

Glossary of Email Terms

Perhaps the biggest difficulty for those who are new to computers is the terminology and jargon that comes with it. You may feel like you are learning a new language. Just remember that you do not have to remember every single term. Simply use this glossary when you forget what something means or to review the terms covered in class.

Acronyms: Many Internet users have also developed a system of shortcuts, or *acronyms*, to help ease the amount of typing and time for composing messages. Here are a few to get you started.

24/7	24 hours day, 7 days a week	HAND	Have a nice day
ASAP	As soon as possible	IMHO	In my humble opinion
B/C	Because	J/K	Just Kidding
F2F	Face to face	KIT	Keep in touch
FYI	For your information	LOL	Laughing out loud

Address: Each site on the Internet has a unique address: <http://www.mpl.org> is the address for the Milwaukee Public Library and webmaster@mpl.org is an example of an email address. Addresses have no spaces and are usually typed in lowercase. Email addresses always have the @ symbol.

Attachment: When composing an email message, files can be attached and sent to other recipients. For example, files that may be attached to an email message may include: a résumé (word processing file), a photograph of your family (graphic file) or a game (executable file).

BCC: This acronym stands for *Blind Carbon Copy*. It is a secretive method for sending messages. A person can send a message to one individual and blind carbon someone else. The recipient of the message does not know another person was also sent the same message.

CC: This acronym stands for Carbon Copy. You can send a copy or copies of your message to other recipients.

Email: Email stands for electronic mail and has become the most common form of online communication. You can compose a message and send it to one person or a group of people. You may reply or forward messages to other people. An email address gives you an online identity allowing you to take part in discussions such as listservs, chat rooms, and bulletin boards.

Flame: To flame a person on the Internet is to engage in rude or offensive verbal attacks, whether it be through sending an email message, or posting a message on a bulletin board, newsgroup, or listserv.

Forward: Once you receive a message you can forward a copy of that message to another person.

Listserv: Listservs are huge interactive mailing lists for email users. Listservs are topic specific and are an important way of sharing information, receiving answers to questions, and meeting others who share your interests. There are over 100,000 listservs to which you can subscribe. Once you subscribe to a listserv you will begin to receive messages. You may decide to respond to a message. All listserv subscribers will receive the message. Some listservs

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are very active and you can begin receiving over 100 email messages a day.

Netiquette: The term netiquette is created from the two words Internet and Etiquette. Netiquette refers to the unwritten rules of proper online behavior.

Password: When registering for an email account, you will need to enter a password. Each time you access your email account you will have to enter the password. If you forget your password, you usually can check with your provider. Remember not to share your password with others.

Reply: When you receive a message you may wish to *reply* to it. Simply click the reply button and the message will automatically be addressed to the person who sent you the original message. You can also click on *reply to all* so that all recipients of the message will receive your reply.

Shouting: When composing a message it is important not to type in all caps. TYPING IN ALL CAPS IS KNOWN AS SHOUTING. According to the rules of Netiquette, shouting is considered to be very rude online behavior.

Signature: A signature is the way in which you would like to sign each message. Signatures often include the sender's name and contact information. Once you have created a signature, you can add it to the end of each message you send automatically.

Smilies: Smilies, sometimes referred to as *emoticons*, have been adopted by many Internet users as a way to convey emotion when communicating online.

: -)	Smiling, happy	: -@	Screaming
: -(Frowning, sad	: -o	Oh no!
: -	Straight face	: -D	Big Smile/Laughing
: -/	Don't quite know what to say	@ --/ -	Rose
; -)	Wink and a smile	<G>	Grin
: '-(Crying	<BG>	Big Grin

Spam: Unsolicited junk email. The term spam is a noun, piece of junk email, or a verb, to spam, or send junk email messages. Spamming is in gross violation with the rules of Netiquette.

Spellchecker: Checks the content of your message for misspellings.

Username: When registering for an email account you will need to provide identification for yourself. You may chose to include your first initial, middle initial and last name, some combination of the three, or a nickname for more anonymity.

Virus: A software program that has been created to damage a computer in some way. Viruses are often transmitted through email attachments. Be careful when opening messages from unknown individuals. There are virus-checking programs that protect against such damage.