

E-Mail with

YAHOO! MAIL



www.mail.yahoo.com

The screenshot shows the Yahoo! Mail homepage. At the top left is the 'YAHOO! MAIL' logo. To the right is a link for 'Yahoo! - Help'. Below the logo is a large illustration of a man in a purple shirt holding a letter, surrounded by circular icons of various people and a dog. Below this illustration is the text: 'The new Yahoo! Mail gives you more ways to connect. With everyone.' There are three main features listed: 'BE A BETTER CHAT FANATIC!' (Chat instantly with friends online with built-in instant messaging), 'BE A BETTER TEXT MASTER!' (Send updates to friends on the go with integrated text messaging), and 'BE A BETTER JET SETTER!' (Get mail whenever and wherever you want on your mobile phone). On the right side of the page is a 'Sign in to Yahoo!' section with a 'Prevent Password Theft' link, input fields for 'Yahoo! ID:' and 'Password:', a 'Keep me signed in' checkbox (with a note 'for 2 weeks unless I sign out. New! [Uncheck if on a shared computer]'), a 'Sign In' button, a link for 'Forgot your ID or password? | Help', and a 'Don't have a Yahoo! ID?' section with the text 'Signing up is easy.' and a 'Sign Up' link.

Computer Training Center




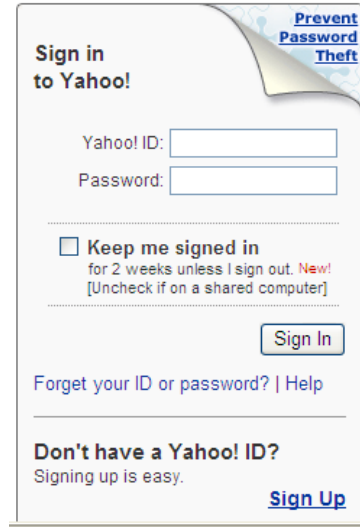
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To register for a free Yahoo! Mail account, follow the instructions starting on page 7.

If you already have an account,

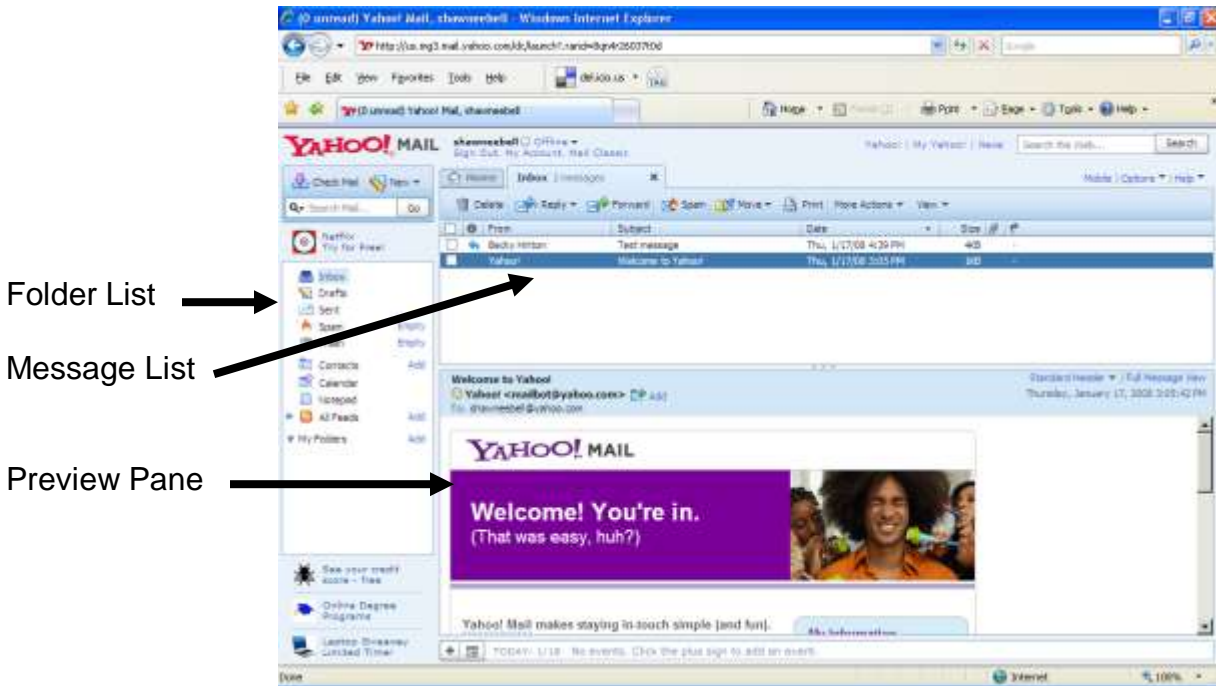
- Open the Internet by clicking on  in the lower left corner of the screen. Then click on Internet. Or, connect to the Internet in the manner that you are most accustomed.
- Type **mail.yahoo.com** in the address bar. Press the Enter key on the keyboard when you finish typing.
- Type your **Yahoo! ID** (the cursor will already be in that box)
- Type your **password** (passwords will show as ●●●●●●)
- Do **not** check mark the **Keep me signed in** box if you are using a public or shared computer
- Click **Sign In** or press Enter.



