

Let's Talk About Email



Areas of Confusion

There are two components to your email:

1. Who provides your email
2. How you send and read your email

These are completely separate



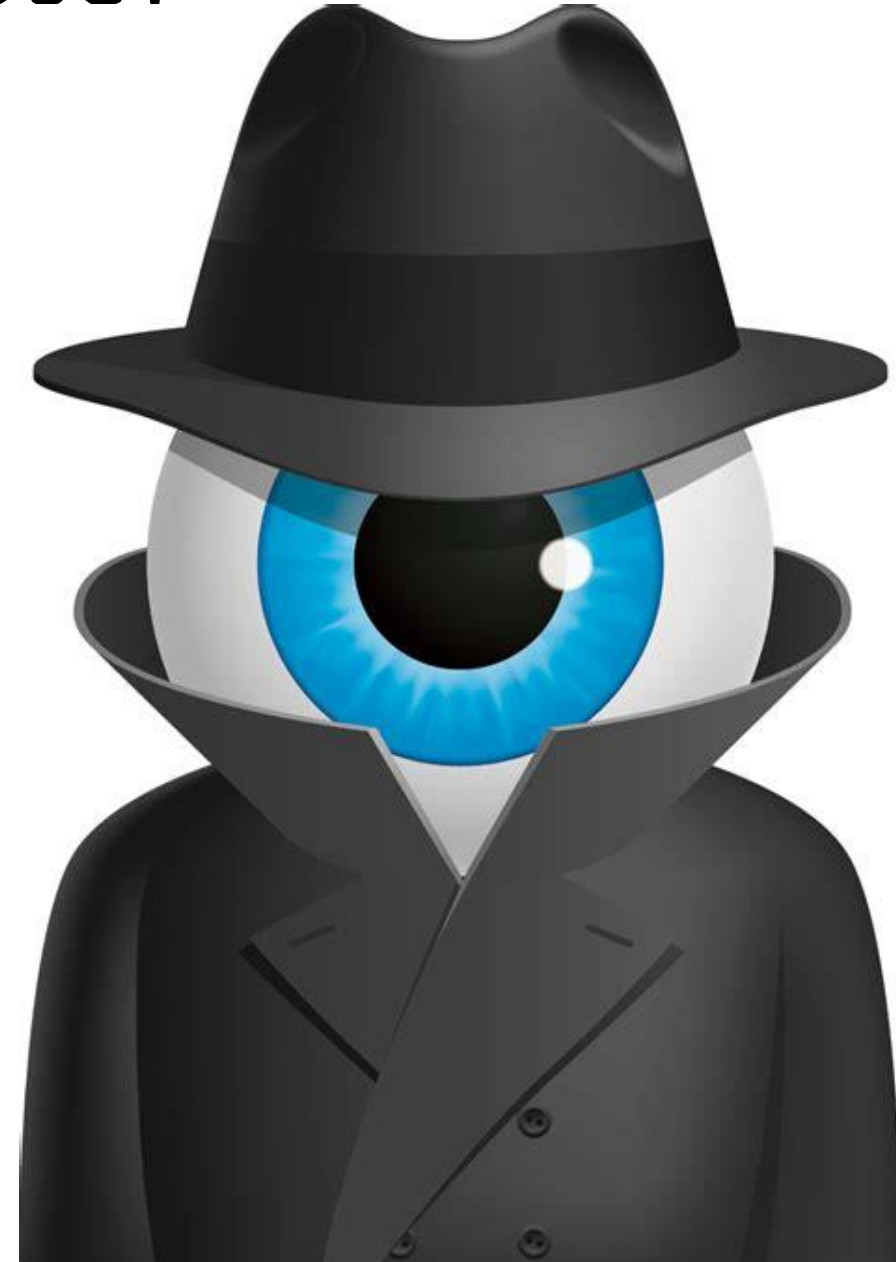
Who Provides your Email Service?

- Look at the suffix of your email address
 - The bit after the @
- @xtra.co.nz Spark
- @gmail.com Google
- @hotmail.com Microsoft
- @outlook.co.nz Microsoft
- @fastmail.com Fastmail
- @yahoo.com Yahoo
- @mailfence.com Mailfence
- @startmail.com Startmail



Which Provider to Use?

