

# 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 from 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 2<sup>nd</sup> 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**

## **Replies**

- **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**