Type **M** to open your inbox or click on **Inbox** to read your e-mail. There are several Inbox links. Any of them will take you to the Inbox.



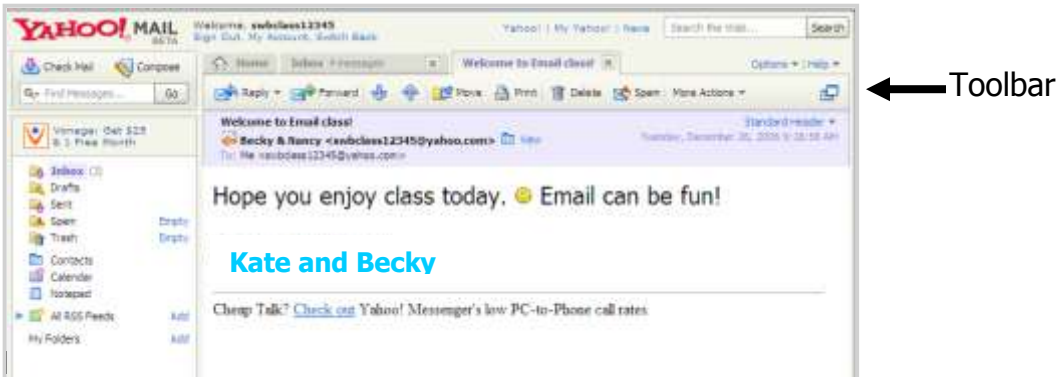
Read messages in the Inbox:



Unread e-mails appear in the message list in bold type. Click on any word in the subject line of the message to read it. The message appears in the preview pane below. If needed, scroll down to read the entire message.

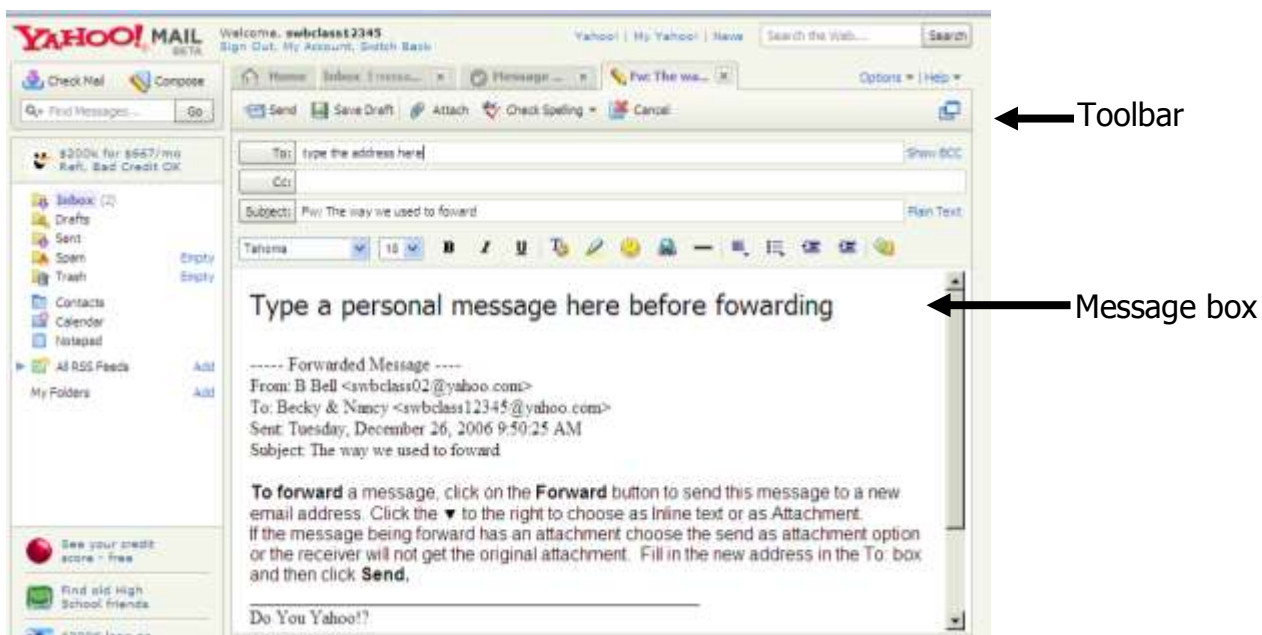
To sort messages in the Inbox, click on **From** to sort the mail alphabetically by the sender's name. Click on **Date** to sort by the date sent. Click on a heading again to reverse the sort.