- Email from your ISP – e.g. Spark
 - **Downside is that you lose your email if you leave their service.**
- “Free Email” Service – Gmail, Outlook, Hotmail, Apple, Yahoo
 - There is **no free lunch**
 - Price of your email service is them scanning your emails
 - Photos, documents, bills, private correspondence
- Paid Email Services
 - Privacy
 - Easy encryption as and when required



Recommended Privacy Focused Email Services

- Fastmail* Australia
 - Startmail Netherlands
 - Mailfence Belgium
 - Runbox Norway
 - Hushmail Canada
 - Protonmail Switzerland
-
- Book in for a Personal Help Session to explore this further

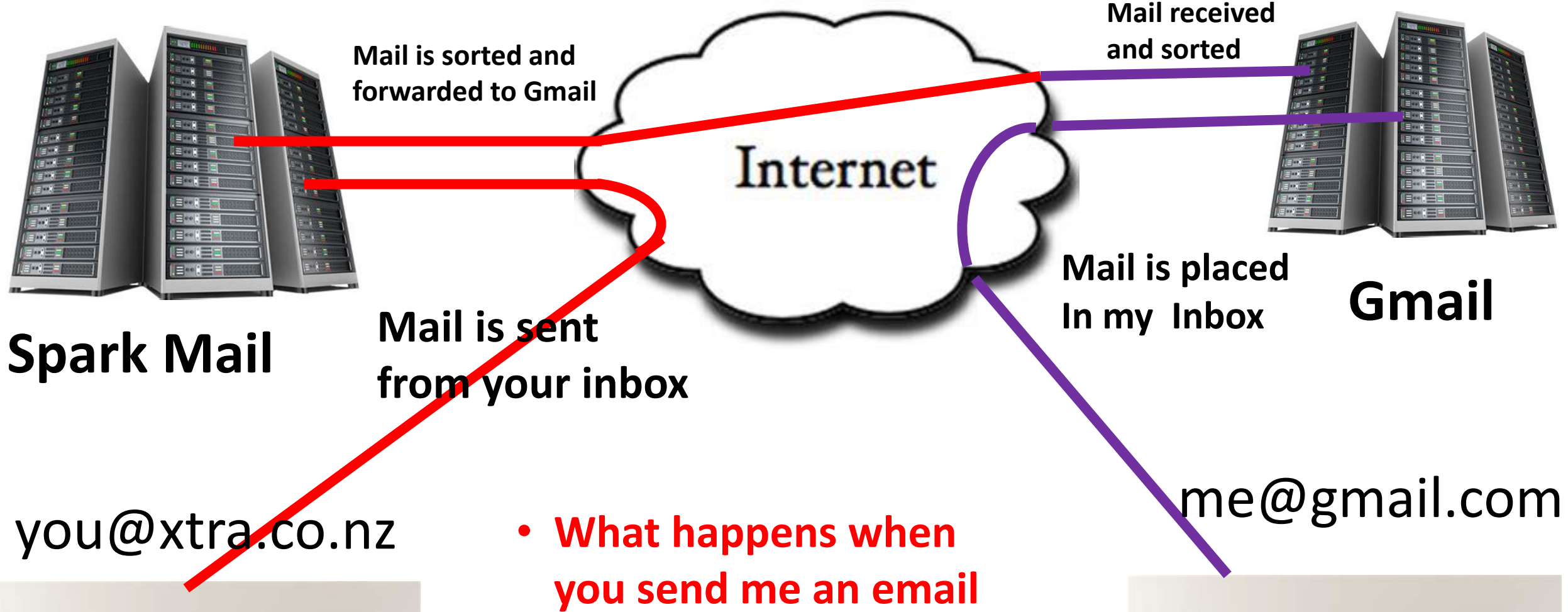


Where Is Your Email?

