

Electronic Mail

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At the end of this chapter you will be able to:

- **Describe** the structure of an **e-mail address**
- **Configure** the e-mail client (*Outlook Express or Windows Mail*)
- **Check** your ISP's mail server for any waiting mail
- **Read** mail addressed to you
- **Compose, Address and Send** a message to another person
- **Attach** a file to an e-mail message

Electronic Mail, or **E-Mail**, is an Internet service that allows you to send electronic messages to **anyone** connected to the Internet.

You send and receive e-mail with an **e-mail client** program. When you purchase an Internet **account** from an ISP they will (probably) give you an **e-mail address**, or let you create one or more of your own e-mail addresses. Messages directed to your e-mail address will be stored in your account on your ISP's e-mail server until you retrieve or delete them.

Your **Email Address** is usually your **User Name** added to your ISP's **domain name** separated by the @ symbol. In other words: **username@yourisp.com**. If your company or school has its own domain name, then it is likely that your email address will be something like **username@yourcompany.com**.

Windows XP comes with the **Outlook Express** e-mail client pre-installed, while Windows Vista ships with an updated client, **Windows Mail**. We'll start with Outlook Express. Turn to page 47 if you run Windows Vista.

Outlook Express (for Windows XP)

Starting the Outlook Express Email Client

Start the **Outlook Express** Email Client Application using one of the following methods:

Exercise

Starting Outlook Express Email



Outlook Express

- Click on its link on the **Start** menu (**Start...All Programs...Outlook Express**)
- Or,
- Double-click on its desktop icon