

Information Technologies Demystified

ELLA Spring (☺) 2010
with Michael Gravel



Web Information

www.ella2010.com

- ▶ Each day's slides will be posted there for your reference. I'll also include additional info that may not have been covered in the classroom. Hope you enjoy it, and I hope it becomes a reference for you!

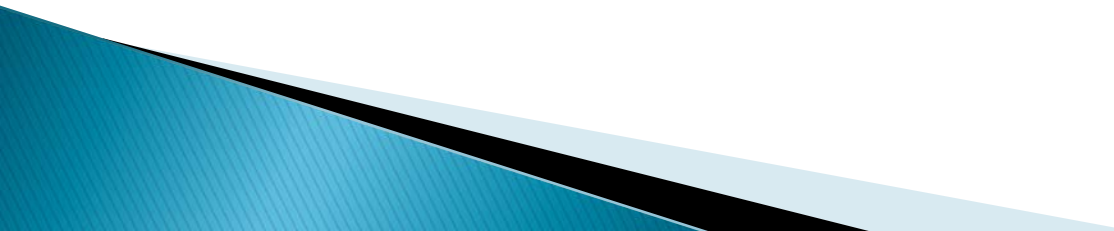
Day 5 – Email!



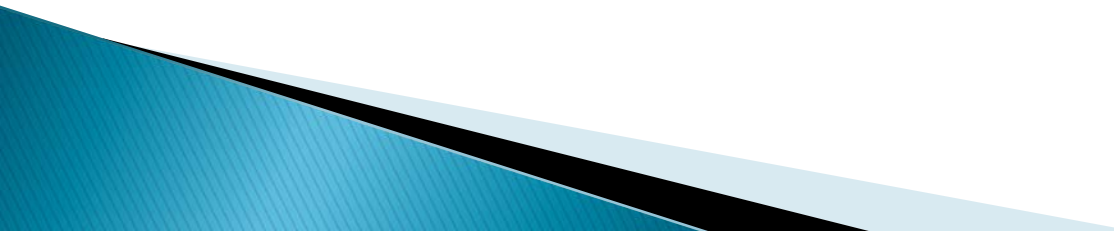
Spam



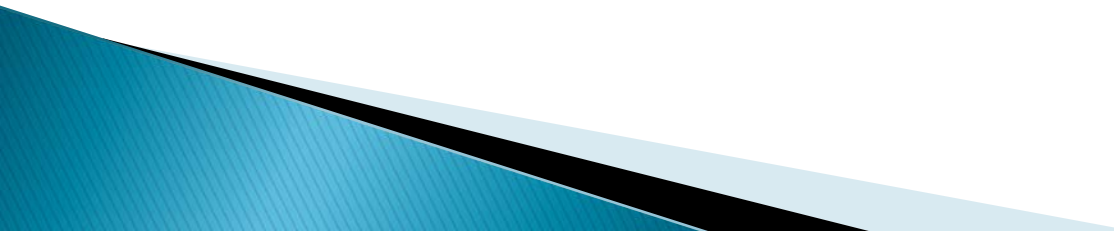
Email History

- ❑ Predates the internet
 - ❑ First email sent in 1971
 - ❑ Worldwide; instant
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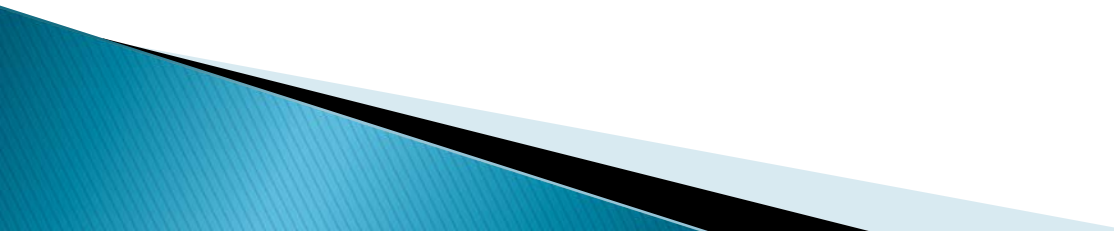
Email Programs

- ❑ Outlook
 - ❑ Windows Live Mail
 - ❑ Thunderbird
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Web Mail

- Gmail
 - Hotmail
 - Yahoo Mail
- 

Email Best Practices

- ❑ **NEVER** open spam!
 - ❑ Use BCC
 - ❑ Don't do useless forwards
- 

Email Best Practices

- ❑ Avoid using “reply all” (*)
 - ❑ Use 2 addresses
 - ❑ **DON'T TYPE IN ALL CAPS**
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