

CS 1301 – Lab 1 - Email

Lab 1 –Email - 50 Points

Due: Friday January 24th, before 11:55 pm

(Emails must be RECEIVED, not sent, by this time, so do not wait until 11:55 to send them.)

Files to submit:

NONE! Just send the email.

Contents:

Part 1 – Course Survival Kit

Part 2 – Email

For Help:

- TA Helpdesk – schedule is posted on class website
- Email TA's – hey, that's what Part 2 is all about!
- OIT for configuration problems with email client

Notes:

1. Do not wait until the last minute to do this assignment in case you run into problems.
2. If you find a significant error in the assignment, let a TA know immediately!
3. OIT is not open on weekends, so keep this in mind if you run into any problems.

Part 1 – Course Survival Kit

The following software is highly recommended to complete CS 1301. Most of this software will be useful beyond this class as well, and thus you're encouraged to become as familiar as possible with it.

Adobe Acrobat Reader

All homework files will be distributed via PDF, so if you're reading this file you are probably using Adobe Acrobat already. If you somehow still need it, you can download it for free here at

<http://www.adobe.com/products/acrobat/readstep2.html>

Email Program

Email is an integral part of life at Georgia Tech, hence there are many ways to

access it.

Here are the most popular:

- MyGatech (Zimbra) – Most students use the Zimbra mail service.
<https://mail.gatech.edu>
- Mozilla Thunderbird – If you want to access your mail via a local client (running on your computer) We recommend you use Mozilla Thunderbird as your primary email client. This is available for Windows, Mac, and Linux here:
<http://www.mozilla.com/thunderbird/>
OIT has instructions for configuring Thunderbird here:
<http://faq.oit.gatech.edu/content/how-configure-thunderbird-use-my-gatech-imap>
- If you prefer to use any other mail program such as Outlook, Outlook Express, Eudora, or Entourage, please see the IMAP configuration info from OIT:
<http://faq.oit.gatech.edu/content/how-can-i-access-my-gatech-mail-using-imap>
- If you are a UNIX aficionado, you can log into acme.gatech.edu and use pine or elm.

Part 2 – Email

Hopefully by this point, everyone has already been using their GT email address and knows how to send email. All you need to do for this assignment is send an email to your assigned TA(s) (see the TA Helpdesk page of the website for your TA's email address) from your GT EMAIL ADDRESS including the correct subject line and content. Do not use another email address or you will lose points. **The subject of your email should be [CS1301] Lab 1.** Again, you will lose points for any other subject line! In the body of the email, write a short introduction about yourself. **Be sure to include your name, major, hometown, and an interesting fact about yourself.** (You may use your HW0 writeup if you would like.) You may include any other information you choose. **You also need to configure an email signature.** A typical signature is 3 or 4 lines long with basic contact information about you.

Example:

Sam Asghari
sam.asghari @ gatech.edu
CS Undergraduate - Georgia Institute of Technology

That's all for Lab 1!

Grading:

Note about grading: If you do not have all the requirements, you will NOT receive any credit. For example, if the email you send contains all the proper information, but not the correct subject line, you will receive ZERO points for the email portion of the assignment! Each part is all or nothing, so please follow the instructions completely!

50 points – email sent to TA with correct subject, content, and signature

Note: To receive credit, you **must** follow the directions completely and include all requested content in the email. **No partial credit** will be awarded, so you will receive a score of 0 or 50.