

# Metadata in Email

Shannon Tufts  
March 1, 2010



UNC  
SCHOOL OF GOVERNMENT

[www.sog.unc.edu](http://www.sog.unc.edu)

# Typical Metadata within Email

- To
- From
- CC
- BCC
- Date
- Subject
- Sender
- Received
- Message-ID
- References
- Resent
- Return-Path
- Time/Date
- Encrypted
- In-Reply-To

Message



Extra line breaks in this message were removed.

From: Brad Hemminger [bhm@ils.unc.edu]  
 To: Tufts, Shannon H  
 Cc:  
 Subject: Re: invitation to be speaker for CRADLE seminar at UNC

Sent: Mon 2/22/2010 10:12 AM

**Metadata normally visible  
(called headers)**

Shannon,

that's great! I have scheduled you for April 16th. It's 12-1pm at Manning Hall room 208. We suggest speakers prepare to talk for about 40 minutes and allow lots of time for questions and discussion. There is a projection system with PC, and connector for laptop (PC/Mac) available.

Let me know if you have any questions. I'll also need a short description of talk to use for announcement.

Thanks, Brad

Tufts, Shannon H wrote:

> Brad,  
 >  
 > I am happy to present! In terms of my availability, I am free on March 26, April 16, and April 30.  
 >  
 > Please let me know if any of these dates will work.

> Thanks!  
 > Shannon

&gt; ----- Original Message -----

> From: Brad Hemminger <bhm@ils.unc.edu>  
 > To: Tufts, Shannon H  
 > Sent: Fri Feb 19 14:38:44 2010  
 > Subject: invitation to be speaker for CRADLE seminar at UNC

&gt; Shannon,

> I'd like to invite you make a presentation this semester at the School of Information and Library Science CRADLE (digital libraries) seminar series. We like to bring in speakers from outside our school to talk about issues relevant to our students and faculty. Cal Lee on the faculty here, suggested you. He thought your presentation would be very relevant to us because you have initiated and run a very successful local government Chief Information Officers Certification program. If you could talk about that program and how it might serve as a model for other types of IS-related professional development, we think that would be great. He noted that you spoke to one of our classes about a year ago, and the students really got a lot out of it.

&gt; Also we thought it would be helpful for people to know more about the

# How do you find the rest of email metadata?





## 1. Click on this button (right corner of the Options field)

Extra line breaks in this message were removed.

From: Brad Hemminger [bmh@ils.unc.edu]  
 To: Tufts, Shannon H  
 Cc:  
 Subject: Re: invitation to be speaker for CRADLE

Sent: Mon 2/22/2010 10:12 AM

Shannon,

that's great! I have scheduled you for April 16th. It's 12-1pm at Manning Hall room 208. We suggest speakers prepare to talk for about 40 minutes and allow lots of time for questions and discussion. There is a projection system with PC, and connector for laptop (PC/Mac) available.

Let me know if you have any questions. I'll also need a short description of talk

Thanks, Brad

## 2. This box appears

Tufts, Shannon

> Brad,

>

> I am happy to present! In terms of my availability, I am free on March 26, April

>

> Please let me know if any of these dates will work.

>

> Thanks!

> Shannon

>

>

> ----- Original Message -----

> From: Brad Hemminger <bmh@ils.unc.edu>

> To: Tufts, Shannon H

> Sent: Fri Feb 19 14:38:44 2010

> Subject: invitation to be speaker for CRADLE seminar at UNC

>

>

> Shannon,

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> I'd like to invite you make a presentation this semester at the School

