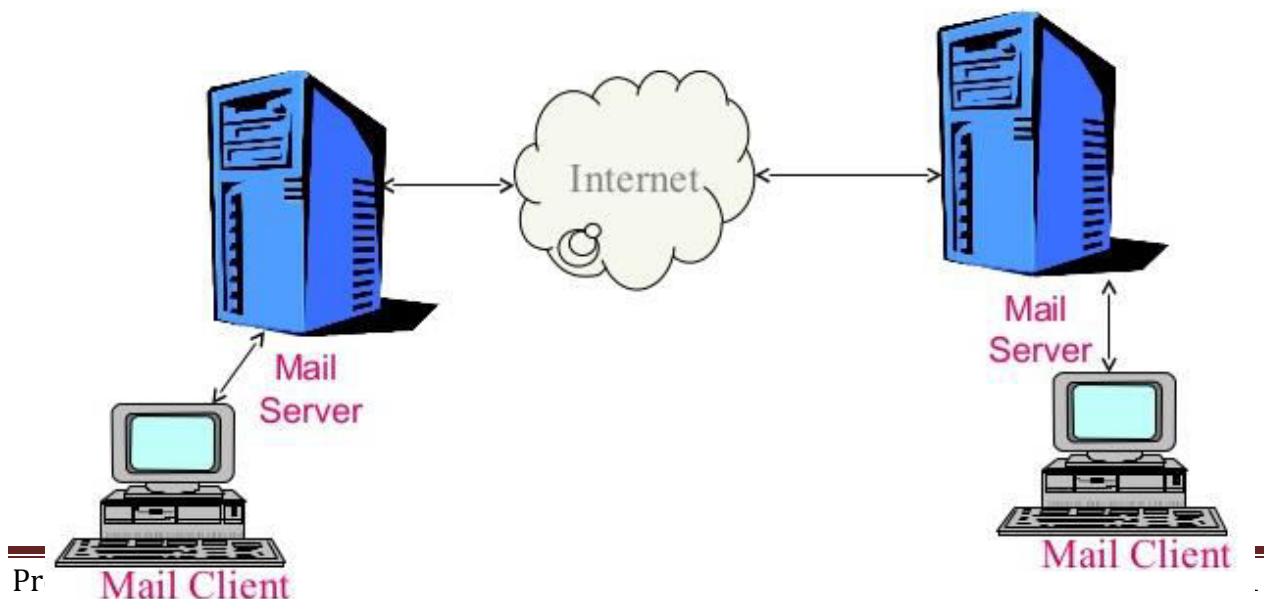


E-mail client

- An application that runs on a personal computer and enables you to send, receive and organize e-mail. **It's called a *client*.**
- E-mail systems are based on client-server architecture. Mail is sent from many clients to a central server, which re-routes the mail to its intended destination.
- Email client is also known as email reader or mail user agent (MUA).
- E-mail client requires an email address to be setup and configured before user can start using email service.

Mail Architecture



E-mail Server

- A mail server (sometimes also referred to as an e-mail server) is a server that handles and delivers e-mail over a network, usually over the Internet. A mail server can receive e-mails from client computers and deliver them to other mail servers. A computer dedicated to running such applications is also called a mail server.
- A mail server **also known as a mail transfer agent or MTA, a mail transport agent, a mail router or an Internet mailer.**
- The server stores incoming mail for distribution to local users and sends out outgoing messages. This uses a client-server application model to send and receive messages using Simple Mail Transfer Protocol (SMTP). Every email that is sent passes through a series of mail servers.
- Mail servers send and receive email using standard email protocols. For example, the SMTP protocol sends messages and handles outgoing mail requests. The IMAP and POP3 protocols receive messages and are used to process incoming mail.