- Your email lives on the Internet
- It lives on servers at your email provider's site
 - **They receive mail**
 - POP/IMAP servers
 - **They send mail**
 - SMTP servers

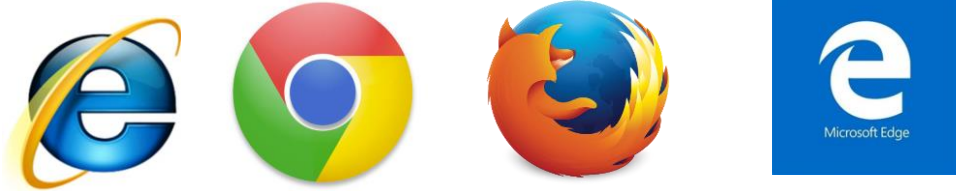


How Email Works

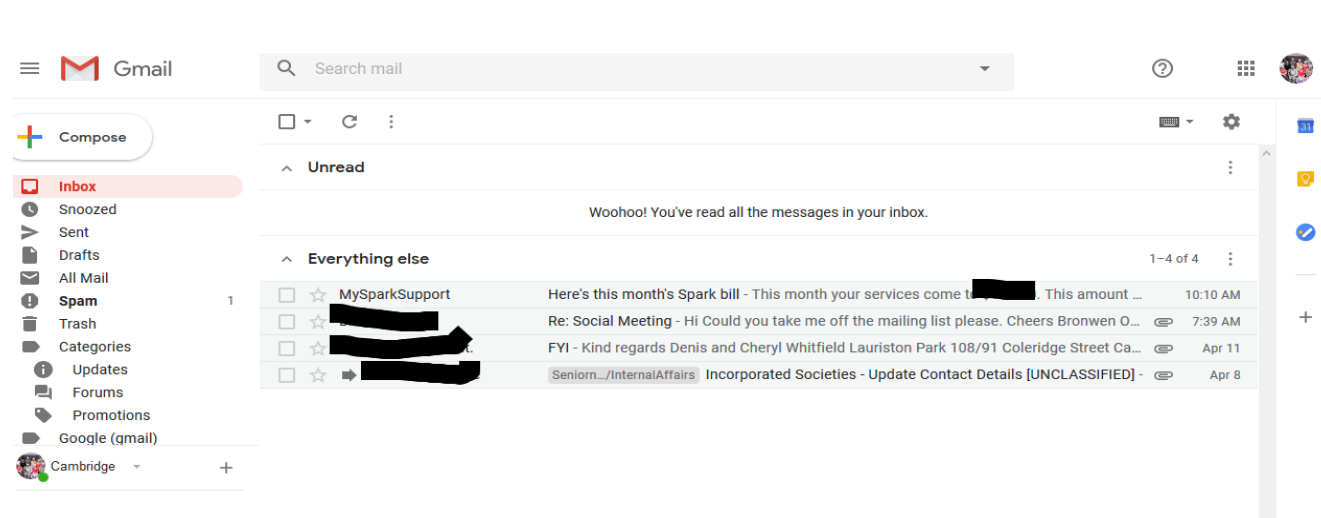


Accessing Your Email

- 1. Log onto the service with your browser



- 2. Use an email application to do it for you



You can use your browser

☰ Gmail

🔍 Search mail



+ Compose



^ Unread

Woohoo! You've read all the messages in your inbox.

^ Everything else

1-4 of 4

- ☆ MySparkSupport Here's this month's Spark bill - This month your services come to [REDACTED]. This amount ... 10:10 AM
- ☆ [REDACTED] Re: Social Meeting - Hi Could you take me off the mailing list please. Cheers 7:39 AM
- ☆ [REDACTED] FYI - Kind regards [REDACTED] Coleridge Street Ca... Apr 11
- ☆ [REDACTED] Seniors.../InternalAffairs Incorporated Societies - Update Contact Details [UNCLASSIFIED] - Apr 8

