

Microsoft Wants to Change Email

John Student

University

CM107

Professor Smith

October 25, 2014

**Comment [JV1]:** APA does not require this information. However, your individual instructor may require you to include course number, instructor name, and due date here.

### Microsoft Wants to Change Email

Email is a convenient way to communicate but Microsoft is trying to change the way it is done.

Email travels through the Internet and can get the message to the recipient almost immediately. Electronic data travels at the speed of light through the Internet. Even though it might need to take a circuitous route from one computer to another, it can still seem instantaneous. The messages can be received within a few seconds and a response sent within a few minutes. That can happen when both parties are online at the same time. However, it does not matter if the sender or recipient are online at the time or not. The messages wait to be sent when the sender signs in and waits for the recipient to open their email software.

Email uses a code that is recognized by all email softwares. The code, or protocol, is called Simple Mail Transfer Protocol (SMTP). Microsoft is the largest supplier of software in the world. They are the predominant supplier of PC operating systems, called Windows. They even supply users with a free software for basic email services, called Outlook.

The cloud is where a user's data is saved on servers owned and operated by companies like Google and Microsoft. The cloud saves memory space on the user's PC because large files would not need to be saved locally (on the user's PC). The user can access the data anytime. Usually, a new cloud user is offered a specific amount of space for free. If they need more than that, they can purchase added memory to use.

Microsoft now has email-type software that will eliminate the need for attaching documents to an email. The software is called "Outlook Web App (OWA) and OneDrive for Business. Instead of bothering with attachments, OWA users can now send collaborators a link to a file stored in OneDrive for Business" (Endler, 2014). The document is saved in the cloud. Access can be granted to all those for whom the document is relevant in an email sent to them.

**Comment [JV2]:** Please note the text in the following sample includes GRAY text, only to show you where the writer has taken details from the unit 5 DISCUSSION BOARD THESIS AND OUTLINE and then developed those outline points with additional details (that is the text in regular BLACK font). You should NOT submit your Unit 6 Assignment with different colored font. You can, however, use this as a guide for how to move from an outline to a draft without sources.

**Comment [JV3]:** Is this a strong thesis? Does it state a fact rather than the writer's point about this fact? Does it need to, and will that help the writer to stay more focused on that issue and perhaps even help the writer to develop ideas more fully?

Multiple people can then work on the document at the same time. The sender does not have to place the document into the cloud themselves. If they attach it to the email and select the right option, the document is automatically placed in the cloud for sharing.

This method saves memory space on multiple PCs. For a business, this can save money by reducing the amount of memory the company needs overall, reducing the number of memory-oriented servers, and reducing the number of system administrators needed to support those servers. Also, the types of PCs the company purchases can be more for faster computing and with less internal memory.

This method also can enable better collaboration. With multiple people accessing the document at the same time, they can each contribute to the document without needing to be in the same space at the same time, or even online at the same time. For example, imagine that a supervisor asks two co-workers to write a training manual for new employees. These two employees can draft a document together, send the document to the cloud where they both can then access the document independently, make changes and suggestions, and share ideas with each other. It allows for teamwork that might not be as easy if they were working with one document sent as email attachments, as they might in that case have to wait for the other person to read the document, add comments, save it and email it to the other person. Instead, they can work in real time.

Microsoft wants to change the way businesses do email by having shared documents saved to the cloud rather than having them use bandwidth when being sent to multiple recipients. This can save time and money for many entities beyond just the user.

**Comment [JV4]:** Notice that this paper is not perfect. Does it spend too much time describing the system when it should focus more on the effects of this system? For example, it mentions that it saves money, but does the paper really address this issue fully? Does the writer need to spend more time on the effects?

Reference

Endler, M. (October 9, 2014). Microsoft wants to kill email attachments. Retrieved from

<http://www.informationweek.com/software/productivity-collaboration-apps/microsoft-wants-to-kill-email-attachments/d/d-id/1316487?>

**Comment [JV5]:** The reference here is the original article from InformationWeek that the writer of this paper read and used as the basis for his paper. The paper is not a summary of the Endler article. The Endler article simply served as a springboard for the other issue this writer is addressing.

RESEARCH PLAN:

My draft includes ideas from my own observation about cloud based email. The information on collaboration is generally well developed, but I wonder if I don't need to do more research on the other benefits of this system for collaboration. I know that I don't have much in the way of development for the claim that this system saves money, so I will have to research that idea fully to find out what this cloud system will cost a company and whether the time employees and supervisors save offsets the costs of using their cloud system.

**Comment [JV6]:** Notice that the writer also includes the required RESEARCH PLAN. This should indicate what ideas or claims will need to be researched further, to give the writer a plan for what exactly to research during Units 7 and 8.