Chapter 9
Internet Email

We Shall be Covering …

- Internet email
- Using Ximian Evolution email
- Using Mozilla Mail email

Internet Email

Web-based (webmail) or POP3-based

- Webmail:
    - uses ubiquitous web browser to retrieve, read, compose, send and manage emails
    - mailboxes remotely located
    - accessible anywhere with an Internet connection and a web browser
    - web browser user interface familiar with most people
    - need to be online to read messages or manage mailboxes

Internet Email

- POP3 email:

  - mail downloaded from mailbox on server to user's computer

  - user reads, composes and manages email on user's local computer system

  - only need to go online to send out composed messages; everything else can be carried out offline

  - popular POP3 email clients: Ximian Evolution and Mozilla Mail

Evolution Set-up

- Start Evolution from Main Menu or Panel

- First time execution will launch welcome/setup screen

- Important information to fill in pertaining to:
  - identity
  - receiving mail
  - sending mail

Evolution Set-up

Identity

- Email address
- Name of user
- Organisation

Evolution Set-up

Receiving mail

- Server type - POP
- Server name
- Username
- Authentication type - password

Evolution Set-up

Sending mail

- Server type - SMTP

- Server name

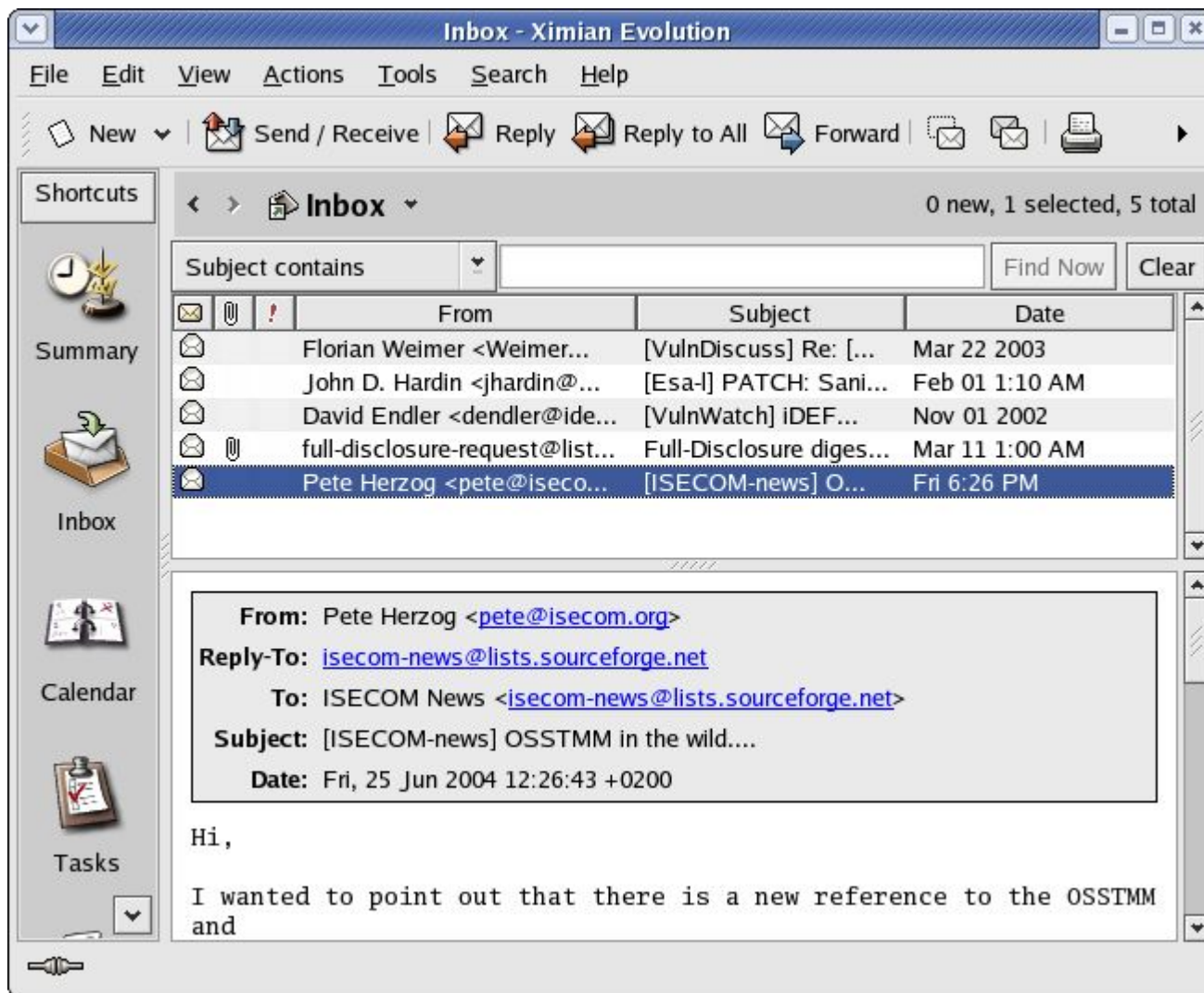- Authentication (optional, default off)

