

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



The screenshot shows the 'Evolution Setup Assistant' window with the 'Identity' tab selected. The window title is 'Evolution Setup Assistant'. The 'Identity' section has a blue header with a small icon of people. Below the header, there is a text box with the instruction: 'Please enter your name and email address below. The "optional" fields below do not need to be filled in, unless you wish to include this information in email you send.' The 'Required Information' section contains two text boxes: 'Full name:' with the value 'Anita Sara' and 'Email address:' with the value 'anita@example.com'. The 'Optional Information' section contains two text boxes: 'Reply-To:' and 'Organization:'. At the bottom of the window, there are three buttons: 'Cancel' (with a red X icon), 'Back' (with a left arrow icon), and 'Forward' (with a right arrow icon).

Identity

- Email address
- Name of user
- Organisation

Evolution Set-up



The screenshot shows the 'Evolution Setup Assistant' window with the 'Receiving Mail' tab selected. The window title is 'Evolution Setup Assistant'. The tab title is 'Receiving Mail' with a mail icon. The main content area contains the following text and controls:

Please enter information about your incoming mail server below. If you are not sure, ask your system administrator or Internet Service Provider.

Server Type: POP

Description: For connecting to and downloading mail from POP servers.

Configuration

Host: pop.example.com

Username: anita

Use secure connection (SSL): Never

Authentication

Authentication type: Password

Remember this password

Note: you will not be prompted for a password until you connect for the first time

Buttons: Cancel, Back, Forward

Receiving mail

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

Evolution Set-up



The screenshot shows the 'Evolution Setup Assistant' window with the 'Sending Mail' tab selected. The window title is 'Evolution Setup Assistant'. The tab title is 'Sending Mail'. The main content area contains the following text and controls:

Please enter information about the way you will send mail. If you are not sure, ask your system administrator or Internet Service Provider.

Server Type: SMTP

Description: For delivering mail by connecting to a remote mailhub using SMTP.

Server Configuration

Host: smtp.example.com

Use secure connection (SSL): Never

Server requires authentication

Authentication

Authentication Type: PLAIN

Username: anita

Remember this password

At the bottom of the window are three buttons: Cancel, Back, and Forward.

Sending mail

- Server type - SMTP
- Server name
- Authentication (optional, default off)

Using Evolution

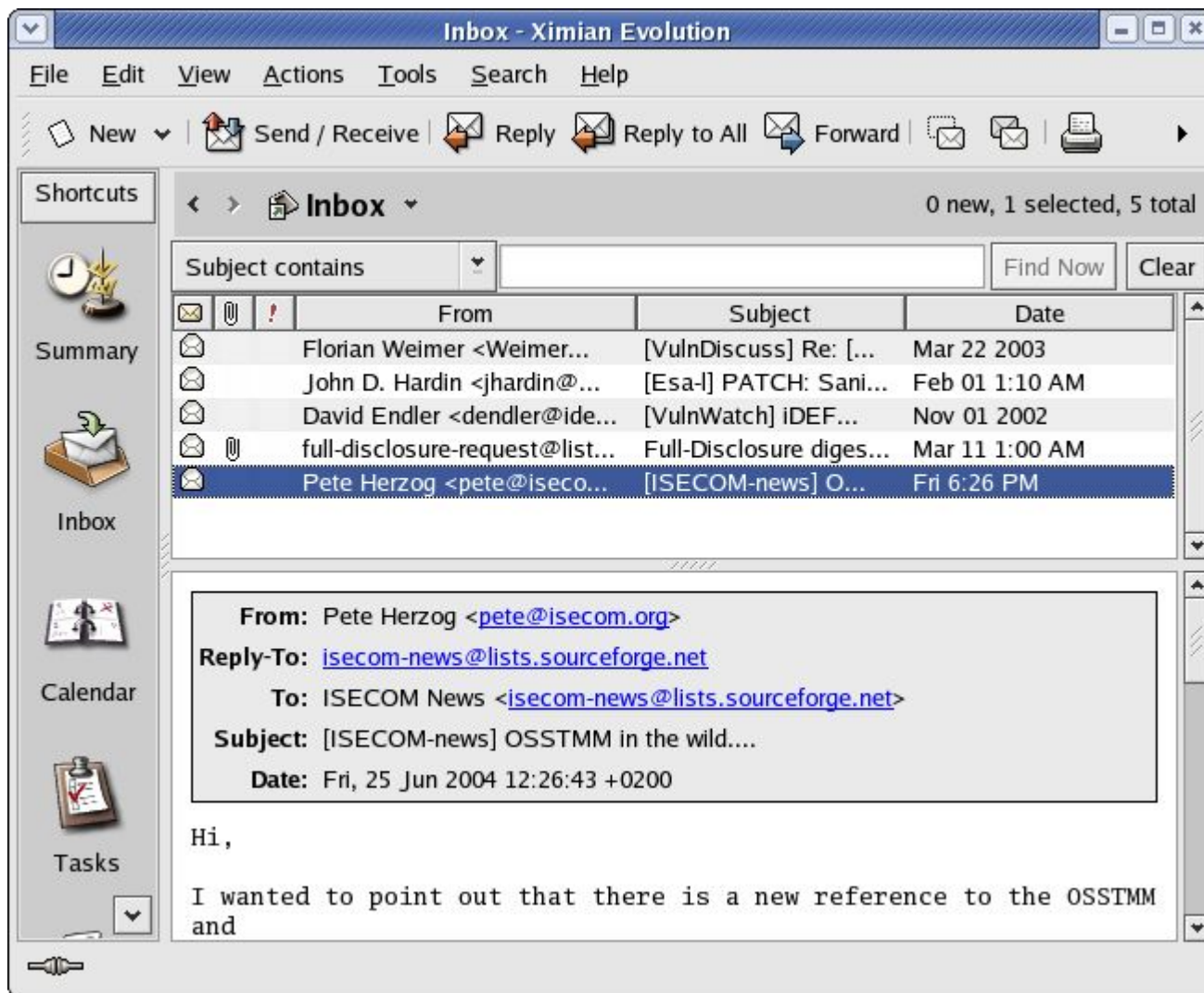
Evolution main screen - displays weather and links to mailboxes