To open the message in its own tab, click on the subject and press [Enter] or double click on the subject or right-click and choose Open. To open the message in a separate window, right-click and choose Open into New Window.



To reply to a message, type the letter **R** or click **Reply** in the toolbar. The e-mail address of the sender will appear in the To: box automatically. Type your message in the message box. When finished click the **Send** button. Send buttons appear on the upper left or the lower left of the message.

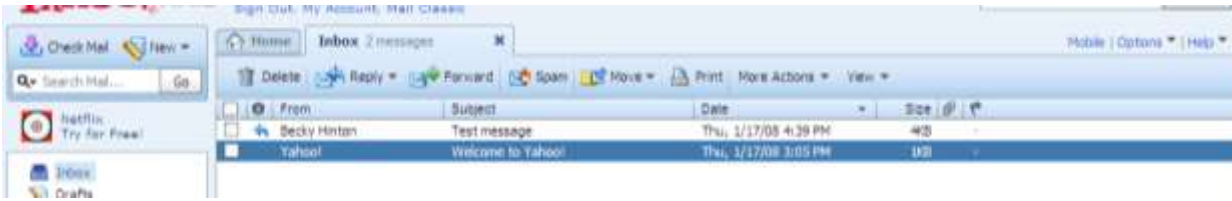
To forward a message, type the letter **F** or click **Forward** in the toolbar. Type an e-mail address in the To: box to send this message to a different person. Type any additional message you want in the message box. When finished, click **Send**.



In the Inbox Message List, a blue arrow will appear by the name in the From: column after sending a reply. A green arrow will appear by the name in the From: column after forwarding a message.

DELETE MAIL

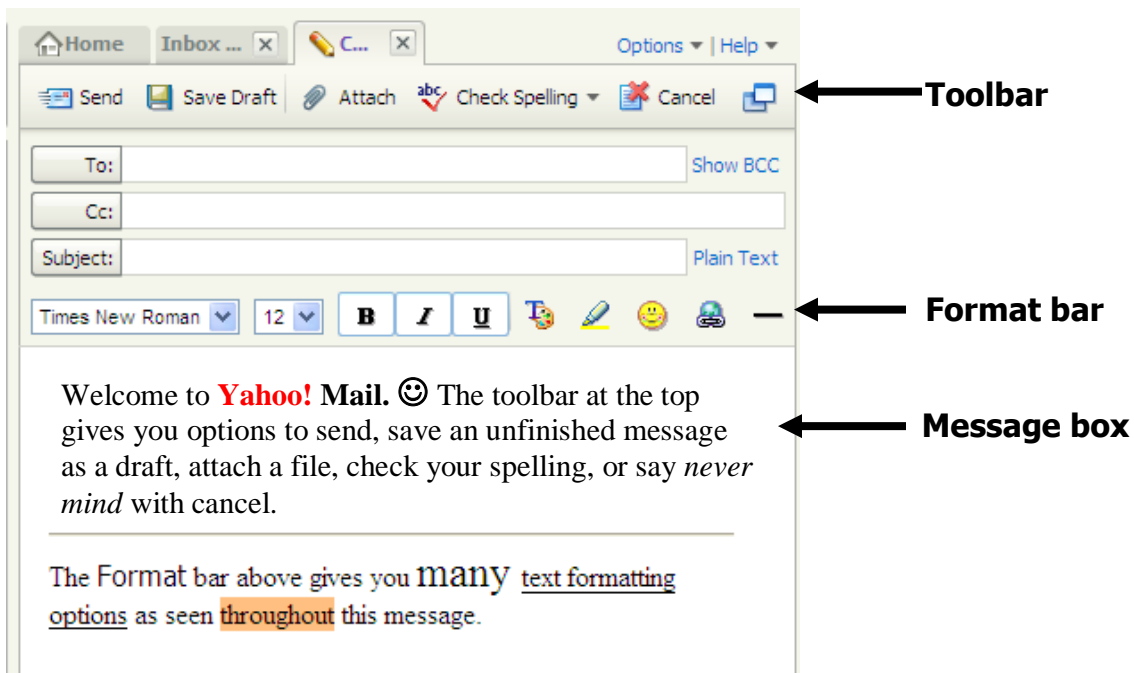
- ◆ To delete an e-mail message from the Inbox, click on the subject and press **[Delete]** on your keyboard or click in the check box on the left of the message and click on Delete.