> of Information and Library Science CRADLE (digital libraries) seminar

> series. We like to bring in speakers from outside our school to talk

> about issues relevant to our students and faculty. Cal Lee on the

> faculty here, suggested you. He thought your presentation would be

> very relevant to us because you have initiated and run a very

> successful local government Chief Information Officers Certification

> program. If you could talk about that program and how it might serve

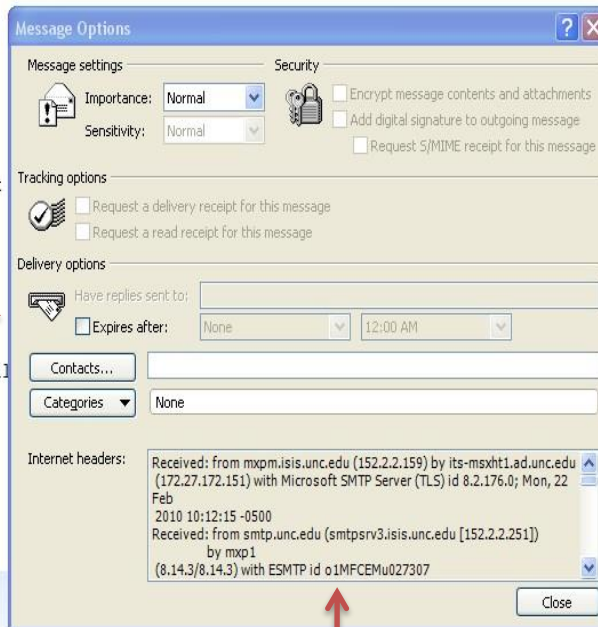
> as a model for other types of IS-related professional development, we

> think that would be great. He noted that you spoke to one of our

> classes about a year ago, and the students really got a lot out of it.

>

> Also we thought it would be helpful for people to know more about the



## 3. The section entitled "Internet headers" contains the metadata

Message



**All of the metadata  
captured in an email  
(as posted in Notepad)**

Extra line  
From:  
To:  
Cc:  
Subject:

Sent: Mon 2/22/2010 10:12 AM

Shannon

that's great! I have scheduled you for April 16th. It's 12-1pm at Manning Hall room 208. We suggest speakers prepare to talk for about 40 minutes and allow lots of time for questions and discussion. There is a projection system with PC, and connector for laptop (PC/Mac) available.

Let me know if you have any questions. I'll also need a short description.

Thanks, Brad

Tufts, Shannon H wrote:

> Brad,  
>  
> I am happy to present! In terms of my availability, I am free on March 15th, 16th, and 17th.  
>  
> Please let me know if any of these dates will work.

> Thanks!

> Shannon

> ----- Original Message -----

> From: Brad Hemminger <bmh@ils.unc.edu>  
> To: Tufts, Shannon H  
> Sent: Fri Feb 19 14:38:44 2010  
> Subject: invitation to be speaker for CRADLE seminar at UNC

> Shannon,

> I'd like to invite you make a presentation this semester at the School of Information and Library Science CRADLE (digital libraries) seminar series. We like to bring in speakers from outside our school to talk about issues relevant to our students and faculty. Cal Lee on the faculty here, suggested you. He thought your presentation would be very relevant to us because you have initiated and run a very successful local government Chief Information Officers Certification program. If you could talk about that program and how it might serve as a model for other types of IS-related professional development, we think that would be great. He noted that you spoke to one of our classes about a year ago, and the students really got a lot out of it.

> Also we thought it would be helpful for people to know more about the

Message Options

Message settings

Importance: Normal  
Sensitivity: Normal

Tracking options

Request a delivery receipt for this message  
 Request a read receipt for this message

Delivery options

Have replies sent to:  
 Expires after: None

Contacts...

