



# Email Access Options

The various ways you can setup your  
PC to access your email



# Introduction

- There are three ways that a home user will normally access email
  - Webmail
  - POP Mail
  - IMAP Mail
- There are other options but they are normally found within a business.

# Webmail



Mail is received and stored at the “Post Office” (ISP) and you look at it from your computer via the internet.

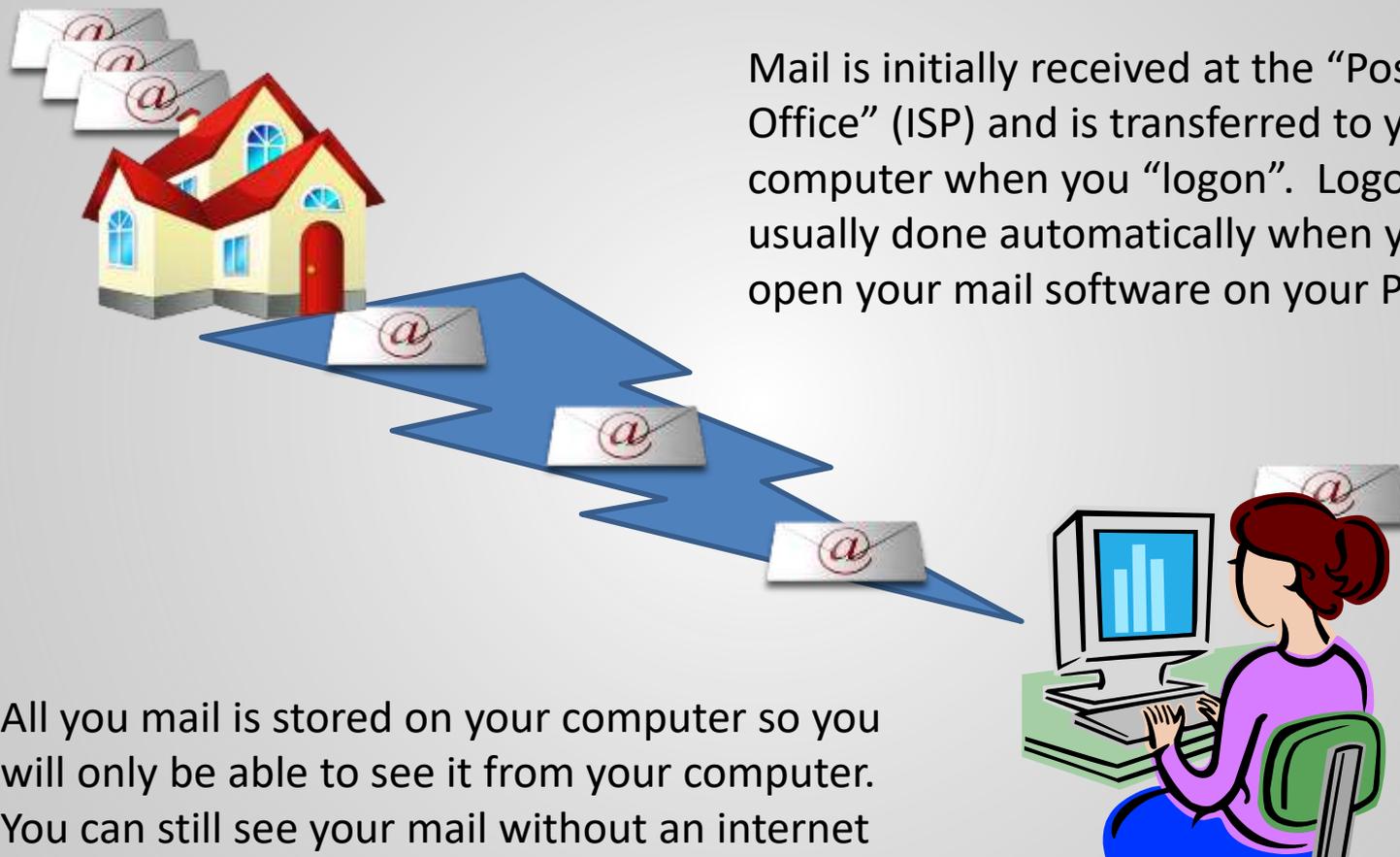
You have to logon every time you want to look at your mail.

