



Presents...

Working with e-mails, attachments & pictures

by Volunteer Bryon Palitto  
A Computer Surgeon





# Outline for Today

- ✘ What is e-mail?
  - + Overview of the technical details
  - + Overview of the various e-mail programs
- ✘ What are attachments?
- ✘ E-mail cautions
- ✘ Overview of pictures...
  - + Ways to create pictures
  - + Ways to modify pictures
  - + Ways to store pictures
  - + Ways to publish pictures



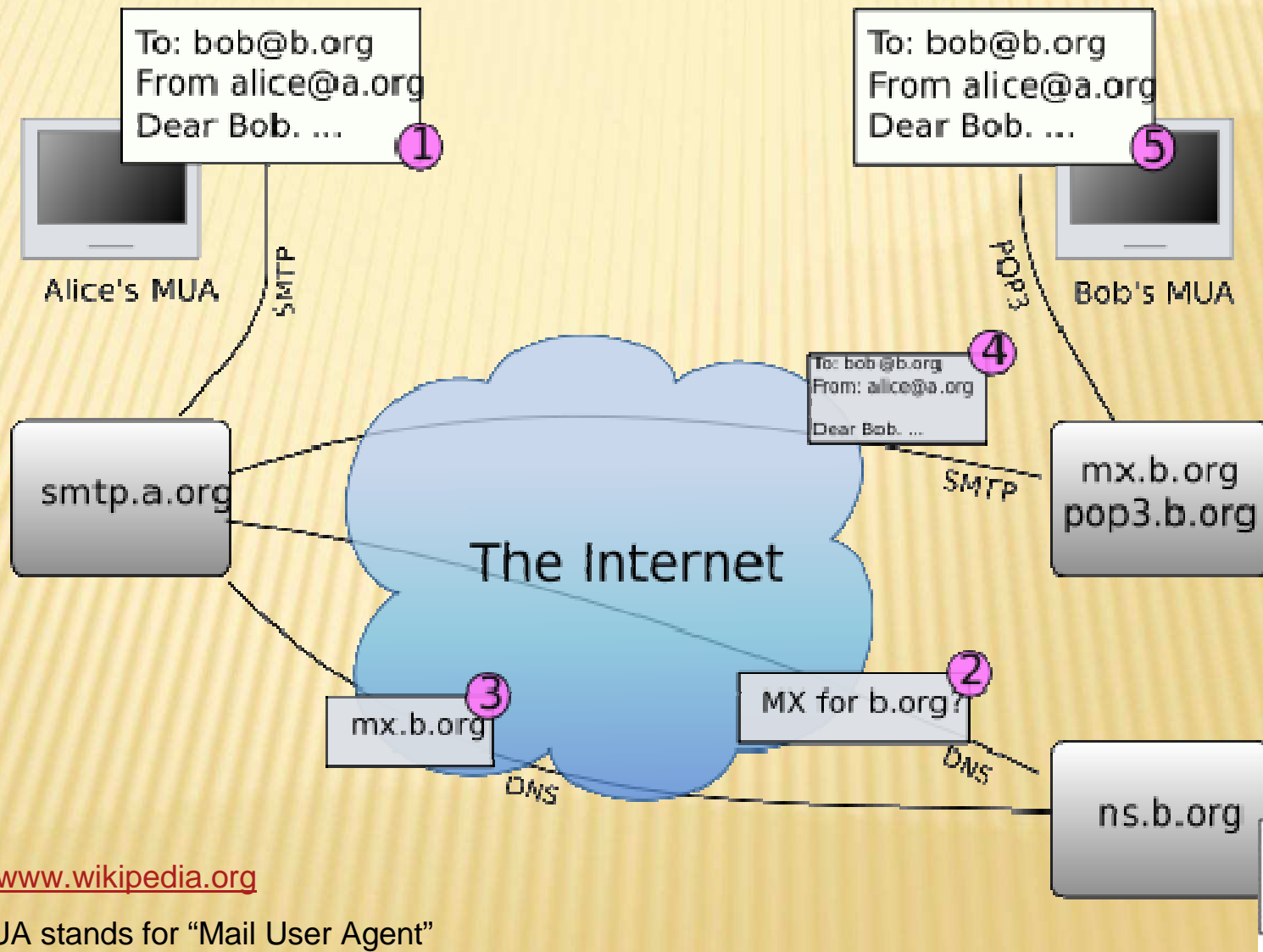


# What is e-mail?

- ✘ Typed messages
- ✘ Like paperless letters
- ✘ Sent from computers
- ✘ Received on computers
- ✘ Transported over the Internet



# How does e-mail get there?



Source: [www.wikipedia.org](http://www.wikipedia.org)

Note: MUA stands for "Mail User Agent"



## Various e-mail programs.

- ✘ Microsoft Outlook Express
- ✘ Microsoft Windows Mail
- ✘ Netscape
- ✘ Online interfaces
  - + Yahoo
  - + Google
- ✘ Examples...





# Attachments

- ✘ What are they?
- ✘ How to attach them
- ✘ How to view them
- ✘ Be careful
- ✘ Examples...





# Cautions

- × SPAM
- × Viruses
- × Spyware
- × Adware
- × Bots





# Pictures - Ways to create

- × Digital camera
- × Scanner
  - + From traditional photos
  - + From slides
  - + From negatives
- × Service
  - + Scanning services





# Pictures - Ways to modify

- ✘ Many software applications
  - + Microsoft Paint
  - + Microsoft Photo Editor
  - + Adobe Photo Shop
  - + Online tools
- ✘ Service
  - + Graphics businesses





# Pictures - Ways to store

- × Flash drives
- × Hard drives
- × CD's
- × DVD's
- × Web sites
- × Disaster Recovery





# Pictures - Ways to publish

- × Print
- × Slide shows
- × PowerPoint presentations
- × Web sites





# Advice

- ✘ Do not open e-mail from someone you do not know
- ✘ Do not open e-mail from someone you know that looks suspicious
- ✘ Read your e-mail before pressing send
- ✘ Check to see that your attachments are attached
- ✘ Everything you send in e-mail is public information
- ✘ Respond to messages in a timely manner
- ✘ Carefully check who is in the To, CC and BCC address lines
- ✘ Avoid rambling, use good grammar or common slang shortcuts
- ✘ Do not send numerous large attachments





# Advice

- ✘ Have multiple copies of important pictures
- ✘ Digitalized pictures can move around easily and may go places you didn't intend
- ✘ Pictures can be modified
- ✘ Pictures can be very large
- ✘ Pictures stored on crashed hard drives can often be recovered
- ✘ Get help if you are not sure





Questions?

Thank you!

[www.compusurgeon.com](http://www.compusurgeon.com)

E-mail questions to:  
[questions@compusurgeon.com](mailto:questions@compusurgeon.com)

by Volunteer Bryon Palitto  
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