



E-Mail

Electronic mail (e-mail), because of its speed and broadcasting ability, is the most frequently used application of the Internet. You must always keep in mind, however, that sending an e-mail is like sending a postcard - it **can** be seen by others on the way. It can also be easily forwarded to other people.

E-mail Clients

A software program that you use to receive your e-mail is called an e-mail client. A few of these include Microsoft Office Outlook, Thunderbird, Eudora, and Pegasus. E-mail clients provide an interface to create, manage, store, send and retrieve messages. To help you choose an e-mail client that best fits your needs, we've lined up a few of the most popular so you can [compare](#).

Webmail

Some people prefer to use a webmail account so in order to access their e-mail from any computer using a browser. A few popular webmail services include Google, Yahoo, and Hotmail. Be sure to read their terms of service carefully to be sure that your privacy is protected, and that the terms they offer are acceptable to you.

Understanding E-Mail Addresses

Every e-mail address has a unique name, which can be broken down into four distinct parts:

webmaster @**cyberangels.org**

* **Username or ID number** Identifies a specific "mailbox."

* **@ sign**

Divides the username and domain name

* **The domain name** The domain (or host) name (nickname for the numerical (IP) address of the company or organization)

***Extension** Others include .com (commercial), .net (network), .gov (official government site), and .edu (educational institution).

Safety Tips

- **Choosing an E-mail Address**

Never use personally identifying information when choosing an address: your name, sex, age or birthyear, or your location. Instead, choose a "profile name" based on a hobby or other non-identifiable characteristic.

- **Choosing a Password**

Don't use something easy to guess - preferably a password that includes upper AND lower case



CyberAngels

A program of Guardian Angels
keeping it safe

letters, as well as a number or two. Don't share the password with anyone.

- Don't open suspicious attachments.

Don't ever open attachments from people you don't know. Be careful opening attachments from people you DO know - the message may be spoofed (the return address may be fake), or it may be that your friend is infected with a virus, and his computer sent it to everyone on his contact list.

- Log Out

If you are using a public computer and a web based mail, always be sure to log out of your account. Just directing the browser to a new page doesn't log you out, and leaves your account accessible to anyone else who sits down at that terminal.

Additional Resources

CERT: [Using Caution with Email Attachments](#)

CERT: [Benefits of Blind Carbon Copy \(BCC\)](#)

CERT: [Understanding Encryption](#)