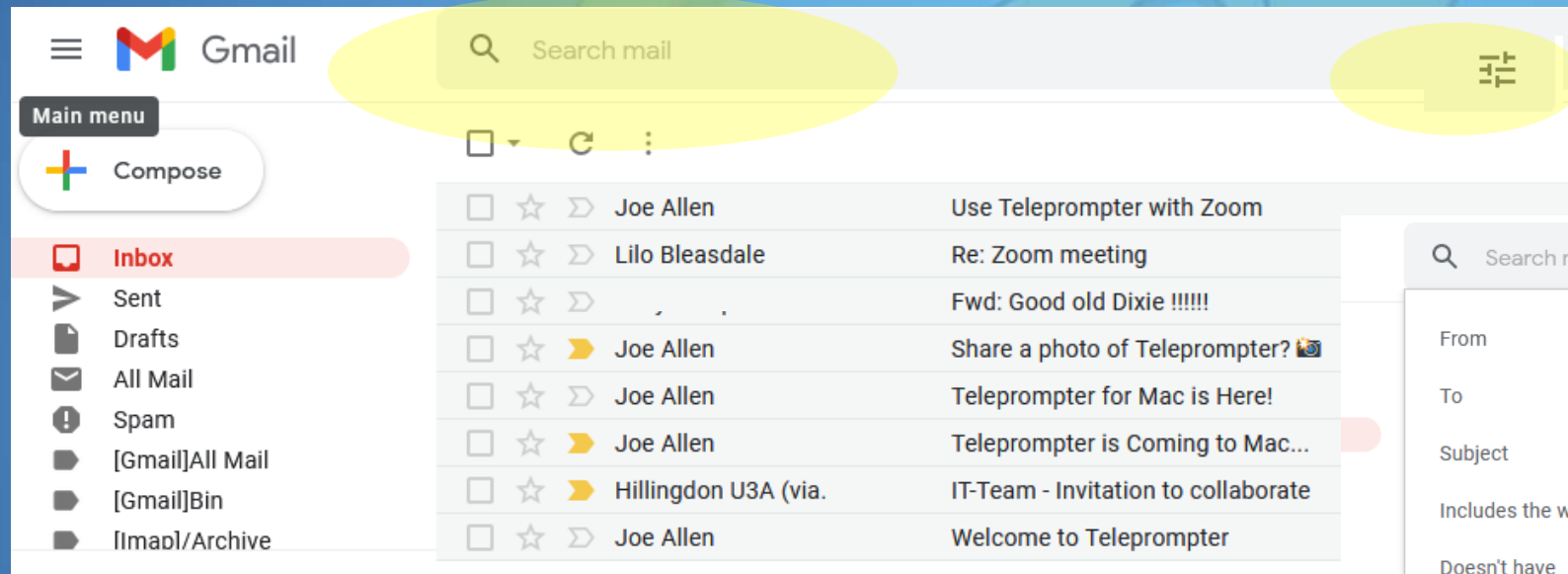
The screenshot shows the Microsoft Outlook interface with the 'Search Tools' ribbon active. The ribbon includes options for 'Current Folder', 'All Subfolders', 'All Mail Items', 'All Outlook Items', 'Scope', 'From', 'Subject', 'Has Attachments', 'Categorized', 'Sent To', 'Unread', 'Flagged', 'Important', 'More', 'Recent Searches', 'Search Tools', 'Options', 'Close Search', and 'Close'. The email list pane on the right shows a search for 'Date: Older' with results sorted by date. A yellow oval highlights the search bar in the top right of the email list pane.

	From	Subject	Received	Size	Categories
▲ Date: Older					
	Joe Allen	Use Teleprompter with Zoom	Tue 20/04/2021 15:46	82 KB	
	Joe Allen	Thank You for 10 Years! 🎉	Tue 26/01/2021 16:43	88 KB	
	The Gmail Team	Reminder: choose how your information is used and shared for Gmail, Google Ch...	Tue 12/01/2021 19:08	85 KB	
	The Gmail Team	Choose how your information is used and shared for Gmail, Google Chat and Goo...	Thu 17/12/2020 23:42	83 KB	
	Joe Allen	Share a photo of Teleprompter? 📷	Tue 01/12/2020 19:40	83 KB	
	Joe Allen	Teleprompter for Mac is Here!	Tue 06/10/2020 14:35	101 KB	
	Joe Allen	Teleprompter is Coming to Mac...	Mon 28/09/2020 15:...	90 KB	
		Bowl photos	Sun 27/09/2020 16:01	915 KB	
	Hillingdon U3...	IT-Team - Invitation to collaborate	Thu 03/09/2020 13:48	21 KB	
	Joe Allen	Welcome to Teleprompter	Tue 14/07/2020 21:45	67 KB	
	@	dog	Fri 28/02/2020 16:39	1 MB	
	Google Comm...	Finish setting up your new Google Account	Sun 23/02/2020 18:12	59 KB	



Searching for Emails

Gmail



The screenshot shows the Gmail search filters panel. It includes a search bar at the top with the text "Search mail". Below the search bar are several filter categories: "From", "To", "Subject", "Includes the words", "Doesn't have", "Size", "Date within", and "Search". Each category has a corresponding input field. At the bottom, there are checkboxes for "Has attachment" and "Don't include chats". A "Create filter" link and a "Search" button are also present.

Search mail

From

To

Subject

Includes the words

Doesn't have

Size greater than MB

Date within 1 day

Search All Mail

☐ Has attachment ☐ Don't include chats

Create filter Search



Setting up an Email Account



Email Account Options

Email Service	Cost	Storage	Email Format
Gmail	Free	15GB	Name@gmail.com
Outlook.com	Free	15GB	Name@outlook.com or Name@hotmail.com
Yahoo	Free	1TB	Name@yahoo.com
AOL.com	Free	Unlimited	Name@aol.com
Yandex Mail	Free	10GB	name@yandex.com
Proton Mail	Free	500MB	Name@protonmail.com or Name@protonmail.ch
Zoho Mail	Free	5GB	Name@zohomail.com
Tutanota	Free	1GB	Name@utanota.com, Name@tutanota.de, name@tutamail.com, Name@tuta.io, Name@keemail.me.
iCloud Mail	Free (with Apple id)	5GB	name@icloud.com



The End
Thank you
for listening

