EMAIL TERMS

It′s helpful to know some of the basic terms of email and internet use:

Archive	Emails stored for later access.
Attachment	File of any type that is appended to and sent with an email.
Autoresponder	Prewritten reply that is sent in response to a received email.
BCC	Blind carbon copy (allows the sender to email a copy of the message to recipients without their addresses being revealed).
Blog	Serialized features written expressly to share with others and foster the building of a community or audience.
Bounced message	An email that returns undelivered to the sender.
Browser	Software program (Explorer, Netscape, Safari) that allows the user to view websites.
CC	Carbon copy, which (the sender copy the email to more recipients. The recipients′ addresses appear in the email header field).
Challenge-Response	Used to authenticate emails as coming from an individual. Sender must respond to an email challenge before message is delivered.
Chat rooms	Online meeting places where people discuss topics of mutual interest.
Digital Signature	Unique encrypted digital code that is attached to messages to guarantee the authenticity of the sender.
Distribution List	A list of email addresses saved as a single recipient.
Download	Transferring a file from a sender to the recipient′s harddrive.
Emoticon	Symbols and punctuation marks used to make facial expressions (smiley face, wink, sad face) within emails.
Encryption	Encoding within email that allows only a recipient with the code to read it.
FAQ	Frequently asked questions.
Filter	Sorts emails automatically, usually to eliminate SPAM.

Firewall	Safety software or hardware that prevents unauthorized access to or from a network or computer.
Flame	A personal attack sent by email.
Hard Copy	A printout of the email.
Header	The address and subject part of the email.
Host	Supplies services of applications, web pages, etc., to a network of computers and their users.
HTML	Hypertext Mark-Up Language, which is used to create web pages. Used with most email.
Hyperlinks	(Or links) are elements in an electronic document that will connect you to another place or document when you click on them.
IM	Instant Messaging.
Intranet	Private network of computers inside an organization.
IP Address	Internet Protocol Address (a computer's unique address that identifies it to the internet to direct information).
Junk Mail	Unsolicited email.
Listservs	Allows the sending of messages to a collection of members (similar to chat rooms).
Netiquette	Etiquette online, the unwritten rules of using email and the internet to promote civility.
PDA	Personal digital assistant (formerly used on Palm Pilots and similar devices; now they are blended with cell phones in the class of "smart phones" such as iPhone, Blackberry, etc.)
Phishing	Identity theft that uses email to "bait" and "hook" users into giving them private information, such as credit card numbers, social security numbers, *etc*.
Plain Text	Uses no formatting elements so any email program can read it.
Protocol	The rules that two computers must follow to exchange messages.
Q&A	Questions and answers.
Search Engine	System that finds information on the Web.

Signature Line	Automatically attached signature that appears on messages.
Snail Mail	Written mail sent through the postal service.
Social Networks	Websites like Facebook, MySpace, LinkedIn, and Twitter where people create a community of "friends" and share ideas.
SPAM	Unsolicited junk email.
SPAM Block	The text inserted between the @ symbol and the domain name in an email address to prevent the collection of the actual email address.
Surf	Navigate or peruse the Web.
Texting	Messages sent on WiFi cell phones and tablets. Communication between iPhone or PDAs sends a message, which may not be immediate (the recipient may not get the text for seconds or minutes after it is sent). Larger mobile devices, such as tablets, can have more robust applications, so WiFi is becoming more prevalent, allowing for immediate communication. The lines are blurring functionally, but IM and TEXTING use different technologies.
Thread	An ongoing string of messages; an email conversation.
Tweets	Posts of 140 characters sent on your Twitter account.
URL	Uniform Resource Locator.
Virus	A potentially infective software program that can spread through your system when you open email attachments.
WiFi	Wireless Fidelity (broadband wireless access; a play on words from Hi-Fi meaning high-fidelity stereo).
Wikis	Websites anyone can edit and update.
Worm	A self-contained software system that replicates itself as it spreads from one computer to another clogging networks and information systems. It can enter your system through email and attachments.
Zip Files	Files that have been compressed to save storage space and to download more quickly.