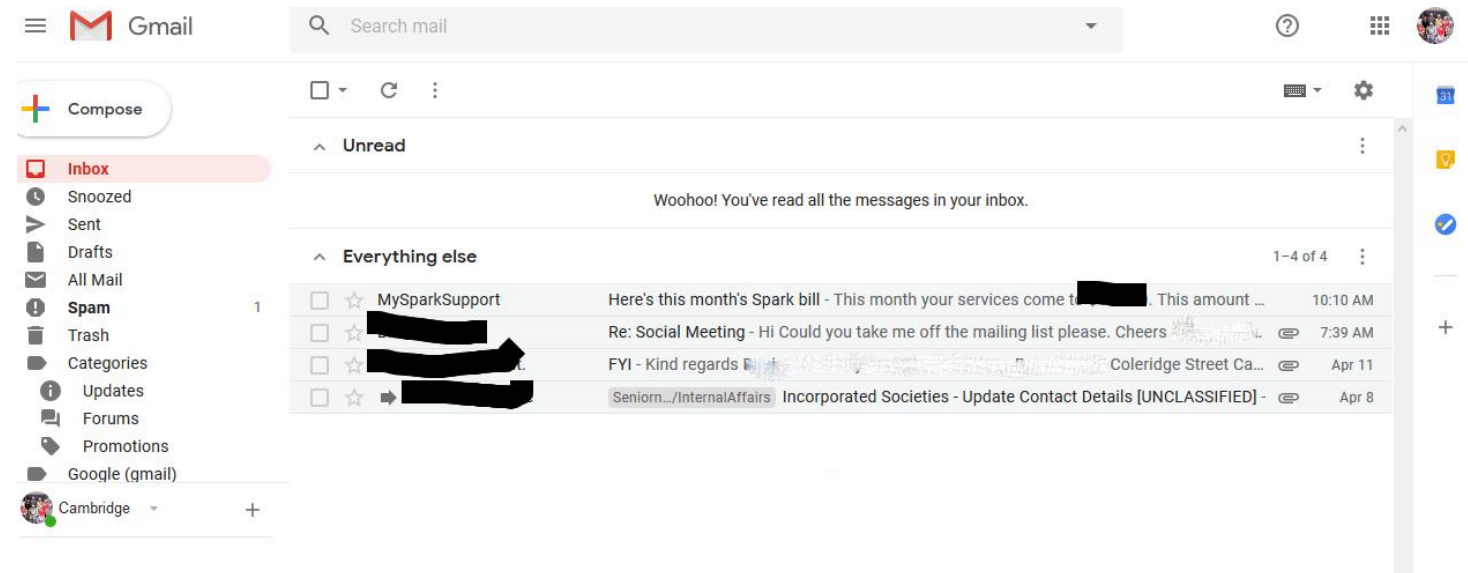
- Inbox
- Snoozed
- Sent
- Drafts
- All Mail
- Spam
- Trash
- Categories
- Updates
- Forums
- Promotions
- Google (gmail)

Cambridge +

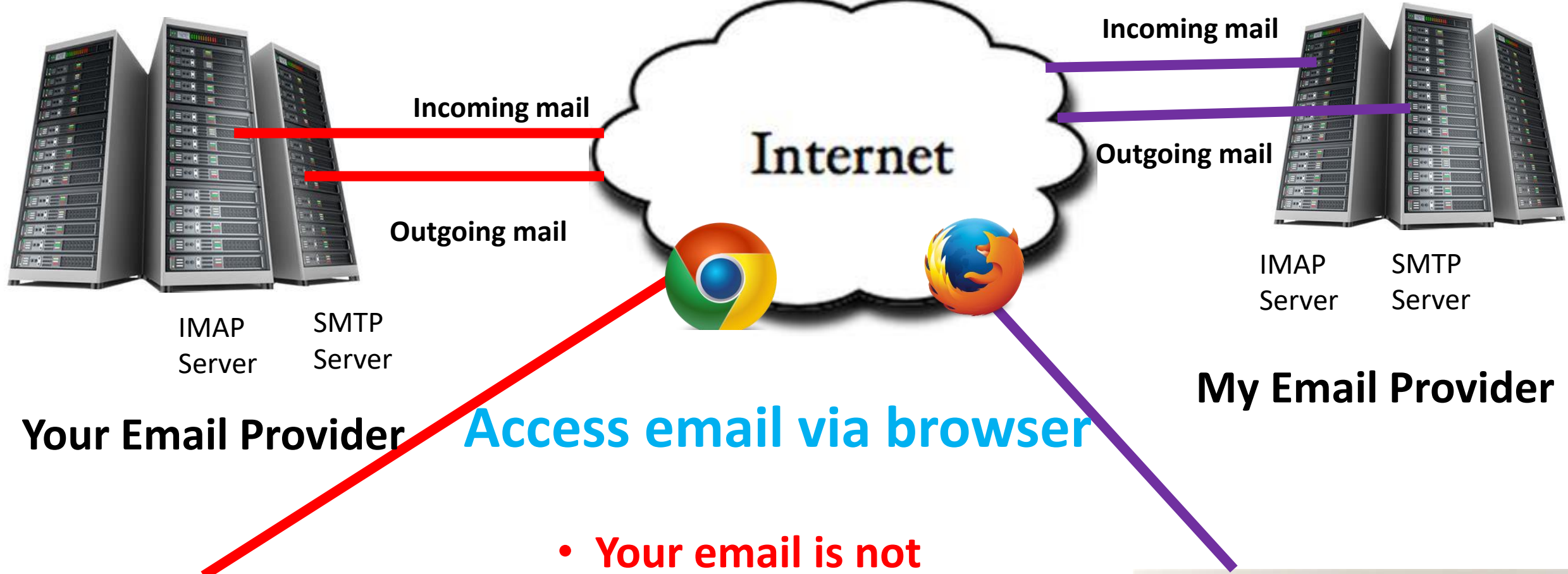
- 31
- Lightbulb icon
- Checklist icon
- +

