

CHAPTER 8: Email

Introduction:

Email, faster than snail mail, is a sleek and cost effective medium in sending messages to other people or organizations.

In this lesson, you will be able to:

- Configure your email account
- Send email
- Add email addresses in an address book

Situation:

Students are provided with email accounts. These accounts are created and maintained by the MIS division. To be able to activate your account, a student must visit the MIS office and sign up for an account.

The protocol used to retrieve their accounts is the Post Office Protocol or POP which allows single users to retrieve their emails from a server. The server used for sending and receiving mail is the mail server, mail.bayanihanlinux.edu.ph.

Your computer instructor, Ms. Katrina Murga, has given you an assignment that you need to submit through email. Her email address is it_instructor@bayanihanlinux.edu.ph. You have already finished your homework and you have stored your assignment in a file called "myassignment.txt" in your home directory.

Inevitably, you will be sending emails to various persons and organizations. Memorizing each and every email address would be impractical.

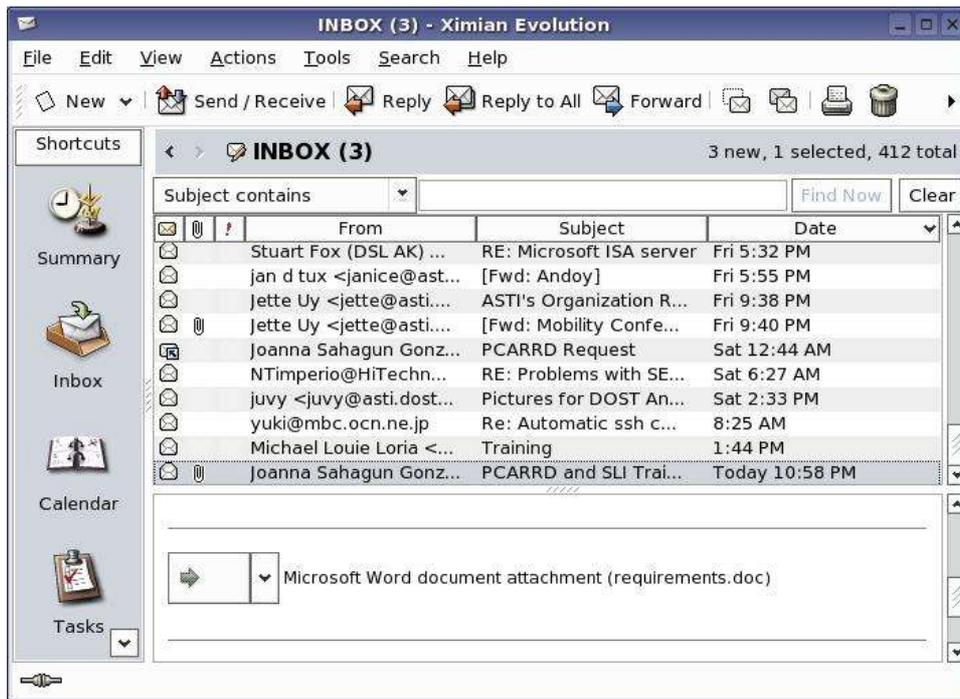
Tasks:

1. Visit the MIS division and sign up for an email account.
2. Configure your email account.
3. Add your instructor's email address in an address book.
4. Send your assignment to your computer instructor thru email.

