

# EMAIL INFO:

## 1. About E-Mail

Electronic mail (e-mail) works very much like postal mail. You receive mail at your own “address” and you send mail to a recipient’s address. If you are on the Internet, you already have an e-mail address.

The name before the “@” symbol identifies the recipient of the mail, whether it is a person or a company.

The information after the “@” symbol identifies the computer to which the mail is sent.

## 2. E-mail Attachments

E-Mail is an easy method for sending files, but it is subject to problems and inconsistencies between e-mail programs. Also, some e-mail providers limit the size of the files they will handle. For example, AOL won’t transfer attachments larger than 2Mb. The main problem with sending attachments is that files may be converted to MIME (Multipurpose Internet Mail Extension) format that your e-mail software may not understand. To guarantee that you can open any e-mail attachment, we recommend that you purchase a program called Attachment Opener from Data Viz. You can purchase the software from their website ([www.dataviz.com](http://www.dataviz.com)) or computer stores.

### Here are Some Typical Domain Classifications:

COM . . . . . for company  
NET . . . . . for network  
GOV . . . . . for government  
EDU . . . . . for education  
ORG . . . . . for non-profit organization

### The Conversion Plus Suite will:

- Decode and decompress problem e-mail attachments.
- Fix problem e-mail attachments or those that come through as “garbage text.”
- View and print virtually any file type.

### Countries

CA . . . . . for Canada  
JA . . . . . for Japan  
US . . . . . for United States

E-mail is an easy method for sending files, but it is still subject to problems and inconsistencies between e-mail programs.