

Monday's Pete's Lecture

Electronic Mail(email)

What is It?

- Electronic Mail
- A text stream sends between servers via the internet
- Asynchronous communication
- 4 million per second

Office 365

- College email
- c00325055@setu.ie
- Need to read every day for the rest of life
- Default communication

Text

Email arrives form the letters, we will use whole words and our sentences in our email.

- Treat it like a letter it's not a text message

Fields

-Email address

-First part @ domain

- <Real Name> firstpart@domain

- @Peter Lowe

- This person needs the information, should deal with email
- CC
 - This person may need to know about email but is not expected to do anything about it
- BCC
 - This person may need to know about email, but the recipients shouldn't know they know
- From:
 - The person who sent the email, can easily be faked
- Reply to:

**-The address a reply will go
-donotreply@domain**

- **Subject:**
 - The 2nd most important**
 - Never blank**
 - Do not use “Re: some other crap”**
 - Must be relevant**
 - Never more than 1 phrase**
- **Attachment(s)**
 - Files to be included**
 - Pictures, logos**
 - Signature**
 - Harmful files ignored**
 - Check the files is attached?**

Body

- **Greeting (appropriate)**
- **Sentences and paragraphs**
- **More formal than casual**
- **Ready to publish**
- **Valediction (like kind regards, thanks, etc.)**

Don't do this

- **Fancy fonts**
- **Fancier paper**
- **Pretend signature font**
- **Simple message in word doc attachment**
- **Anything you don't want used in a court of law against you**

Check before ending

- **When it's gone it's gone**
- **Proof read, especially on auto collect phones.**
- **People form impressions**
- **You can't recall**
- **Reply all?**

Inbox

- **Read & prioritise**

- **To-do list**
- **Folders**
- **Delete unwanted**

SPAM

- **Avoid filter triggers**
- **Add address to whitelist**
- **Selective un-subscription**
- **You're not that lucky! (be aware to not get scammed)**

Old Mail

- **Sort into folders**
 - Subject
 - Year
 - Activity
- **Delete unwanted**

Replying

- **Make sure to reply to correct address**
- **Add your new part at the top**
- **Don't expect people to find edits made on their own**