

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

Zoom Protocols

- **Please mute yourself and keep muted during presentation.**
- **Please be sure to let us know who you are if your name isn't listed. We like to check everyone in.**
- **Please type any questions you have in the Chat window. Zoom controls at the bottom of your screen or on a tablet or phone, tap the screen first to get the menu to pop-up. Then click or press Chat and type your question.**
- **“Raise your Hand” under the reactions button at the bottom.**

In Person Protocols.

Welcome to our HHICC Hybrid Meeting Presentations.

- **Be sure you haven't parked directly behind the building. That area is for the Sheriff's Office vehicles. Park in front of the building or in the lot across Shelter Cove Lane to use.**
- **We have other members watching and listening via Zoom.**
- **Please try to hold your questions until I've finished or take a break.**

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HHICC ~ Basic Digital Skills

The Basics of Email

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A Brief History of Email

- **Email has been used for decades.**
- **Ray Tomlinson, working on the ARPANET in 1971 created a system allowing sending messages between different computers.**
- **This innovation introduced the now-ubiquitous "@" symbol to separate usernames and machines.**

- **1976: Queen Elizabeth II sent the first email by a head of state.**
- **1978: The first email marketing campaign took place.**
- **1980s: Personal computers and proprietary email systems like CompuServe gained popularity.**
- **1990s: Email became mainstream with web-based services like Hotmail and Yahoo Mail.**
- **1992: File attachments became possible with MIME (*Multipurpose Internet Mail Extensions*) protocol.**

- **2000s: Smartphones and mobile email access revolutionized communication.**

Present and future:

- **Email remains a dominant communication tool despite competition from instant messaging and social media.**
- **Security, spam filtering, and accessibility continue to evolve.**
- **New features like email encryption and collaboration tools are emerging.**

There are two main types of email services:

Webmail

- **This most common type of email service**
- **It allows you to access your email from any web browser.**
- **Some popular webmail providers include**
 - **Gmail**
 - **Outlook**
 - **Yahoo Mail**
 - **AOL Mail.**

There are two main types of email services:

Email Clients

- **Software programs that you install on your computer or mobile device. Also called Apps.**
- **They allow you to access your email even when you are not connected to the internet.**
- **Some popular email clients include**
 - **Microsoft Outlook**
 - **Apple Mail**
 - **Mozilla Thunderbird.**

Since email became the primary online communication service there have been basically two “protocols” (*a set of rules and guidelines for communicating data.*) **POP3** and **IMAP**.

The are both used to access and manage email, but they work in fundamentally different ways.

- **IMAP** ~ Internet Message Access Protocol used primarily with webmail
- **POP3** ~ Post Office Protocol 3 used primarily with client email programs

POP 3	IMAP
Downloads emails	Syncs emails
Single device access	Multi-device access
Simple management	Advanced management
Offline access	Always up-to-date
Limited organization	Requires internet

The Differences between POP3 and IMAP:

IMAP: Choose IMAP if you access email from multiple devices and want a consistent experience across all of them. It's also ideal if you require advanced features like folder organization and offline drafts.

POP3: Choose POP3 if you only use one device and prioritize offline access. However, note that changes made on one device won't reflect on others.

Choose the right email for you and set it up.

1. Decide on your provider:

1. **Free email:** Popular options include Gmail, Yahoo Mail, Outlook.com, ProtonMail (encrypted). These are convenient and generally easy to use, but may have some limitations (storage, ads, privacy).
2. **Paid email:** Providers like Zoho Mail, Microsoft 365, and Workspace by Google offer more storage, custom domains, and advanced features but require a subscription.
3. **Domain-based email:** If you own a website domain, consider linking your email to it for a professional touch. Many web hosting providers offer email services with your domain.

Choose the right email for you and set it up.

2. Craft your username:

1. Sit down with paper and pen to write this down. Keep in mind there are millions of users out there. You may have to be creative.
2. Keep it unique and professional: Avoid nicknames or anything revealing personal information. Aim for something you'll be comfortable using long-term.
3. Use a strong password: Combine uppercase and lowercase letters, numbers, and symbols. **Never use the same password for other accounts.**
4. Consider a password manager. Have a system.

Choose the right email for you and set it up.

3. Set up your account:

- 1. Follow the provider's instructions carefully.**
- 2. Choose strong security questions and enable two-factor authentication (2FA) for added protection.**
- 3. Verify your account using the provided method (email, phone ~ a secondary email for rescue is also good).**
- 4. Two-factor authentication (2FA) for added protection.**
- 5. Verify your account using the provided method (email, phone).**
- 6. Write it all down in your Password Book or enter it in your Password Manager**

When choosing an email service, it is important to consider your needs and preferences. Some factors to consider include:

- ***Storage:*** How much storage do you need?
- ***Features:*** What features are important to you, such as spam filtering, virus protection, and mobile access?
- ***Security:*** How important is security to you?
- ***Cost:*** How much are you willing to pay for an email service?

My email is set up, now what?

Take the time to familiarize yourself with the layout first. Look for Settings or Options where you should find a way to format your outgoing email to your liking. Also review the Settings that are available as each service will do the same tasks but differently.

Organize your Inbox and Create folders or labels to keep your emails organized and easily searchable. Edit the Layout for YOU.

Be vigilant about spam! Don't click on suspicious links or attachments. Learn about phishing scams and how to avoid them.

Your Contacts Connection

Each services handles access to your Contacts differently.

- **Gmail and Google Contacts are separate platforms/web apps. But they interact directly.**
- **Apple Mail and Apple Contacts are separate. Contacts is a dedicated app and Mail relies on it for information.**
- **Outlook ~ Contacts are an integral part of Outlook.**

Email is a powerful tool that can be used for a variety of purposes, both personal and professional. I'm setup. What can I do now?

- **Stay in touch with friends and family**
- **Share documents, photos, videos**
- **Connect with colleagues and clients**
- **Join online communities and forums**
- **Sign up for newsletters and subscriptions**
- **Manage your schedule**
- **Create and share to-do lists**
- **Store important documents**
- **Sign up for online services**
- **Medical Portals**

It's important to remember that with great power comes great responsibility.

Email is a powerful tool!

Here are some additional tips for using email safely and effectively.

- **Be mindful of what information you share.** Don't share sensitive information, such as your social security number or credit card number, in an email.
- **Beware of phishing scams.** Don't click on links or open attachments from unknown senders.
- **Use strong passwords and keep them safe.** Don't reuse passwords across different accounts and avoid using easily guessable passwords.
- **Back up your data.** Regularly back up your important email messages and documents.

Time for some Q&A

I use Gmail primarily.

I use Outlook but am not that familiar with it.

I have no other client software.

I use both G & O apps on my phone and tablet.

I have an iCloud account but no Apple devices so no access to Apple Mail.

Please stop in or call the Resource Center for more help in learning how to set up and use your email better. Call ahead to make sure the Volunteer(s) on duty can work with your needs.

Jolyn Bowler ~ jolyn.bowler@gmail.com

At the Center, Mondays 10:00 am to 1:00 pm

843-842-4475

Open Monday ~ Friday 10:00 am to 4:00 pm

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