Categories None

Internet headers:

a=j9ZatOXB9wpUc4WvG  
a=9r-vJJ4k9KkEhP8o-p0  
3pXhRSRck2kA:10  
a=u9kgXCG-XbgA:10 a=  
2qwHiIHg6d41uTQj:21  
a=L-Q-LKFSNvRR1P11:2  
a=M/Ciyxkmk/TQzvsDng

Untitled - Notepad

File Edit Format View Help

```
Received: from mxpm.ils.unc.edu (152.2.2.159) by its-msxht1.ad.unc.edu
(172.27.172.151) with Microsoft SMTP Server (TLS) id 8.2.176.0; Mon, 22 Feb
2010 10:12:15 -0500
Received: from smtp.unc.edu (smtpsrv3.ils.unc.edu [152.2.2.251])
by mxp1
(8.14.3/8.14.3) with ESMTP id o1MFCeMU027307
(version=TLSv1/SSLv3
cipher=DHE-RSA-AES256-SHA bits=256 verify=NOT) for <tufts@sog.unc.edu>; Mon,
22 Feb 2010 10:12:14 -0500
Received: from [152.2.81.220] (sils-hemminge.ad.unc.edu [152.2.81.220])
(authenticated bits=0) by smtp.unc.edu (8.14.3/8.14.3) with ESMTP id
o1MFCe4D016512 (version=TLSv1/SSLv3 cipher=DHE-RSA-AES256-SHA bits=256
verify=NOT) for <tufts@sog.unc.edu>; Mon, 22 Feb 2010 10:12:14 -0500 (EST)
Message-ID: <4B829ECF.1060001@ils.unc.edu>
Date: Mon, 22 Feb 2010 10:12:15 -0500
From: Brad Hemminger <bmh@ils.unc.edu>
User-Agent: Thunderbird 2.0.0.23 (windows/20090812)
MIME-Version: 1.0
To: "Tufts, Shannon H" <tufts@sog.unc.edu>
Subject: Re: invitation to be speaker for CRADLE seminar at UNC
References: <BF68198BC98B5B419BA7F48B4300B66301D9603517@ITS-MSXMB0.ad.unc.edu>
In-Reply-To: <BF68198BC98B5B419BA7F48B4300B66301D9603517@ITS-MSXMB0.ad.unc.edu>
Content-Type: text/plain; charset="ISO-8859-1"; format=flowed
Content-Transfer-Encoding: 7bit
X-Proofpoint-Virus-Version: vendor=fsecure engine=1.12.8161:2.4.5.1.2.40.4.0.166
definitions=2010-02-22_14:2010-02-06,2010-02-22,2010-02-22 signatures=0
X-Proofpoint-Spam-Details: rule=quarantineall_notspam policy=quarantineall score=0
ipscore=0 phishscore=0 bulkscore=0 adultscore=0 classifier=spam adjust=0
reason=mlx engine=6.0.2-0911030000 definitions=main-1002220126
Return-Path: bmh@ils.unc.edu
X-MS-Exchange-Organization-PRD: ils.unc.edu
X-MS-Exchange-Organization-SenderIdResult: None
Received-SPF: None (its-msxht1.ad.unc.edu: bmh@ils.unc.edu does not
designate permitted sender hosts)
X-MS-Exchange-Organization-SCL: -1
X-MS-Exchange-Organization-Antispam-Report: v=1.1
cv=OvzjVRR17h3keOX85ONBTJ106k7iIM4D8su5teesY+ c=1 sm=1 a=85P-qOK__4ca:10
a=M/Ciyxkmk/TQzvsDngEsEA==:17 a=kTb6q5SWAAAA:8 a=j9ZatOXB9wpuc4WvG0A:9
a=9r-vJJ4k9KkEhP8o-p0A:7 a=FT4r1omqjTVPR581Nxye0rOCs1WA:4 a=3pXhRSRck2kA:10
a=u9kgXCG-XbgA:10 a=X3MoZEF4_UwA:10 a=rZAA5qrqFTYA:10 a=2qwHiIHg6d41uTQj:21
a=L-Q-LKFSNvRR1P11:21
a=M/Ciyxkmk/TQzvsDngEsEA==:117;origIP:152.2.2.251;SCL:-1
```

# Contact Information

Shannon Tufts

[tufts@sog.unc.edu](mailto:tufts@sog.unc.edu)

919-962-5438



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