

presented by dean smith – february 2010

# Email – from start to finish

# Choose an email supplier

- ISP – comes with your broadband
- Webmail
- Personal domain
- Online 'Exchange' server

# ISP provided

- Comes with the package
- May be personal before domain name
- Often requires strange numbers
  - dean1237@dodgyisp.com
- May require proprietary email client – AOL
- Non-transferable (tending to restrict your movement)



Waitrose.com

# Webmail

- Easy
- Free
- Huge storage space
- Accessible via browser or email client
- Portable
- Not fully personalised
- May require odd name (if you are called Smith!)



# Personal domain



- One time setup is less straightforward
- Requires annual renewal
- Completely personal
  - Name & domain name
  - [me@deangsmith.com](mailto:me@deangsmith.com)
- Email client setup is easy
- Webmail client often useless

# Online 'Exchange' server

- Easy setup
- Costly
- Not a personal domain name
- Very secure
- Very mobile
- Uses Outlook functionality in browser
- Provides 'out of office' messages



# Webmail setup

- Choose Gmail, Live Mail or GMX
  - Go to Gmail via link on Google home page
  - Go to Windows Live
  - Go to GMX.com
  - Create an account – fill in the form
  - You're done

# Personal domain setup

- Choose a domain host
  - I use 123-REG or Zen Internet
  - There are dozens around
- Create an account with the hosting company
- Choose a host name
  - You will be given various domain types
  - .com, .co.uk, .org etc

# Personal domain email

- Once the domain is setup (2 days max)
- Sign in to your hosts control panel
  - Choose manage domain
  - Choose manage mailbox
  - Create email address
  - Host will provide info to help you setup email client
  - Not usually instant – takes a couple of hours

# Email clients

- ISP provided
  - Proprietary, usually advert ridden – avoid
- Webmail provided
  - Proprietary, usually advert ridden – avoid
- Microsoft products
  - Outlook, Windows Live Mail, Live Essentials
- Others
  - Mozilla Thunderbird, Opera – many others

# Email – other issues

- Managing spam
- Creating message rules
- Out of office messages
- Plain text or html
- Hoax emails