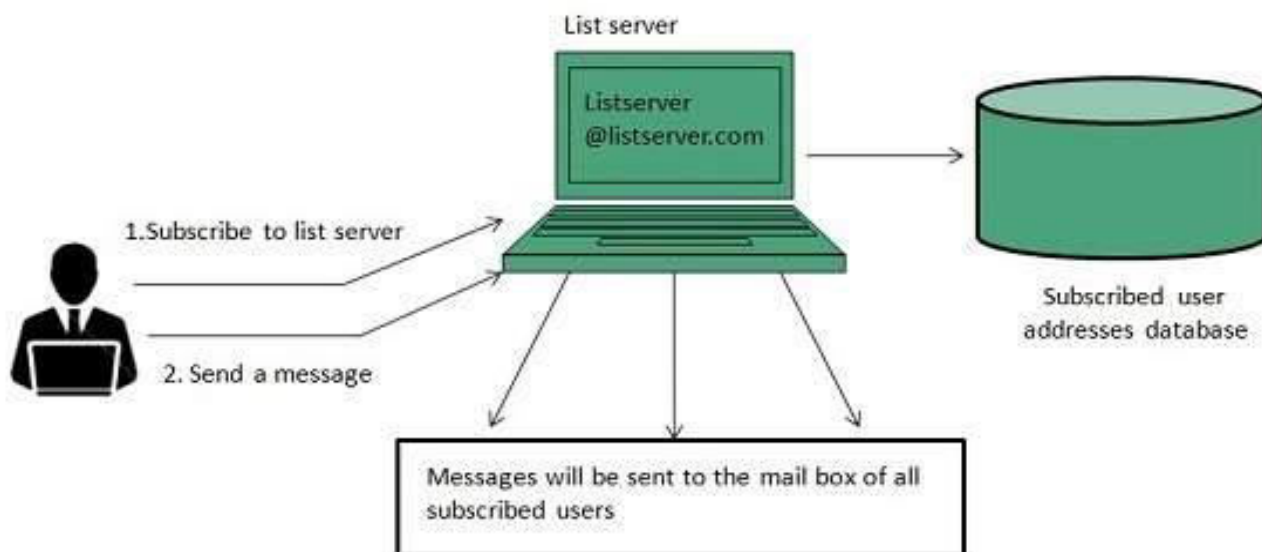
Mailing List

- A mailing list is simply a list of addresses to which the same information is being sent. When an e-mail message is sent to the mailing list name, it is automatically forwarded to all the addresses in the list.
- A mailing list is a list of people who subscribe to a periodic mailing distribution on a particular topic.
- In the case of an electronic mailing list, we use a list of email addresses from people interested in hearing about or discussing a given topic. There are *mailing list servers* that manage centralized mailing lists for groups of users.

- **For example**, a company may acquire a mailing list that only includes people that do the majority of their shopping over the Internet, so that they could mail them offers for online shopping.

How does mailing list work?

- Before joining a mailing list, it is mandatory to subscribe to it. Once you are subscribed, your message will be sent to all the persons who have subscribed to the list. Similarly if any subscriber posts a message, then it will be received by all subscribers of the list.



Types of mailing list

➤ There are three types of mailing lists:

1. Announcement Lists:

- Only the administrator of the list sends email to all other member in the mailing list. This type of list is also called receive-only lists.

2. Moderated Mailing Lists:

- In this type, all the messages are scanned and filtered with respect to the mailing lists standard by the moderator before posting.
- This type of discussion list has an editor or editors who review all incoming messages. The editor can then decide to allow the message to be sent to all the subscribers on the list, or not allow the message to be posted to the list

3. Unmoderated Mailing lists:

- Messages can be sent to the list without being approved by the moderator first.

- In this type, the messages are unfiltered and uncontrolled. Anyone from the mailing list can send messages to all other members.

Mailing list Administration

- Administering a mailing list is keeping track of the people on the list.
- There are 2 ways in which mailing lists are administrated

1. Manually maintained list

- A manually maintained list is managed by an administrator who keeps track of every member.

Subscribe- To join manually maintained mailing list, user send an e-mail to the administrative address.

Unsubscribe- To leave manually maintained mailing list, user send an e-mail to the administrative address notify that user wish to unsubscribe.

2. Automated List

- It is managed by a program that keeps track of every member.
- The e-mail address starts with the name of the program used to manage list.

Popular Mailing Lists

1. Listserv:

- **LISTSERV** stands for “list server” is an email list management software program. Email list management software makes it easy to administer email lists.
- When a list is set up, an email address is created for the list, which is then used to send or “post” messages to the list. Once a message is sent, it is delivered to the central server where **LISTSERV** (the mailing list management software) resides. The software then completes the operation by automatically distributing the message to all subscribers on the list, in the manner indicated by their subscription options

2. Listproc:

- **Listproc** stands for “list processor” which is a interface to make subscribing and signing off easier.

3. Majordomo:

- Majordomo is a program for automating the internet mailing lists management. Subscribers send all commands to majordomo via email to handle the list maintenance.

Mailing List Addresses

There are 2 different addresses

1. Administrative address

- This is used to communicate with the mailing list program. This is the address to which user would send a message to subscribe, unsubscribe or perform any other administrative function.

2. List Address

- It is the one which you use to send messages to the list itself.

E-mail Security

- Email security refers to the collective measures used to secure the access and content of an email account or service. It allows an individual or organization to protect the overall access to one or more email addresses/accounts.
- Email security is the process of using email encryption to send messages that can only be opened by the intended recipient.