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**Terms and Definitions**

Chapter 11 Email

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# Chapter 11 Email

| **Term** | **Definition** |
| --- | --- |
| Attach File | A feature in the email client that allows users to share files through email messages |
| Desktop Mail Client | Desktop mail clients connects to mail servers, downloads email messages, and displays them to the user on desktop computers |
| Draft (Email Folder) | A folder within the email client where messages that are created but not sent are stored |
| Email Address | Email addresses are uniquely assigned or created by users, and are used to send emails to specific users or parties |
| Email Contact | Within the email client a list of colleagues, friends, or other users that have previously interacted with your email address are saved as email contacts |
| Forward | To send an email to someone else or to a different address after you have received it; forward allows you to type in a whole new set of recipients |
| Inbox | A repository for all received emails within the email client |
| Internet Message Access Protocol (IMAP) | Provides an ease of access to emails from any location or device without the need of downloading it to your hard drive |
| Mail Client | A software program that allows you to manage and send electronic messages (emails) |
| Mail Server | Servers tasked with handling the data and traffic of email client users; these servers handle the backend operation of email clients |
| Messages (Emails) | Electronic forms of correspondence that allows users to communicate and share files through the Internet |
| Mobile Mail Client | Mobile mail clients offer portable connection to mail servers and the ability to download and display email messages by utilizing mobile computing devices |
| Phishing Attack | An attempt to steal information from victims through the use of social engineering techniques and various communication channels |
| Reply | To answer; reply only sends the new message to the original sender |
| Reply All | To answer; reply all sends the new message to the original sender and all other recipients on the To and Cc lines |
| Scheduling Assistant | Email scheduling assistants help users identify availability for meetings, this allows users to schedule in advance while increasing attendance |
| Send | The action of an email client sending a message to the mail server, which then forwards it to the recipient’s server |
| Sent (Email Folder) | After you send an email message, you might want to find that email; your email service stores those messages in the Sent Items folder |
| Signature | Email signatures allow users to customize personalized messages that are appended to the end of emails, and typically contain the users name and contact information |
| Spam (Email Folder) | A folder within the email client where messages that are deemed unwanted or unsolicited are sent |
| Spear Phishing | An attack used to steal the personal information of a specific target or person; the defining characteristic of spear phishing is that the attack is targeted for a specific purpose; named after a phishing method |
| Trash (Email Folder) | Items that you delete are moved to theTrash folders, but aren’t permanently deleted until those folders are emptied |