What Happens when you access email via browser

- You go onto the internet
- You log into your email account on the browser
- You send and receive email
- **You do it all on the internet**



Getting Your email in Your Browser



- Your email is not downloaded to your desktop
- It stays on the internet



OR use an Email Application

- ***Software***

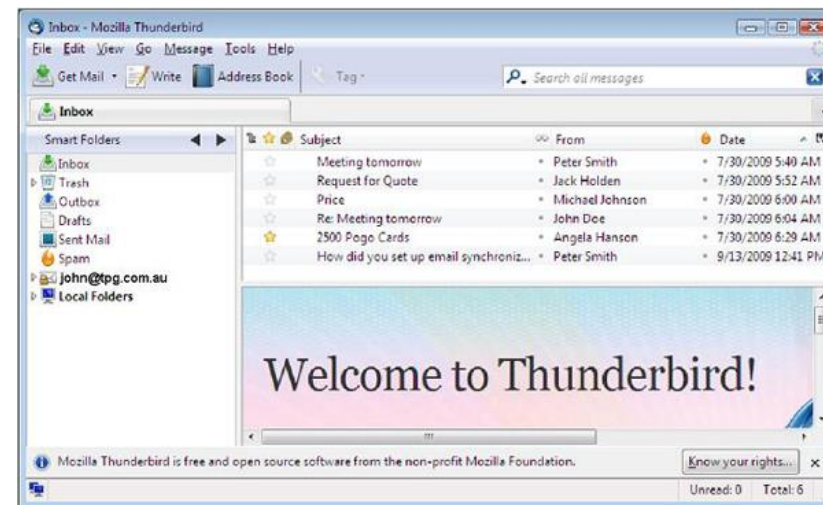
• Live Mail	Microsoft	FREE
• Windows 10 Mail	Microsoft	FREE
• Gmail	Google	FREE
• Thunderbird	Mozilla	FREE
• Postbox	Postbox	PAID
• eM Client	eM Client	FREE
• Mailbird	Mailbird	PAID
• Outlook	Microsoft	PAID

