

The term email means **E**lectronic **M**ail. In fact the E in electronic is used a lot in the cyberspace world. But that's another story for another time.

Although the exact origins of email is not 100% known, we do know that the original users of email had to be online at their computers, at the same time, for the email to work. If either one were to turn their computer off, the email would be lost. There was no way to "store" it.

In today's email world, emails are sent to an email server and stored. Once the recipient logs into their email account, they can then read the email. This concept allows email to be stored on a server until recipients have time to log in and retrieve.

Writing email is just like writing a letter to send through the postal system. The difference is that the physical postal letter is send via the USPS, and email is sent electronically through cyberspace.....and email gets there faster. It can literally get anywhere in the world within seconds.

Since we can't sit at our computers 24 hours a day, the email that is sent to you is stored on an email server (computer). It then sits there until you access it.

There are 2 basic ways to access this email. The first one is by webmail. This means that you would access your email account by using your browser. The second is through a local email client. This means that there is a program on your computer that contacts the email server for you and downloads your emails to your computer for you to read at anytime locally.

**TIPPER Says**.....a client, in this case, is a name for a specific type of a program on your computer. It's used to interact with the computer (server) you are contacting.

Thus, with an email client, you would contact the server to download your emails. Examples of email clients are OUTLOOK, EUDORA, and THUNDERBIRD. There are others, but these three seem to be the most popular.

If you have many different email addresses on different servers, you can set these clients up to contact all of the servers and download your emails all at once. This saves a lot of time, as you don't have to log in to each server one at a time to read your emails. These clients can also be set to contact the email servers at timed intervals throughout the day....every 5 minutes, 15 minutes, 43 minutes, 4 hours, etc.....whatever you set it at.

One thing that you want to be careful of is setting your email client to check your email too fast. In other words, don't check your email every second. This is a waste, and can actually confuse your client and lock up your computer. It takes more than a second for the client to log in and download you emails. The exact time varies in many different ways. A good minimum time to set is 10 minutes.

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