Using Evolution

Evolution main screen - displays weather and links to mailboxes

Evolution – Reading Mail

Inbox

- Select Inbox icon

- Highlight message in subject panel to read it

Evolution – Composing Mail

Compose

- Select New button

- Enter To: field

- Enter Subject: field

- If require the CC and/or BCC fields, click on View at top menubar to enable

- Compose message

Evolution – Outbox

- Go into offline mode by

  File --> Work Offline

- In offline mode, mail can be composed and queued in Outbox before sending them off

- After composing/replying all mail, go into online mode by

  File --> Work Online

- Send off mail in Outbox

Evolution – Send/Rcv Mail

Send/Receive

- Click on Send/Receive button

- Mail in Outbox sent out

- Download new mail from POP3 server

- New mail in Inbox

Evolution – Mail Folders
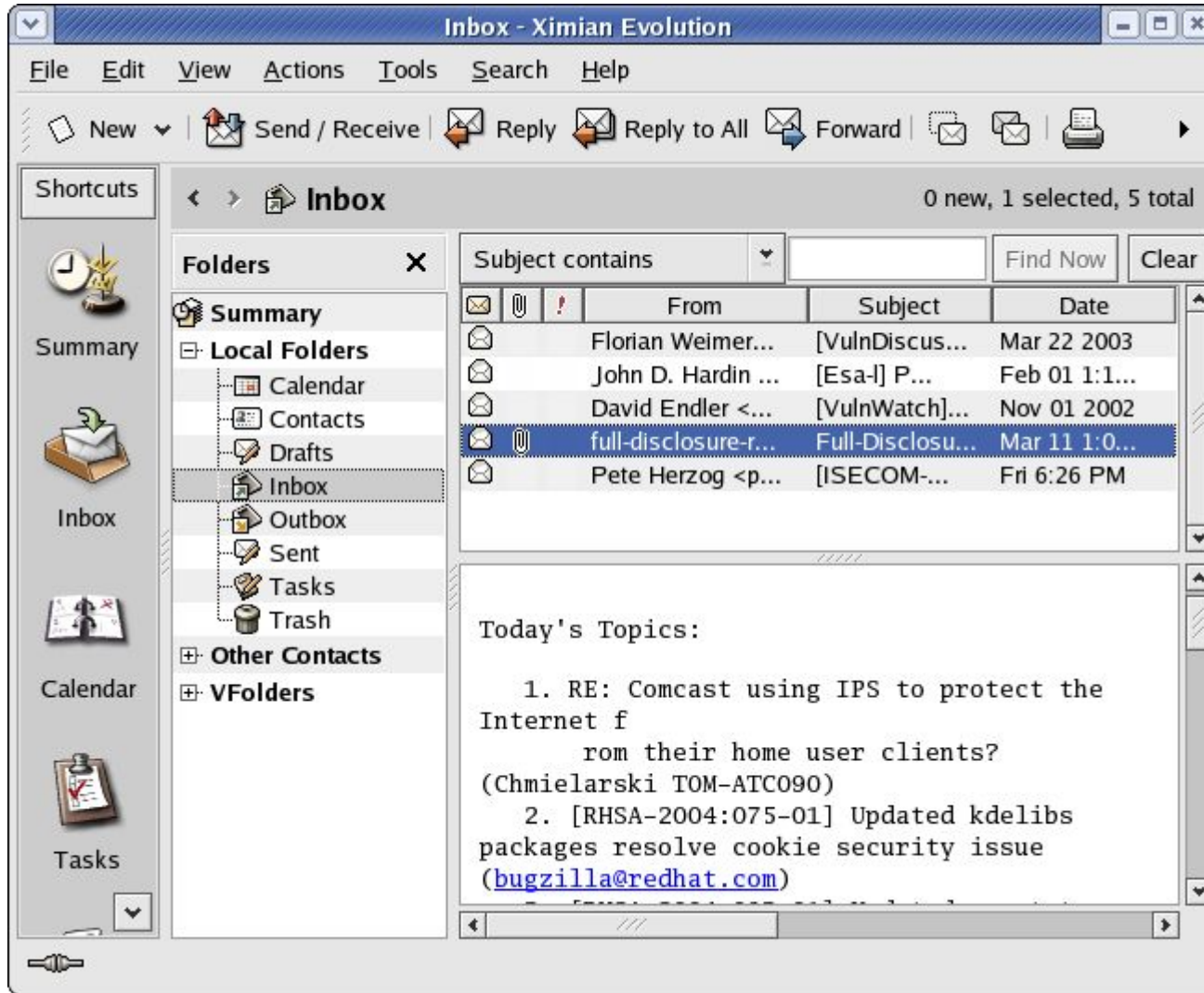
- View folders

  View --> Folder Bar

- Navigate between folders

- Manage msgs in folders in usual manner

Mozilla Mail

- Start Mozilla

- From main top menubar

  Window --> Mail & Newsgroups

- First time execution will start Mozilla Mail configuration

- Fill in information pertaining to:

  - identity

  - server information

  - username

  - account name

Mozilla Mail Set-up

Identity

- Name

- Email address

Mozilla Mail Set-up

Server information

- Incoming POP3
- Outgoing SMTP

Mozilla Mail Set-up

Account Wizard

User Name

Enter the user name given to you by your email provider (for example, "jsmith").

User Name: | kgl

< Back   Next >   Cancel

User Name

- Userid for POP3 mail retrieval

Mozilla Mail Set-up

Account Name

- Name to refer to this email account
- Ability to set up multiple email accounts e.g. with different email addresses and mailboxes

Using Mozilla Mail

Mozilla Mail main screen – displays Inbox and folders
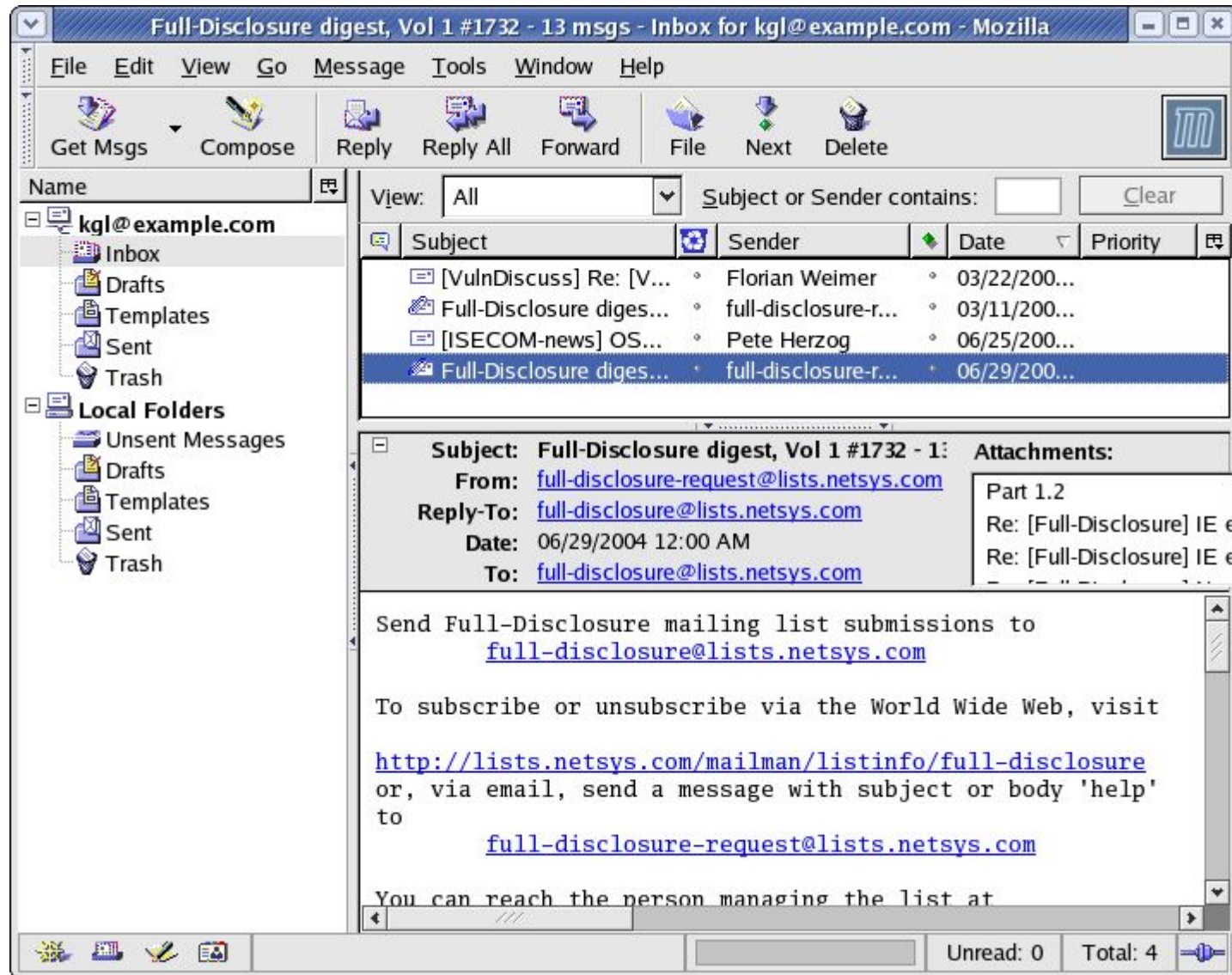
Mozilla Mail - Reading

