## Glossary

| Group     | Term       | Definition   |
|-----------|------------|--|
| Technical | Dell       | A manufacturer of computer equipment.  |
|           | SMS        | Short Message Service is a service available on mobile phones that support Global System for Mobile (GSM) communication. It is limited to 160 characters per message.  |
|           | SMTP       | Simple Mail Transfer Protocol is the common protocol by which e-mail messages are transferred over the Internet.   |
| Business  | Attachment | Any piece of information that can be sent in addition to a message. It may take the form of a file in the case of an e-mail message or the form of a physical document in the form of a postal mail message. |
|           | Contact    | A person or organization that needs to be reached with a message and is not part of the organization using the messenging system.  |
|           | Fax        | A fax is an electronic transmission of printed material. The material was traditionally scanned at the source and printed at the destination.  |