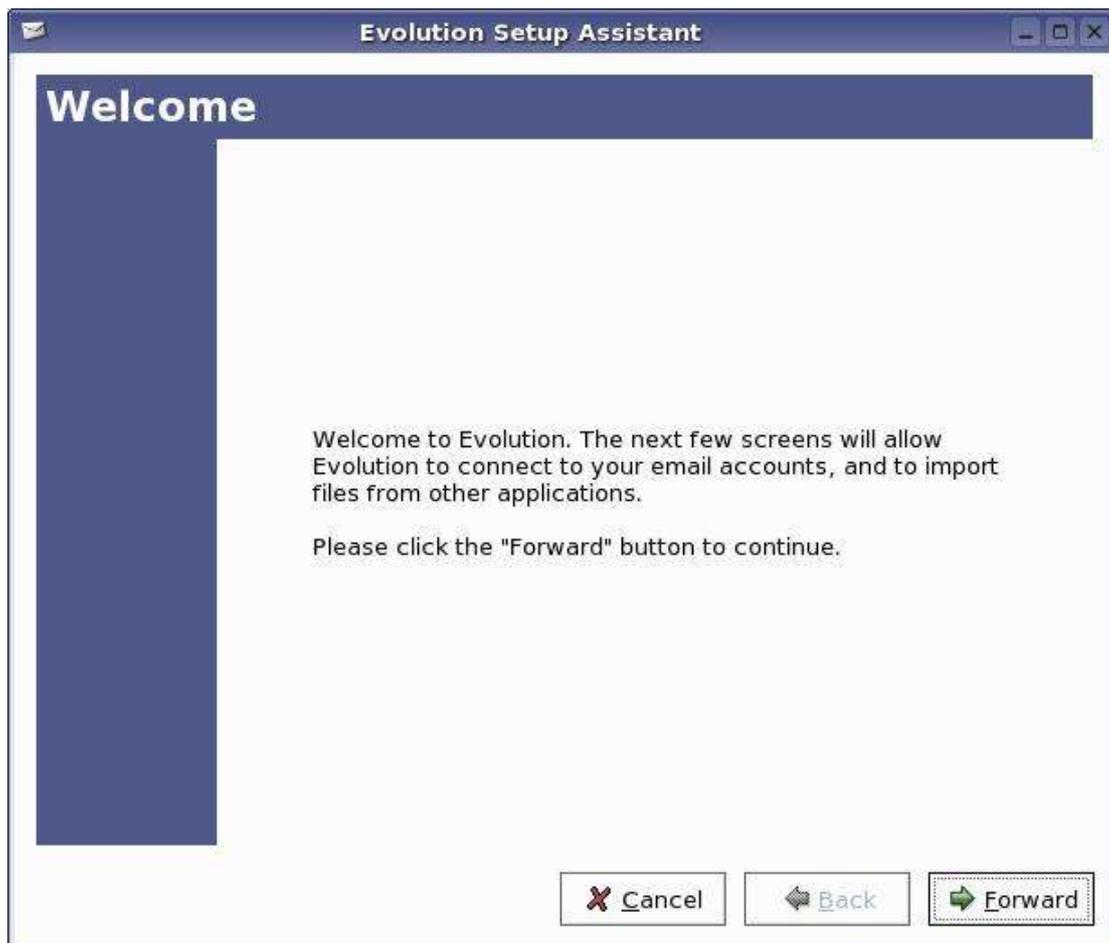
Solution:

1. Get your username and password from the MIS division.
2. Run the Evolution email client by selecting *Start Applications->Program and Applications->Internet->Evolution Email*.

Bayanihan Linux is packaged with Ximian Evolution, an easy to use PIM application. The main components of Evolution are email, calendar, address book, and task lists. With the proper connectivity device, you can synchronize data from your contacts, task lists and schedules to your PDAs and cellular phones.



3. Click the "Forward" button.



4. In the Identity window, input your full name and e-mail address. Your email address is basically your username followed by the @ sign and the domain name. For example, if your username is "michael" and in this case the domain name is "bayanihanlinux.edu.ph", then your email address is "michael@bayanihanlinux.edu.ph." Click the "Forward" button after entering those details.

Evolution Setup Assistant

Identity

Please enter your name and email address below. The "optional" fields below do not need to be filled in, unless you wish to include this information in email you send.

Required Information

Full name: Michael Poblete

Email address: michael@bayanihanlinux.edu.ph

Optional Information

Reply-To:

Organization:

Cancel Back Forward

5. In the “Receiving Mail” window, you need to specify the service used to receive email and the host responsible of delivering your mail. Enter the following information and click the “Forward” button:

Server Type: POP

Host: mail.bayanihanlinux.edu.ph

Evolution Setup Assistant

Receiving Mail

Please enter information about your incoming mail server below. If you are not sure, ask your system administrator or Internet Service Provider.

Server Type: POP

Description: For connecting to and downloading mail from POP servers.