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

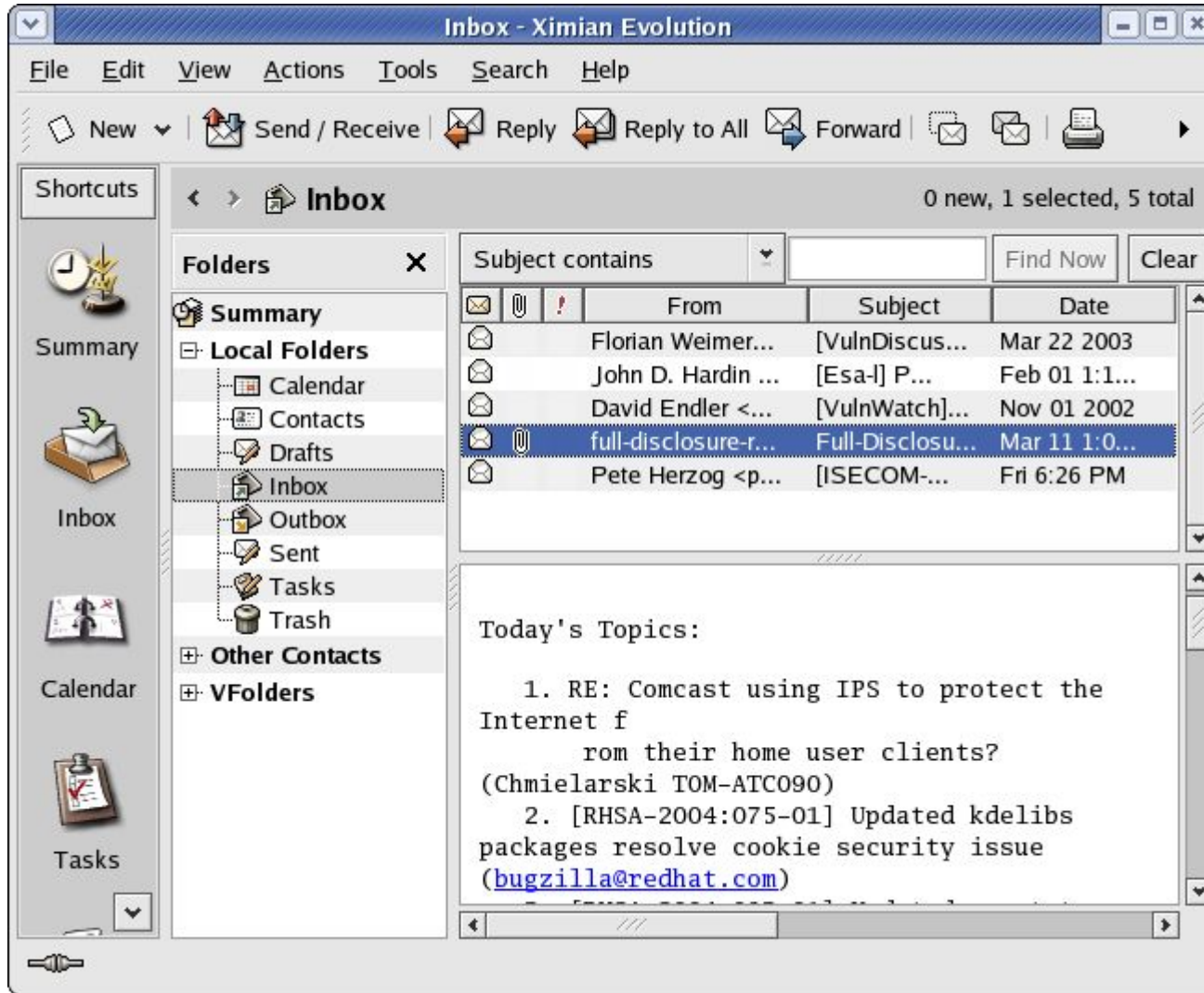
- Go into offline mode by
File --> Work Offline
- In offline mode, mail can be composed and queued in Outbox before sending them off
- After composing/replying all mail, go into online mode by
File --> Work Online
- Send off mail in Outbox

