"Email address" or "e-mail address"

An email address ("E-mail address" in English) is an address to which (electronic) letters are sent. The process of sending a letter is simply to call a program capable of sending email and give it:

1. The text to send
2. The destination electronic address

An electronic address (on the Internet), looks like: name @ domain for example: pepe.perez@ox.ac.uk

"Account" or "User"

The user is the "nickname" or family name by which the mail server knows you. It is the public part of your identification before him (the other is the secret password). It is provided to you at the time of creation of your account.

Important: In most cases, when a user name is checked, it is case-sensitive. The username, in the university's servers, is always written in lowercase.

By tradition and technical reasons, user names consist of less than 8 characters. In the case of the mail server for students, the user name is constructed from the first syllable of the first name and surnames (unless the resulting name is already in use, in which case other combinations are tried). Often (not always), the first part of the electronic addresses is constituted by the user's name, but "user" should never be confused with "email address".

"Password or password"

The password ("password" in English) is the secret part of your identification before the server. The server only authorizes access to a mailbox to the person who gives the correct combination username + password. Both are provided to you at the time of creation of your account.

Fundamental: Do not tell anyone your password, it is your key, your secret card number, for everything that refers to the computer servers.

Important: In most cases, when a password is checked, it is case sensitive. Make sure you put it exactly as it appeared at the time it was given to you.

As the user, by tradition and technical reasons, is usually limited to 8 characters, but for security reasons are used, in addition to the letters, figures and other symbols.

"Server, Client and Protocol"

A server is a program that is constantly running on a computer connected to a network, always waiting to receive service requests, from clients that are connected through that network. A client is a program that, used by a person from his computer connected to the same network, connects to the server and makes requests.

The server and the client speak each other in a common language following dialog rules known to both; that is, following a protocol. The protocol depends on the type of service you are dealing with.

A mail server is a computer on which the different server programs run that allow sending and receiving email messages.

A mail client program is a client program that, used by a person on a computer connected to the network, allows sending and / or receiving email messages.

The protocols that servers and mail clients use to talk to each other are the Internet standards: SMTP, POP3 and IMAP.

"Mail box"

A mailbox is a "box" (file or computer file) where letters are stored.

"Inbox, INBOX, Remote mailboxes"

An inbox is a mailbox that has one (or even several) electronic addresses associated with it. The letters that are sent to the address (s) associated to an inbox are deposited in it. It is usually called INBOX ("entry box" in English) to the most used inbox of an account (very often it is the only one). It is the mailbox that normally opens when you use a mail client program and access the server, after identifying yourself through your username and password.

In addition, certain email client programs (usually those that use the IMAP protocol) give you the option to create remote mailboxes, other than the one you enter. These mailboxes also reside on the server and you can use them to store and / or sort letters.
"Mail alias"

An electronic address can be a synonym or ALIAS of another, or even many others. Pe, if there is an alias defined as:

- proyecto@uv.es
- Pilar.Gomez@upv.es
- Pepe.Perez@ua.es
- Juan.Lopez@uab.es
- Antonia.Cruz@uniovi.es

If you send a letter to "cronies @ uv.es" it will actually be sent to Pilar.Gomez@upv.es, Pepe.Perez@ua.es, Juan.Lopez@uab.es and Antonia.Cruz@uniovi.es (to all of them).

Many mail programs allow you to define your own "aliases" in the agendas. But to define an "alias" really, you have to do it on the mail server (see Non-personal email addresses).

"Mail redirection"

You can redirect all the messages that arrive in your mailbox to another email address (to a different mailbox).

This is useful, for example, in case of travel or extended stay elsewhere, also connected to the Internet, where you have been assigned a second email account. To avoid having to regularly consult the two mailboxes (especially if one of them is too "far" and expensive to access) it is very convenient to "redirect" the messages from one mailbox to the other (the "closest") and consult only this one latest.

- Be very careful with "mail loops": Never redirect mail from one address to the same address! (even indirectly, passing through others). This inevitably causes that no other message arrives, when an unsolvable "raid" of messages occurs between servers.
- It does not make sense to redirect your messages to more than one mailbox. Not only do you increase the network load, but periodically, you will have to erase all the copies you have sent to the sites you do not usually read. The correct thing is to send everything to a mailbox, which is what you always read and to which you connect from different sites of the network.
- If, for each resent message, you leave a copy in your original mailbox, remember that you must inevitably review it from time to time: if it was filled, not only would it not save the following copies, but the redirection might stop working.

In the Universitat's servers, the redirections associated with an email account are deleted at the same moment in which it is canceled. Therefore, if you leave definitively, the redirections will only work for a while, until the account is canceled.