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The

COMPLETE

new!

IDIOT'S

Guide to

Internet E-Mail

Paul McFedries

Quick and easy Internet
e-mail for beginners
and beyond

Idiot-proof steps to sending
and receiving e-mail from
anywhere to anywhere

Down-to-earth advice
when the going gets tough

*"For those of us who are
clearly intellectually superior,
Internet e-mail is quite
simple. The rest of you,
however, should consider
this book."*



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The **COMPLETE**
IDIOT'S
GUIDE TO
Internet
E-Mail

by Paul McFedries

que

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This book is dedicated to all those books whose dedications are fourteen words long.

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Chapter 4



You Send Me: Some Stuff About Sending E-Mail

In This Chapter

- The etiquette of sending e-mail
- How to send messages between different e-mail systems
- How to send nontext data through the e-mail system
- Some savory sending snacks that'll help you get this sending thing down pat

At its simplest, e-mail boils down to just two things: receiving messages and sending them. Receiving e-mail from others is no big deal: you get it, you read it, and then you either save it or toss it in whatever electronic version of a trash bin your mail software provides. Next!

Sending e-mail out into the ether, though, is another story altogether. When composing your missives, there are etiquette guidelines you should follow; when filling out the To: line in the header, you may have to jump through an extra hoop or two if the message is headed for a non-Internet address (such as CompuServe or MCI Mail); and if you need to send nontext data, such as a graphics file or a database, you have to set things up right or the recipient will receive a jumbled mess. This chapter tackles all of these sending subjects so your electronic postal duties will go as smoothly as possible.

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