Screenshot of an email application

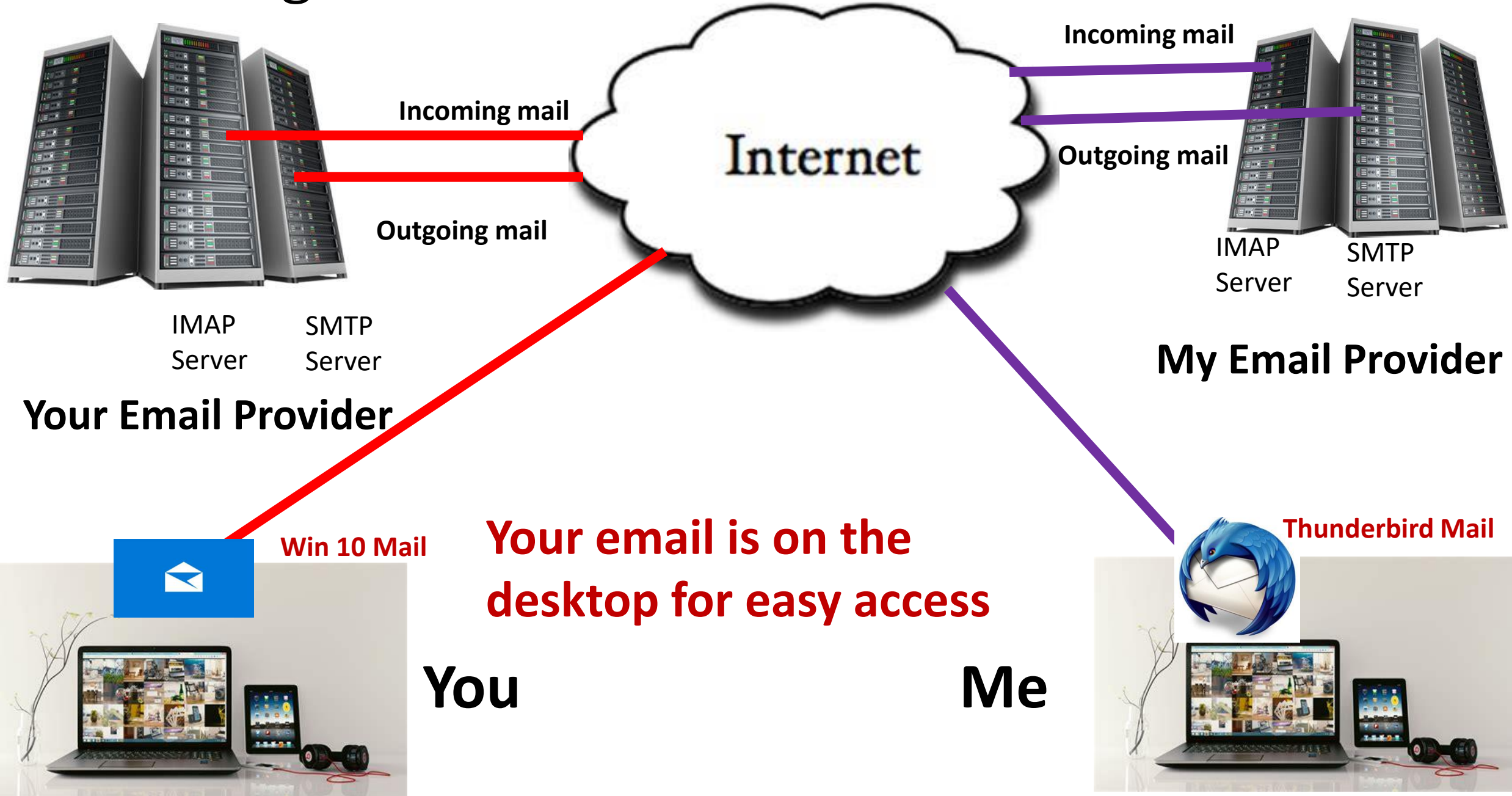


What Happens when you access email via your email application?

- Log onto email application and check for mail
 - Email application accesses your mail on the internet
 - Application downloads any mail for you
 - Application sends any email you have written
 - Email is on your computer



