

## Types of email, and how to delete messages

Email comes in 2 basic types, or protocols.

1. One type is called **POP3**- here's what POP3 is-- POP3 or Post Office Protocol Version 3 is the older of the two email protocols. With a POP3 service your email downloads from the mail server and is saved directly on your computer's hard drive. This is what many who have HTC Internet access use. The program you use to read your email is called a client. On a Windows PC you will often use either Outlook Express or Windows Live Mail as the client. This type of email has advantages and some 'problems'. The big problem is that you cannot access all of your previously read email or folders, including sent email, as well as your addresses, unless you are using your main computer. Many POP3 accounts allow the use of a browser interface, but only give limited access to the new, or unread, emails. A POP3 account is completely resident on your main PC. If you log in while using another machine you will not have access to most of the POP3 email functions. Some providers do offer a web based interface, with limited access as described above.

If you always read your mail at home this (POP3) is a good system to use.

If you have trouble with your Outlook or Windows Mail account you can download and use a very good email program from the same good people who provide the Mozilla Firefox web browser. Their email program is called Thunderbird, and can be found here:

<http://www.mozilla.com/en-US/thunderbird/> It is a great email program for POP3 users.

2. The other type of email is called **IMAP**. This type is described thusly: IMAP, or Internet Message Access Protocol, keeps your email on the remote mail server; therefore, your messages are available to you no matter where you access them from. Also, since your mailbox contents are kept on an email server, not on your PC, your information remains safe should something happen to your computer. It is often the preferred way to set up your email account because of the unlimited access regardless of where you are or what computer you use. This type is used on tablets and smartphones.

If you want to access your email from literally anywhere, this is the system to use. Examples are Yahoo mail, Gmail, MSN, Hotmail and AOL. Advertising is often part of the free service. Some services let you use their email program, without ads, for a small annual fee. Yahoo is one of them.

ALL IMAP mail, folders, addresses, trash and spam are on a remote server, not controlled by you. Nothing is actually kept on your PC. Unless you are logged on to the server (AOL, MSN, Yahoo etc.) your email is completely safe, and no one using your home PC can see it if you are not logged on.

## Deleting email

Depending on what type of account you have, deleting an email may or may not actually remove it.

If you have a POP3 account and delete an email it appears to be removed from your PC. Deleted mail goes to a trash or deleted folder on your PC. Even when you delete it from the folder it may be in your recycle bin, so check there to see, and remove it as desired.

If you are using an IMAP account usually deleted email goes into a trash folder. It stays there for a predetermined amount of time, and then is deleted automatically by the email provider. Usually that is 30 days. You only have limited control over deleted emails, since they do not reside on your computer. Remember that IMAP, also known as webmail, is completely controlled on a remote server, not by you. If you want to recover a deleted email in that trash folder you can drag it back to your inbox, or any other folder you have created for storage. If you want to actually have the message removed from the server you must delete it from the trash folder yourself. Once you do that it cannot be recovered. It was never actually on your PC, and cannot be put back once deleted.

## Email Options, either type of protocol

To see your email programs options look for options, or mail options, and then check each section for things you have control over, such as how long deleted messages are kept in the trash folder.

Here are options found in my Yahoo email:

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### Mail Options

- [General](#)
- [Signature](#)
- [Vacation Response](#)

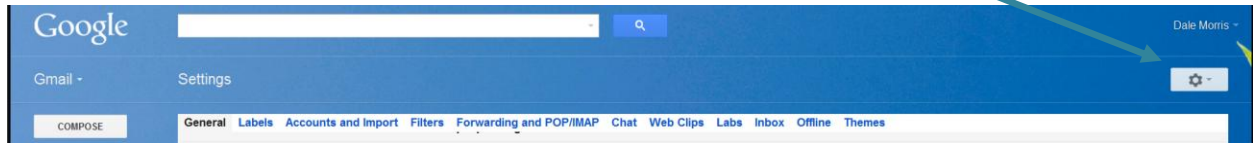
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### Advanced Options

- [Blocked Addresses](#)
- [Disposable Addresses](#)
- [Mail Accounts](#)
- [Filters](#)
- [POP & Forwarding](#)

Each section above has a drop down list of options. Under the General section are what I consider the essential options to know about and select from.

In my Gmail account the options are under the settings area



Also in options you will be able to block an address, or direct messages from certain addresses to a particular folder, thus avoiding your inbox completely. This works well if you are getting too many emails from a certain party and don't want to tell them to stop sending them.