Best Free Email Services

Gmail   mail.google.com
Google's approach to email. Provides ample storage space, smart organizing capabilities, a great spam filter and allows for many types of attachments.

AIM Mail   webmail.aol.com
AOL's free email service. Provides lots of storage space, good filtering and is easy to use.

Yahoo! Mail   mail.yahoo.com
Yahoo!'s service provides users with unlimited storage space and is great for RSS Feeds, SMS text messaging and Instant Messaging.

GMX Mail   gmx.com
Global Mail Exchange's email service greatest strength is that it allows for attachments up to 50 MB plus great mobile facility and filtering for spam.

Gawab.com   gawab.com
Meaning "letter" in Arabic this email service provides users with fast and reliable service with the ability to send and retrieve emails from other accounts.

Inbox.com   inbox.com
Provides speedy, highly polished email service with great spam and virus protection.

Windows Live Hotmail   hotmail.com
Easy and simple email service that allows you to send from other addresses.

Email Etiquette

Take another look before sending
This will help eliminate sending messages with typos or that maybe inappropriate or embarrassing.

Watch "Reply All"
This should be used *ONLY* when the message is necessary for everyone on the email.

Do not use all caps
This is the equivalent of YELLING.

Be careful with irony
Irony does not translate and causes major miscommunication.

Do not forward everything
Believe it or not most people you know do not need or like mass forwards. Send messages that you know are of interest to the recipient. Also check for hoaxes or scams through snopes.com.

Keep emails short
Try to stick to one topic per email and write as much as absolutely necessary. Personal emails can be longer.

Monitor size of email
There are limits to what you can send and receive. The same applies for the recipient. You may have to modify attachment sizes.

Check Inbox Frequently
Email is supposed to be fast and efficient.

Always keep the recipient in mind!

Goodbye Snail Mail,

Hello Email!

Deerfield Public Library
920 Waukegan Road
Deerfield, IL 60015
847.945.3311
www.deerfieldlibrary.org

Reference: 847.580.8933
reference@deerfieldlibrary.org

Terminology

Email (electronic mail)
The transmission of text messages from the sender to the recipient.

Sender
The person sending the message.

Recipient
The person receiving the message.

Internet
A global network of networks.

Service Provider
Provides software and server space to send and receive the message.

Web-based
Provides addresses to anyone for free as long as you have access to the Internet.
ie. Yahoo!, Gmail, Hotmail, etc.

ISP (Internet Service Provider)
Provides internet service plus several addresses for a fee.
ie. SBC Global and Comcast

Further Information

About.com email.about.com
Owned by the NYT, this site provides excellent, understandable information about email basics, reviews and help.

National Criminal Justice Reference Service (NCJRS) ncjrs.gov/internetsafety/
Under A-Z Topics, go to Internet Safety for great advice and tips!

OnGuard Online onguardonline.gov
Great tips for protecting yourself online!
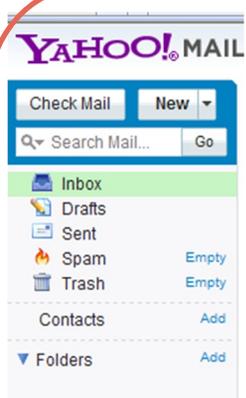
Check Mail/Inbox
Lists the messages sent to you.

New/Compose
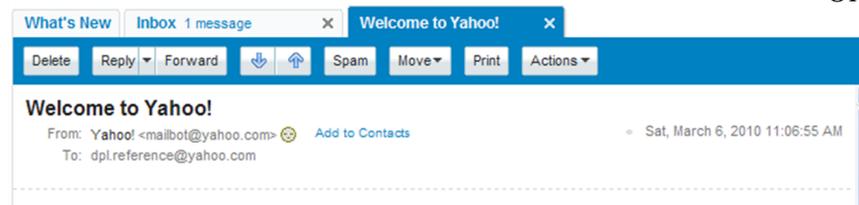Create an email message.

Search mail
A way to find an old message.

Drafts
Message created but not sent.

Sent
Lists the messages you sent to others.

Spam
Message that is not requested. Only open if you <u>know</u> the sender. Empty = delete.

Trash
Deletes a message. Empty = delete.

Contacts
Address book.

Folders
Organizes messages.

Delete
Message is sent to **Trash**.

Reply
Respond to a message.

Forward
Sends a message received to another person.

Down/Up Arrows
Take you to the previous/next message.

Move
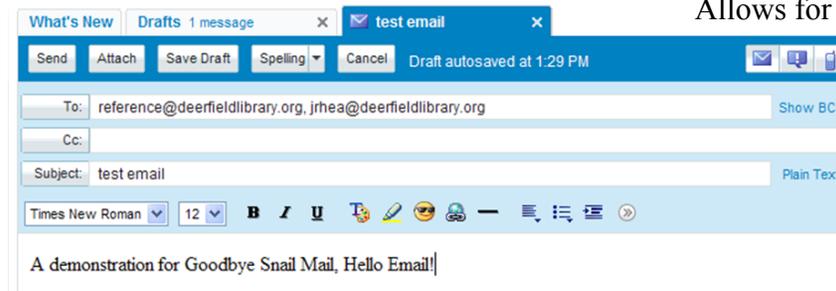Allows to move a message to a folder.

Print
Creates a paper replica of message.

Actions
Allows for easy maneuvering of the message.

Send
Enables the message to go to the recipient.

Attach
Allows various file types to be sent to another. Watch your file size!

Spelling
Spell checks the message.

Cancel
Ends the message.

Email Address
username@domainname.type

To: needs a complete address and requires **,** or **;** for more than one address.

Cc: Carbon copy
BCc: Blind Carbon copy

Subject
Provides the gist of the message**.**