Configuration

Host: mail.bayanihanlinux.edu.ph

Username: michael

Use secure connection (SSL): Never

Authentication

Authentication type: Password

Check for supported types

Remember this password

Note: you will not be prompted for a password until you connect for the first time

Cancel Back Forward

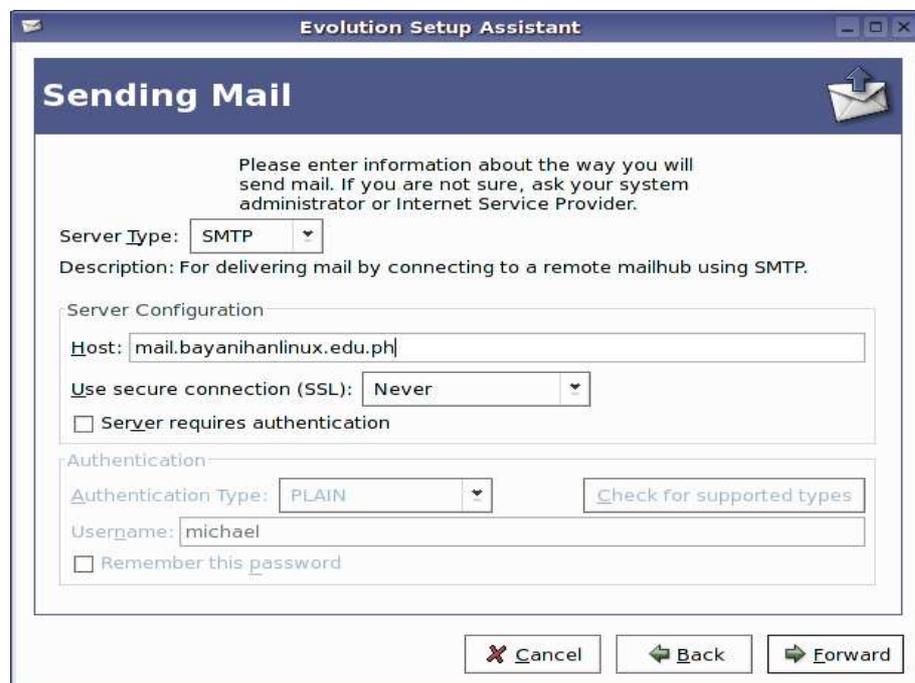
6. Click the “Forward” button.



7. The “Sending Mail” window, you need to specify the type of service used to send mail and the host responsible for sending email. Enter the following information and click the “Forward” button:

Server Type: SMTP

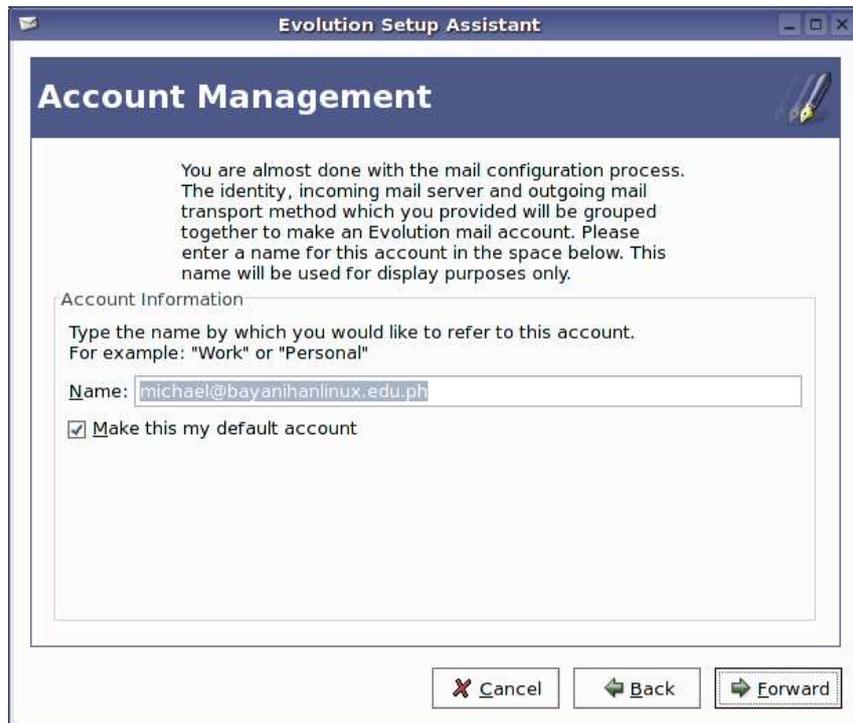
Host:: mail.bayanihanlinux.edu.ph



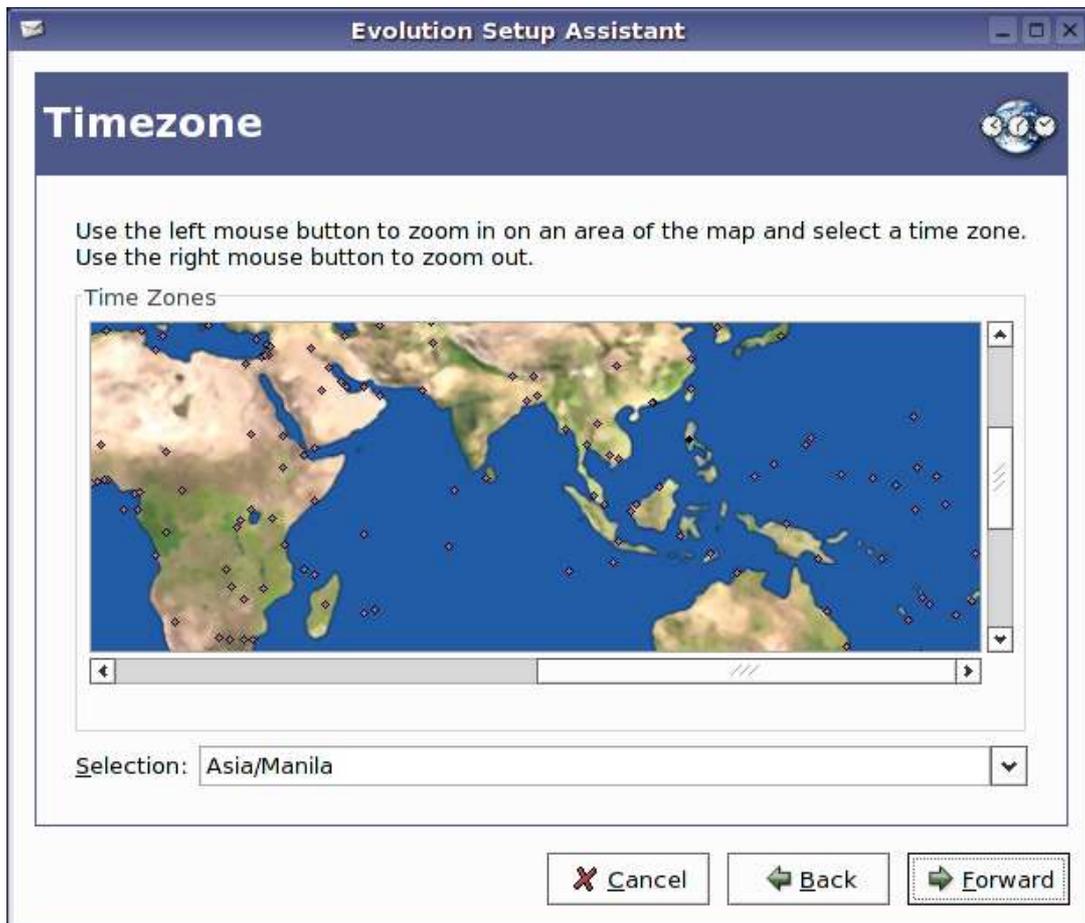
SMTP or Simple Mail Transfer Protocol is a protocol used to send email thru the internet.

8. In the “Account Management” window, just leave it as is and click the “Forward”

button.



9. In the "Timezone" window, select Asia/Manila as the time zone and click the "Forward" button.



10. At this point, you have entered all the required information to send/receive email. Click the “Apply” button to start using Evolution.



