

# How To Send & Receive eMail & Protect Your Computer

**1.What is web-based email?**

Yahoo, AOL, Gmail, Hotmail, etc.

**2.What is computer-based email?**

Optonline and DSL.

**3.How to email photos and other attachments?**

Right-click on the attachment.

**4.How to collect photos and attachments people send to YOU? (Download)**

With web-based email you **MUST** download the attachment!

<p>eMail</p> <p>As...</p>	<p><b>AOL- Open eMail</b></p> <p>Click on Attachment File Download Save</p> <p>Select Folder SAVE</p> <p><b>YAHOO - Open Email</b></p> <p>Left-Click on Attachment Download Attachment File Download Save Select Folder SAVE</p>	<p><b>MSN-Hotmail - Open</b></p> <p>Download File Right-Click Save Picture</p> <p>Select Folder SAVE</p> <p><b>GMAIL - Open eMail</b></p> <p>Download File Download Save Select Folder SAVE</p>
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**7.How to “Forward” eMail properly and which to accept and reject. Proper eMail etiquette!**

Embedded eMails – what they are and what to do with them!

Different layers of email can hide viruses and other harmful items!

How to remove other people’s email addresses when Forwarding.

Click on “Forward”

Hilight all the other email addresses and other stuff you want to get rid of.

Delete what is highlighted.

Only put ONE address in the “To” line

Put all other addresses in the BCC line!

**6.How to Protect Your Computer?**

AVAST Anti-Virus (FREE when you Register)

<http://avast.com/eng/download-avast-home.html>

ADAWARE SE (Personal Edition) (FREE to TRY)

[http://www.download.com/Ad-Aware-SE-Personal-Edition/3000-8022\\_4-10045910.html?part=dl-ad-aware&subj=dl&tag=top5](http://www.download.com/Ad-Aware-SE-Personal-Edition/3000-8022_4-10045910.html?part=dl-ad-aware&subj=dl&tag=top5)

AVG Anti-Virus FREE and Anti-Spyware FREE

<http://free.grisoft.com/doc/1>

McAfee SiteAdvisor (FREE)

<http://www.siteadvisor.com/download/iemedia.html?cid=21638&qclid=CK-X27bcqYoCFRFBgQCodeAsarg>

**7.FREE available software –**

[http://www.techsupportalert.com/best\\_46\\_free\\_utilities.htm](http://www.techsupportalert.com/best_46_free_utilities.htm)  
<http://www.download.com/>

You can send me email questions and also check for my current Schedule and Services at  
[www.DigitalDocOnline.com](http://www.DigitalDocOnline.com)