25/04/15
Lesson Plan Emails.

Misinterpreting-mails do send feelings always be careful what you type it is very easy to upset people so be very careful. Often it is a good idea to use smilies (Microsoft call it emotions) if something could be doubtful or taken the wrong way.

Using capitals in an email is regarded as shouting, sometimes to emphasise a particular word I do just that word in caps. But I prefer to use a highlighter if it is is easily available.

Think before sending. Never send an email in haste especially if you are in a bad mood, it is almost impossible to get it back before the recipient gets it. I f you are cross sleep on it and send it in the morning if you still feel the same.

Receipts. Often if I need to know if someone has actually received and opened the email, I tick on request a return receipt, but more than likely people refuse to click on send a receipt. So I either have to make a phone call or wonder did they receive it.

CC (Carbon copy) You can put multiple email addresses in the to line providing that you separate the addresses with a semicolon Or you put email addresses in the CC line. Those ways you could sent the same email to hundreds of recipients. CC & BCC can be hidden or viewed by clicking on the text to the right of the subject line.

BCC (Blind carbon copy) If you send out multiple emails, it is impolite to display to everyone other peoples email addresses. That is why BCC was invented. I often put my own address in the To line and all the others in the BCC line. That way when I get the email back I know it has gone out OK.

Testing. If you are worried that your emails are not working send your self an email.

Checking. Always read the email through before sending it.

Limitations. Sending size for attachments like Photos If you and your recipient are patient most ISP's accept up to 20Mega bytes. Most portable devices reduce the size and quality of photos automatically, normally you should be able to override that.

Webmail. Some people use webmail rather than sometimes complicated Email applications. I usually use the Windows Live Mail it can get very confusing and complicated. I mainly use it because I have 7 email addresses to look after. If I am away from home I can go to a public Computer and check my emails and download them onto a USB stick but for security reasons I would rather use my phone, I will treat Webmail as separate (on another day) topic if enough people are interested.

Address books: Can contain a lot about people I only put the essentials in, but I have several separate folders called Family, Friends, Work, Probus etc.It makes them easier to find and if you wish to send the one email to a group of people you simply put the whole group in the to line.

Backing up emails: This is important but I think this is another days job.

Accounts Set up of email accounts, there are 2 main transport methods that are used pop3 and imap.

pop3 can be made to almost work the same as imap if you tick the always leave the email on the server. pop3 does not easily allow you to sort the e-mails into folders.

To turn on leave a copy of the email on the server, open Windows Live Mail and on the left side right click on the account that you wish to alter Click on Properties and then Advanced and then tick on the box leave messages on the server. This has 2 features one your ISP has a back up of your emails and two if you have a portable device you will still get the same email on it.

With **Android** and **I devices (Apple)** they usually set them selves up automatically using imap, it is probably a good idea to leave it alone unless you are having problems.

For using emails internationally, except Gmail. You will need to use an outgoing password as well as an incoming password. It is easier to get your ISP to set this up for you.

Account set up for DCSI using Windows Live Mail:
Find accounts new On the top row last and 4th one across, third row down click Click on email, Click on new account,
You need to put your full email address in the box.
You then put your password in the box, if it is your computer you could tick remember password.
Next put the name for the folder the emails will be stored in, it could be your name or maybe Secretary what ever.
You could click on manually configure settings or you could trust windows set it up for you.

With Windows Live Mail if you wish to set it up manually read on:
Incoming Server information.
For server type select POP
Server address incoming.dcsi.net.au
Port 110
No need to tick requires secure connection.
Select Authenticate –Clear text.
Logon user name = your full email address.
Outgoing Server information
Server address = outgoing.dcsi.net.au
Port 25
No nee to tick requires a secure address.
No need to tick requires authentication.
Click finish.