All your mail is stored at the ISP so you can see it wherever you log on from. If you cannot access the internet then you cannot access your mail.



Some ISPs have very sophisticated webmail software, other less so.

# POP Mail

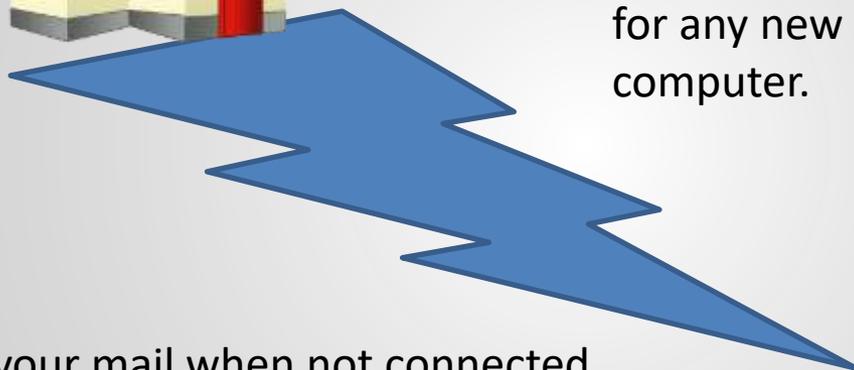


All your mail is stored on your computer so you will only be able to see it from your computer. You can still see your mail without an internet connection.

POP – Post Office Protocol

## POP Mail

Eventually all the mail is delivered and stored on your computer. No mail is left at the “Post Office” (ISP) while your email software stays open. The mail software checks automatically at a set frequency for any new mail and delivers it to your computer.

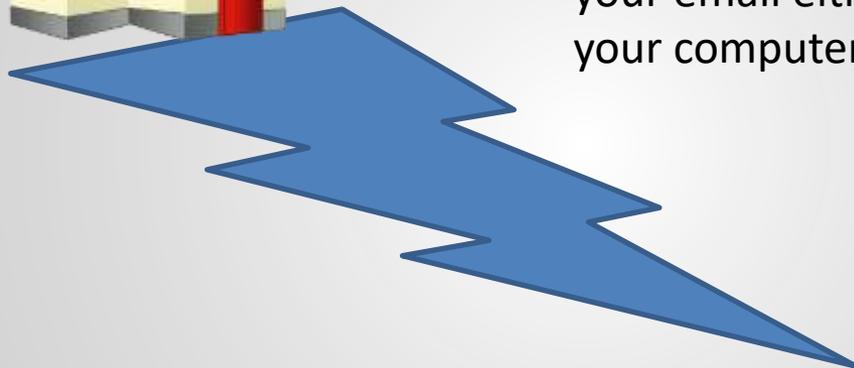


You can see your mail when not connected to the internet. You will be able to create new emails and reply to received emails but they will not be sent until an internet connection is established.



# IMAP Mail

IMAP mail is in a combination of Webmail and POP mail. Copies of email are kept on both the “Post Office (ISP)” and on your local computer. This allows you to access your email either through Webmail or on your computer.

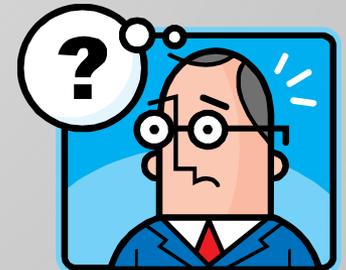


While IMAP mail provides the benefits of both Webmail and POP mail it does require an internet connection to synchronise the mail between the “Post Office” and your computer. If you have a reasonable fast internet connection this will not be a problem, otherwise it might slow down your browsing or even not work.