- Select folder where mail resides

- Highlight mail to read in subject panel

- Read mail in mail body display panel

- Alternatively double-click on highlighted mail to open new window for reading the mail

Mozilla Mail – Composing
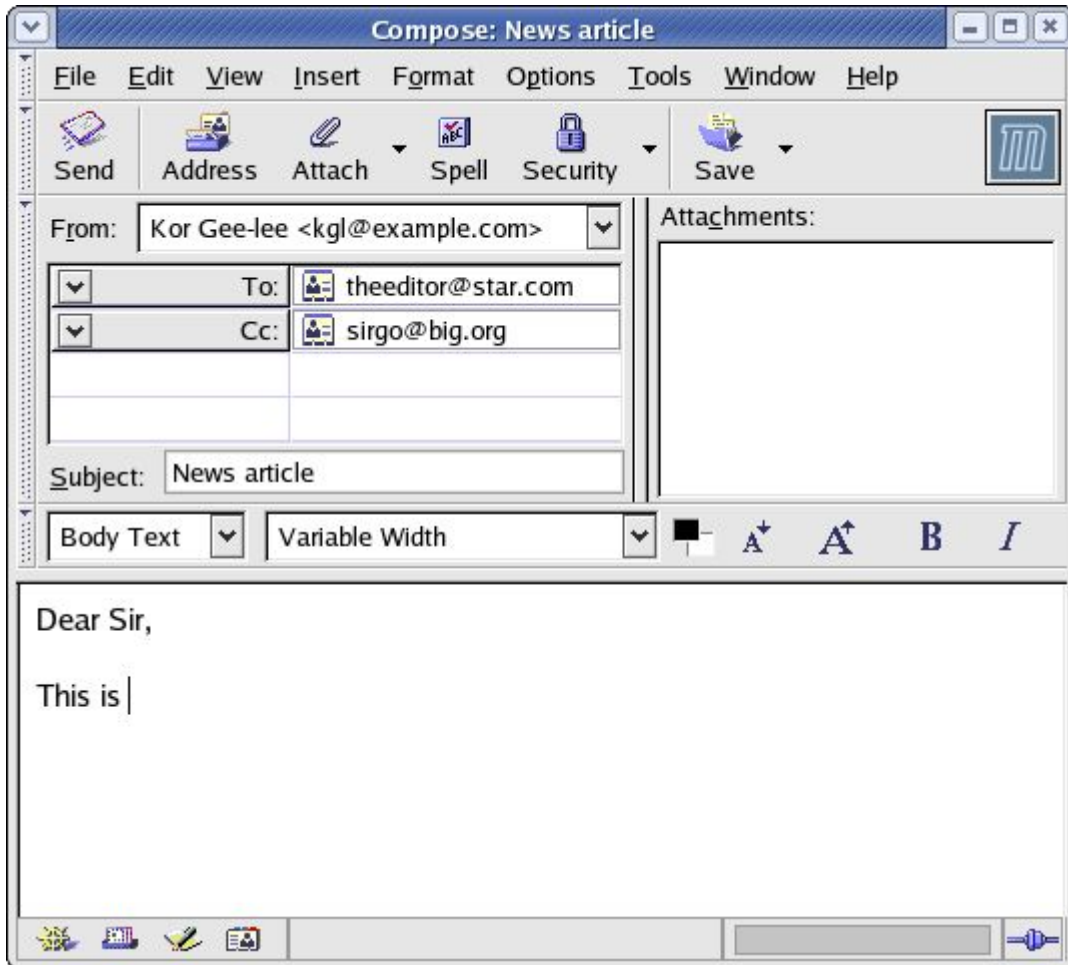
Compose

- Select Compose button

- Enter To: field

- If require the CC and/or BCC fields click on the To: field button and select them

- Enter Subject: field

- Compose message

Mozilla Mail – Queued Messages

- Send off email either immediately or later

- To send later, queue mail by selecting

  File --> Send Later

- Queued mail stored in Unsent Messages folder in Local Folders Section

- Compose more mails and queue them

- On completion of composition of all emails, connect to the Internet, and send the queued mail,

  File --> Send Unsent Messages

Mozilla Mail – Receiving

Receive

- Ensure that you are online

- Click on Get Msgs button

- Enter the password when prompted

- New mail will be downloaded to the Inbox

End of Chapter 9