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



The screenshot shows a window titled "Account Wizard" with a tab labeled "Identity". The window contains the following text and form fields:

Each account can have its own identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Identity

- Name
- Email address

Mozilla Mail Set-up



The screenshot shows a window titled "Account Wizard" with a "Server Information" section. It prompts the user to select the type of incoming server (POP or IMAP) and to enter the names for both incoming and outgoing servers. The "Incoming Server" field contains "pop.example.com" and the "Outgoing Server" field contains "smtp.example.com". Navigation buttons for "< Back", "Next >", and "Cancel" are at the bottom.

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

Server information

- Incoming POP3
- Outgoing SMTP

Mozilla Mail Set-up



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Name". Below the heading is a horizontal line, followed by the instruction: "Enter the user name given to you by your email provider (for example, 'jsmith')." Below this is a label "User Name:" followed by a text input field containing the text "kgj". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

User Name

- Userid for POP3 mail retrieval

Mozilla Mail Set-up



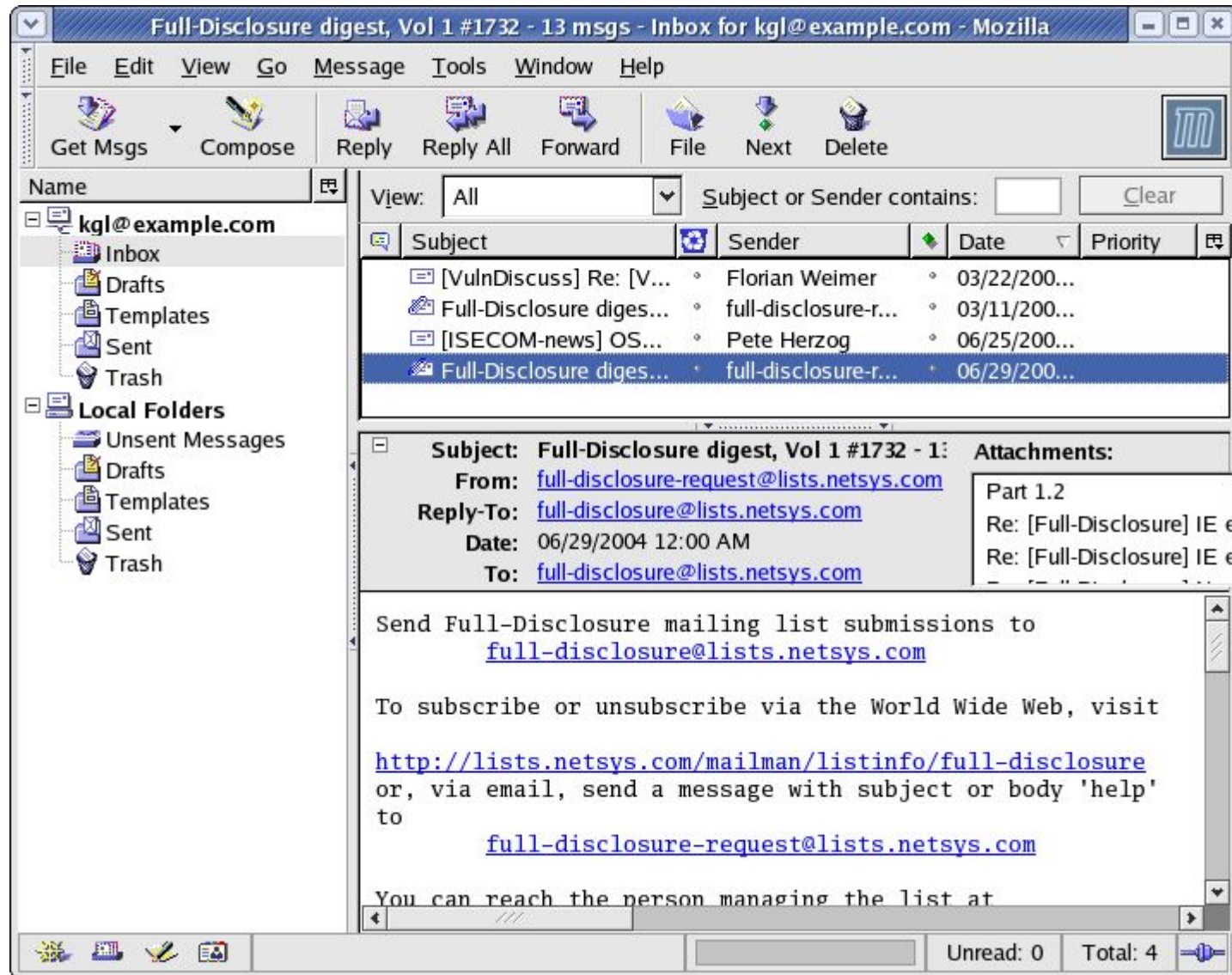
The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is a text box containing the instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below the instruction is a text input field with the label "Account Name:" and the text "kgl@example.com" entered. At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