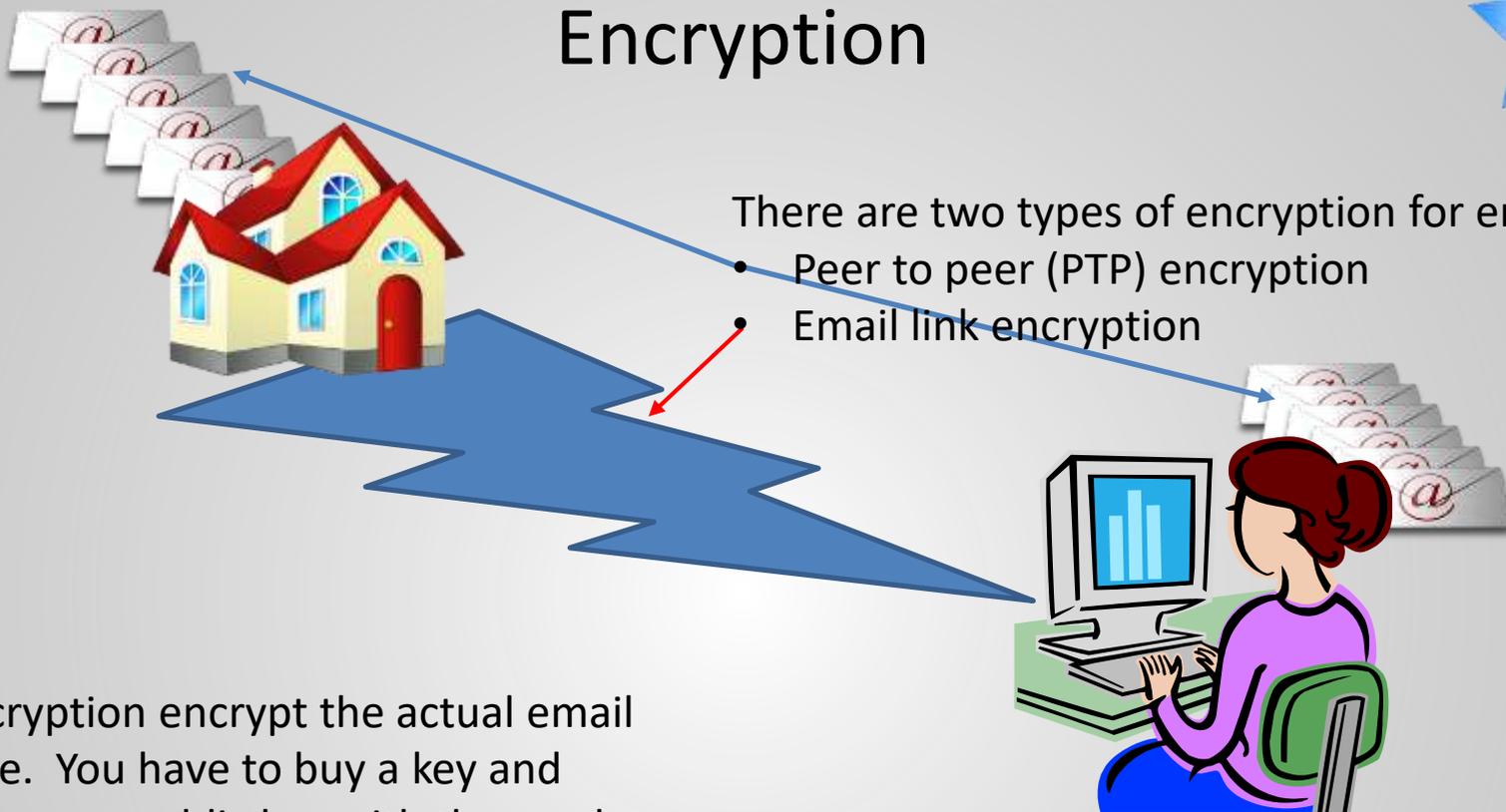


# Webmail v POP v IMAP Mail

- Which you chose is down to you
- If you have a fast internet connection, IMAP may be the best option
- It may not be an single choice as your ISP might let you do all of them
- Webmail lets you see you email from any computer but you must be connected to the internet to see it
- POP mail lets you see your mail from only one computer but you can deal with it without an internet connection
- IMAP mail lets you do both
- Webmail requires you to log on each time you want to see your mail
- POP and IMAP mail will log on automatically for you
- Once you have received your mail through POP it can no longer be seen through webmail
- If you have a lot of mail you ISP might charge you for storage if you use Webmail or IMAP mail



# Encryption



PTP encryption encrypts the actual email message. You have to buy a key and exchange your public key with the sender for them to encrypt any message they send you with. Only you have a private key to decrypt the message. Both participants, if you want to have encryption both in both directions, need to purchase the appropriate keys.

Email link encryption only encrypts the email connection between your computer and your ISP. The email itself is not encrypted. It is provided free by some ISPs. Some email connections default to this, for others you may need to set it up.