Exercise 1: What does asynchronous mean?

Asynchronous describes communications systems where there is a delay before the recipient receives the message.

Exercise 2: Give an example of an asynchronous system of communication, other than email.

Forums

Exercise 3: Explain, as simply as possible, what SMTP is used for.

SMTP (simple mail transfer protocol) is used to send emails from the sender's email server to the recipient's email server.

Exercise 4: Which protocol can be used to download your messages to your local machine so you can read your email when you are not connected to the Internet?

POP3, although most email clients that use IMAP keep a copy of emails on the user's computer for offline viewing.

Exercise 5: What is spam?

Unsolicited messages sent in bulk that contain unwanted or junk content (eg. fake prizes, fake competitions etc.)
Exercise 6: Under what conditions can you open an email attachment safely?

When you are sure of the sender's identity and know that they have sent you the attachment. Also a good idea to scan an attachment with anti-virus software for extra certainty.

Exercise 7: What does CC stand for and what does it do?

Carbon copy; sends a copy of the email to the recipients in the CC field.

Exercise 8: What does BCC stand for and what does it do?

Blind carbon copy; sends a copy of the email to the recipients in the BCC field. However, these recipients cannot be seen by any of the recipients in the To or CC fields.

Exercise 9: What is a thread?

On a forum a thread (aka topic) refers to a conversation in a the forum.

Exercise 10: What is a forum?

An online discussion group on a particular topic.