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

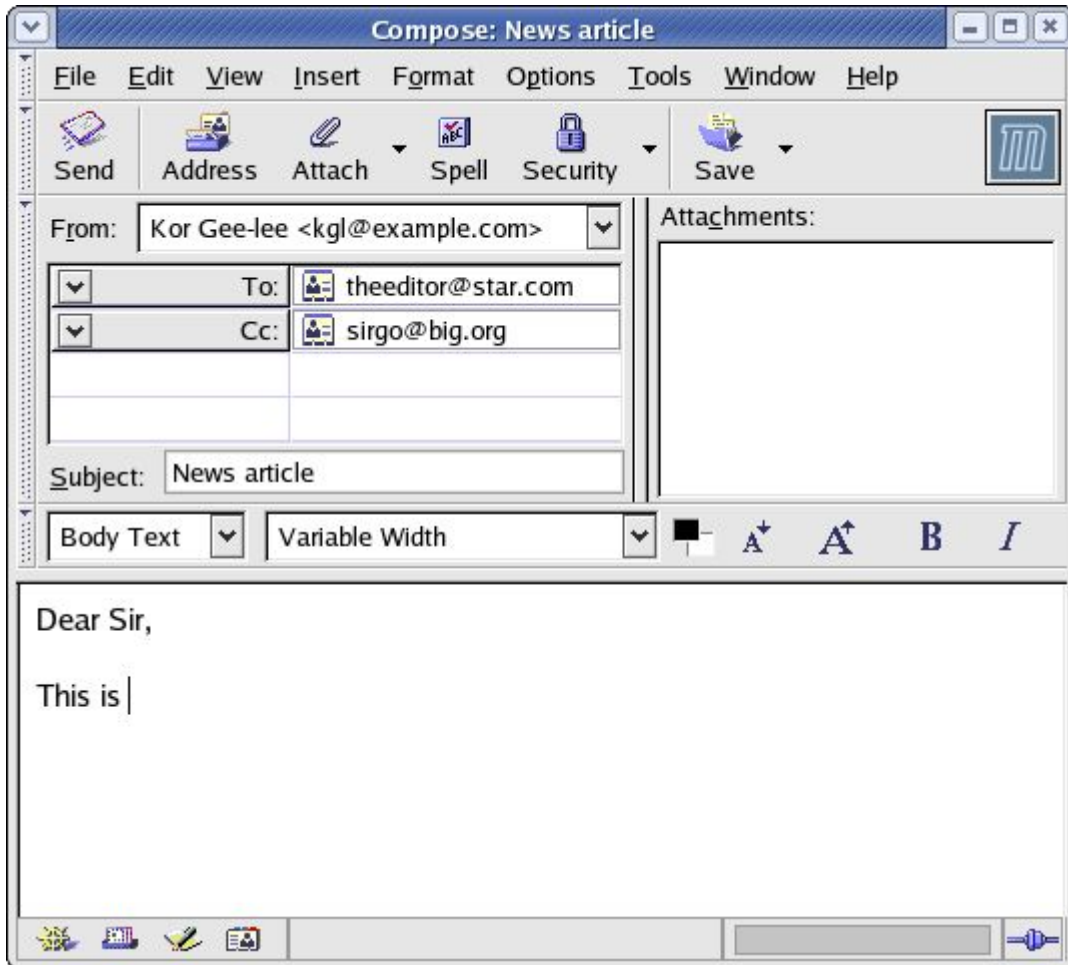
Mozilla Mail main screen – displays Inbox and folders



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