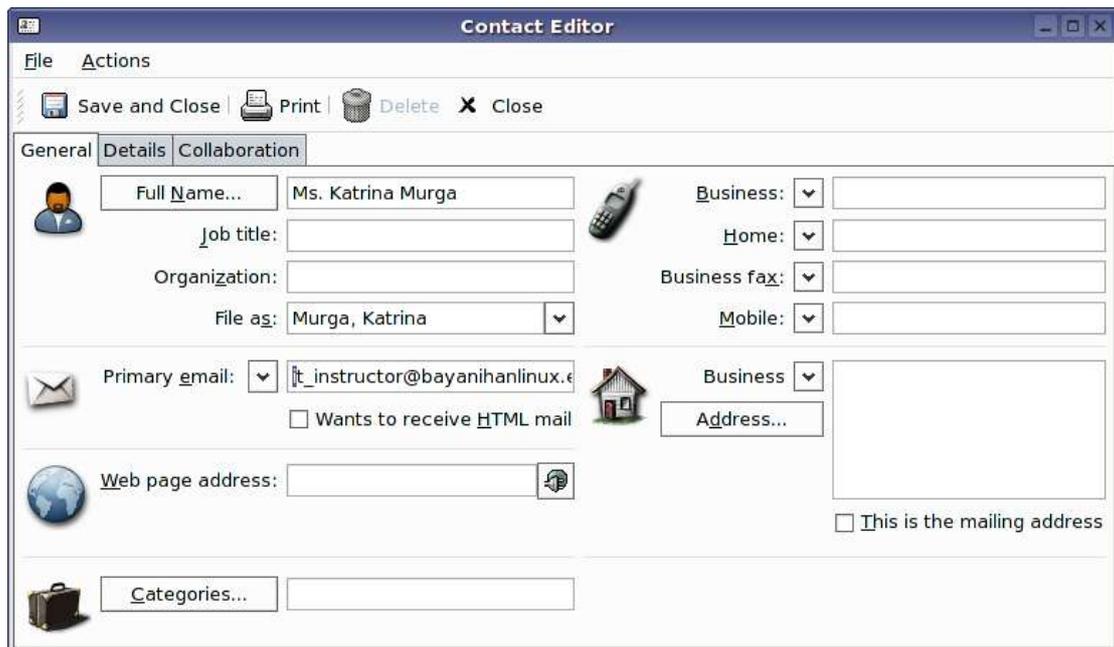
11. From the main window, select *File->New->Contact*.



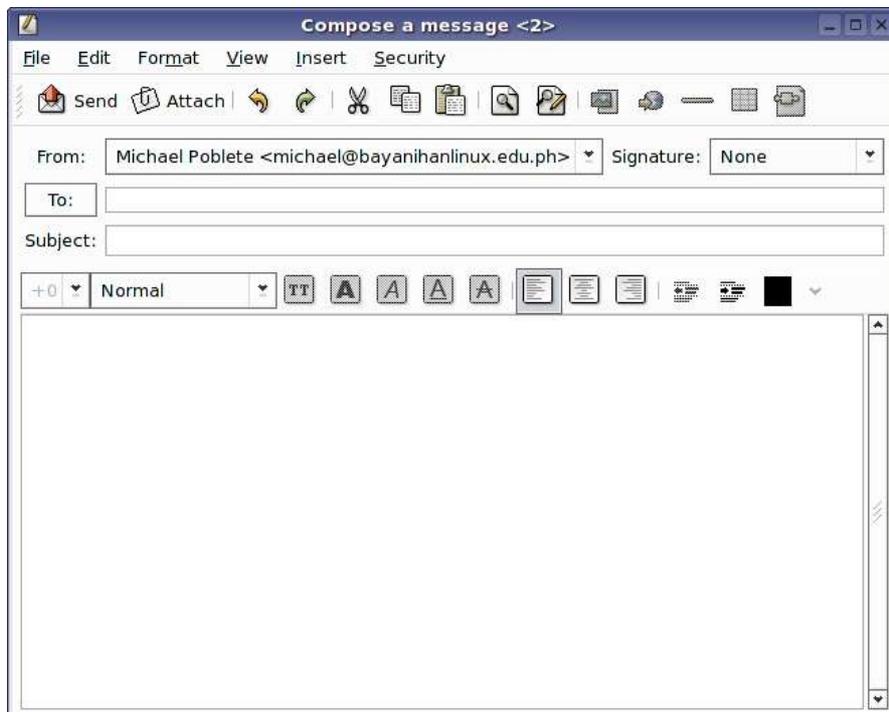
12. In the “Contact Editor” window, enter the following details and click the “Save and Close” button:

Full Name: Ms. Katrina Murga

Primary email: it_instructor@bayanihanlinux.edu.ph



13. From the main menu, select *File->New->Mail Message*.



14. Click the "To" button to select an entry from the address book. Select "Murga, Katrina" and click the "To" button. Click the "Ok" button. In the subject text box, type:

Assignment #1

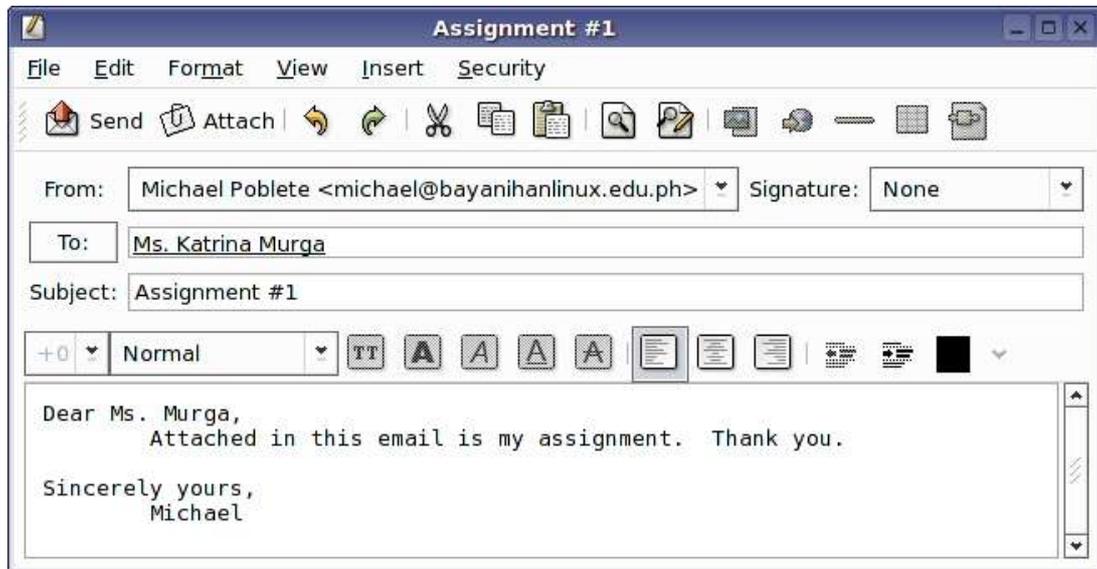
In the body of the message type the following:

Dear Ms. Murga,

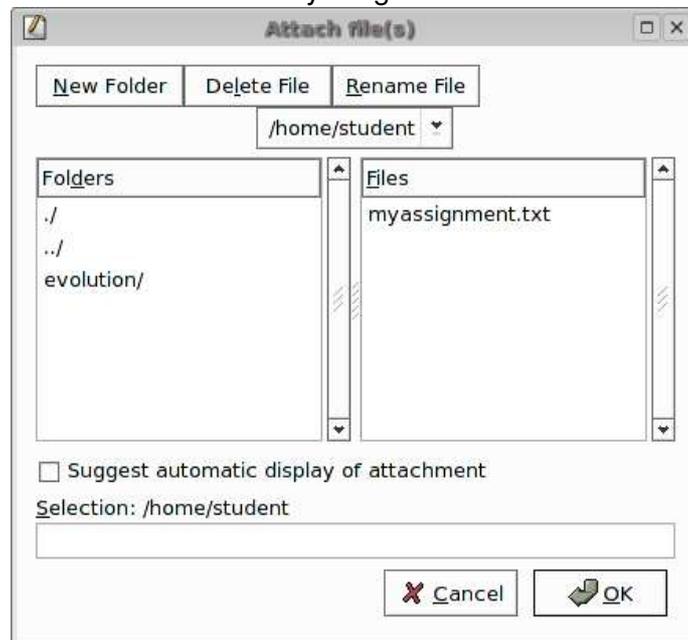
Attached in this email is my assignment. Thank you.

Sincerely Yours,

Michael



15. Click the "Attach" button. Select "myassignment.txt" and click the "Ok" button.



16. Click the "Send" button.

In summary, you are now able to:

- Configure your email account
- Send/Receive email
- Add email addresses in an address book