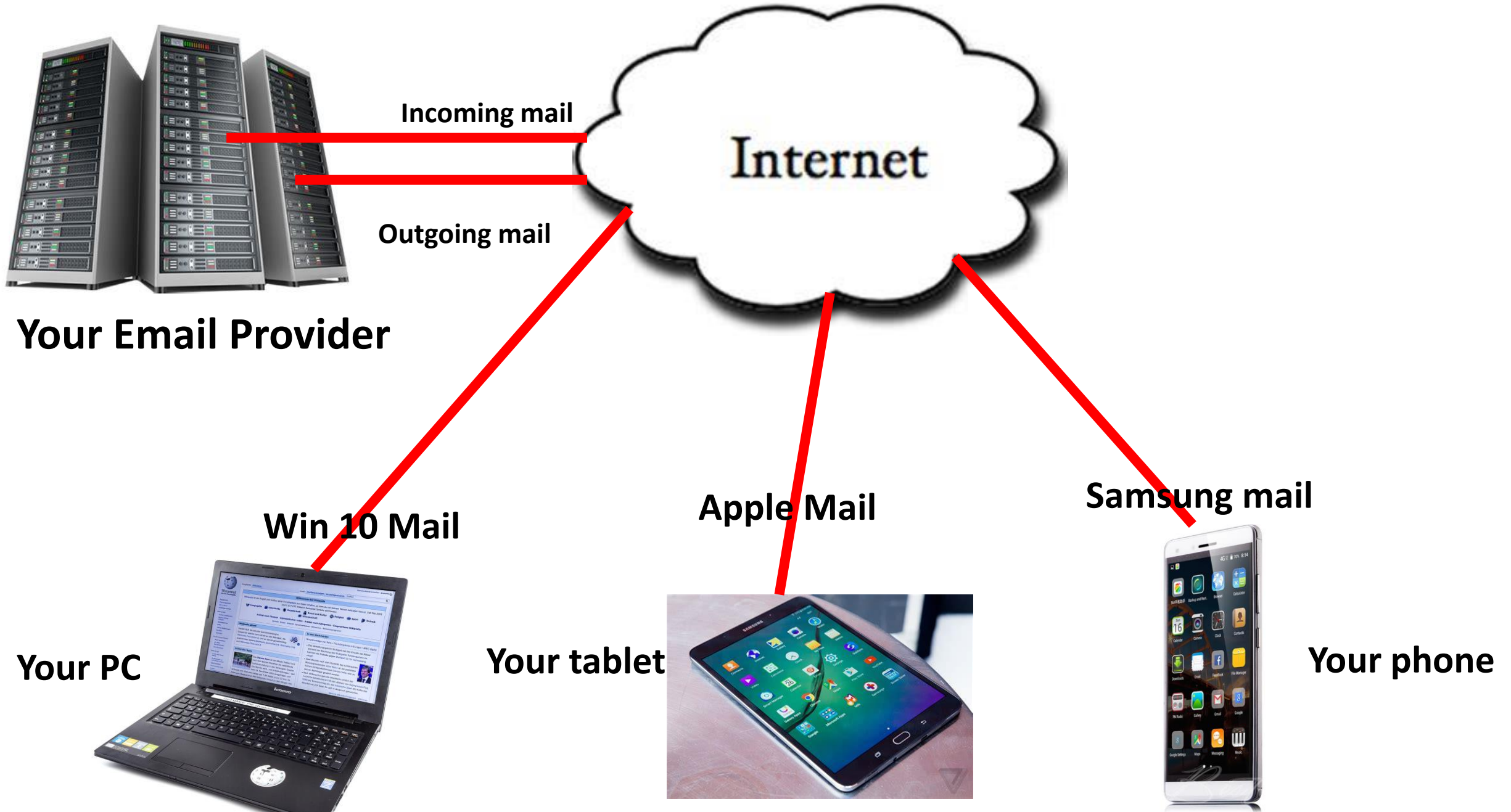
Getting Your Email in a Mail Application



Use Email on your phone or tablet?

- You are using an email application to do it
 - Application logs into your internet based email account
 - Downloads new email
 - Sends any mail you have written
- It is the same email account
- Your PC is not synching with your phone
 - Both devices are accessing your email account on the internet

Your Devices Access the Same Account



Why Use an Email App and not your Browser?

- Convenience
- Combine all your email accounts in one place
- More functionality
- Read old email offline
- Better search capabilities
- Easier to check your mail

Which Email App For You?

- Windows 10 mail
 - Simple to use
 - Very few features
- Thunderbird Mail
 - Very capable application
 - Simple to use once setup
- eM Client
 - Great functionality
 - Can import direct from Live Mail
- Postbox
 - Best app available
 - One off purchase price
- Microsoft Office Outlook
 - Old and tired
 - Buggy and complicated



Are you still using Windows Live Mail?

Well STOP IT!!

- Microsoft no longer support it
- No security Updates
- No bug updates
- Intermittent “faults”

Use “eM Client” or “Thunderbird”

**1 on 1 Sessions available to do
the transfer and setup for you**



This is important

- What happens to your email address if you change your email application
 - E.G. from Live Mail to eM Client
- NOTHING. Your email address does NOT change
- **Changing your email application does NOT affect your email address**

Email Health Protocols

- NOBODY is giving you free money
 - Not Bunnings, not Countdown, not Spotlight
- If you aren't expecting the email, delete it
 - If it is really important, they will email again
- Don't click on an email link to check your accounts
 - Instead go directly to your account and log on
 - If they want to contact you, there will be a message
- Only click on an attachment, if you KNOW who sent it.
- If in doubt, delete.



May you live long
enough to someday
read all the crap
in your inbox.