- ◆ Delete several messages at one time by clicking in the check boxes of all the messages you want to delete then click on Delete.
- ◆ All deleted items go to the **Trash** folder. To permanently delete all e-mail sent to the Trash, click on **[Empty]** which appears next to the Trash link in the Folders List. Yahoo will empty this folder periodically even if you don't.

COMPOSE - Writing your messages

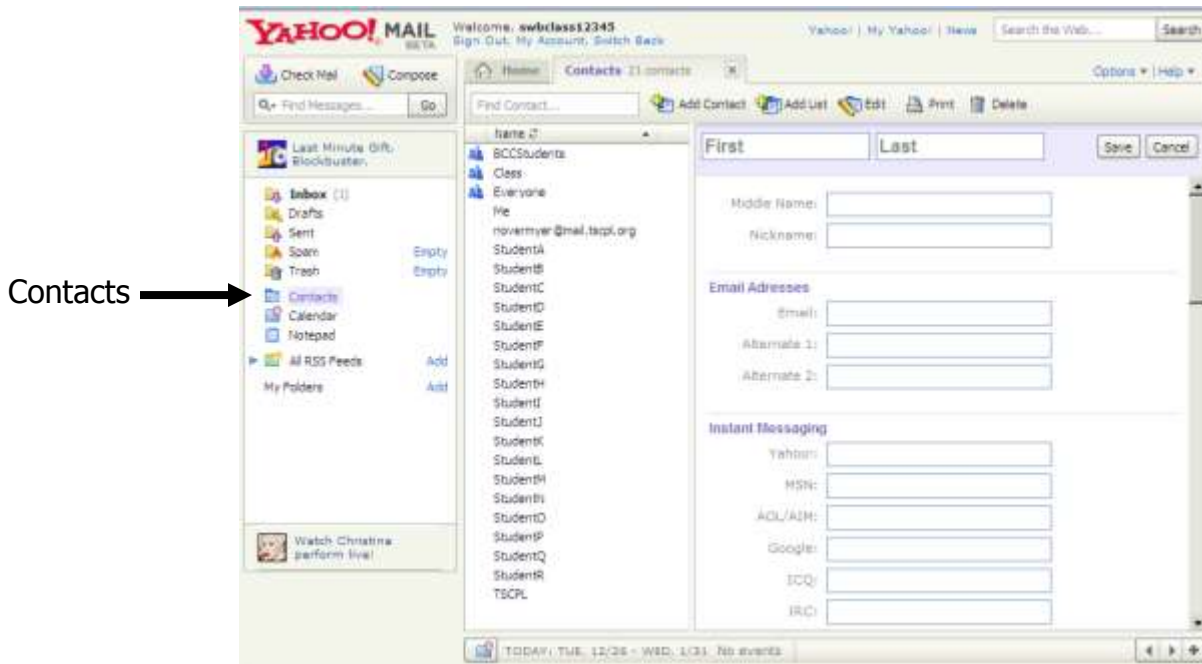
To create a new message, type the letter **N** or click the **New** button above the Folder List. Type the e-mail address in the **To:** box. Click in the Subject: box and type a subject. Click in the message box to type the message. To save an unfinished message, click the **Save Draft** button. All saved drafts will go to the **Draft** folder and can be found there later. The Draft folder is located in the Folder List on the left.



Addresses:

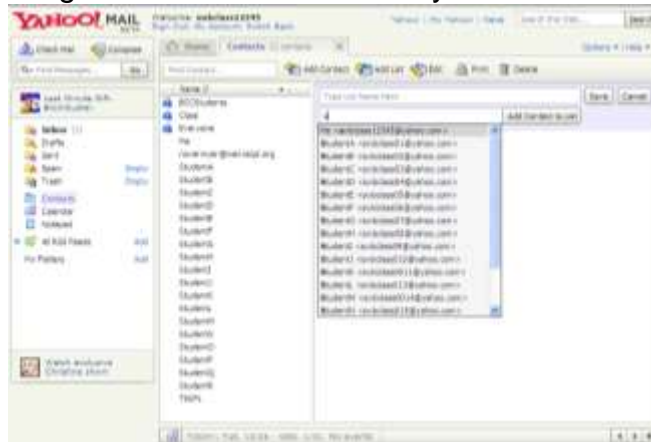
To create an address book, click on **Contacts** in the Folder List. To add a new e-mail address or contact to the address list, click **Add Contact**. Fill in as much information as you want. First name,

last name and e-mail address are the most important. Click **Save**. If any changes need to be made to a contact's information, select the contact in the list and click **Edit**.



Address LISTS

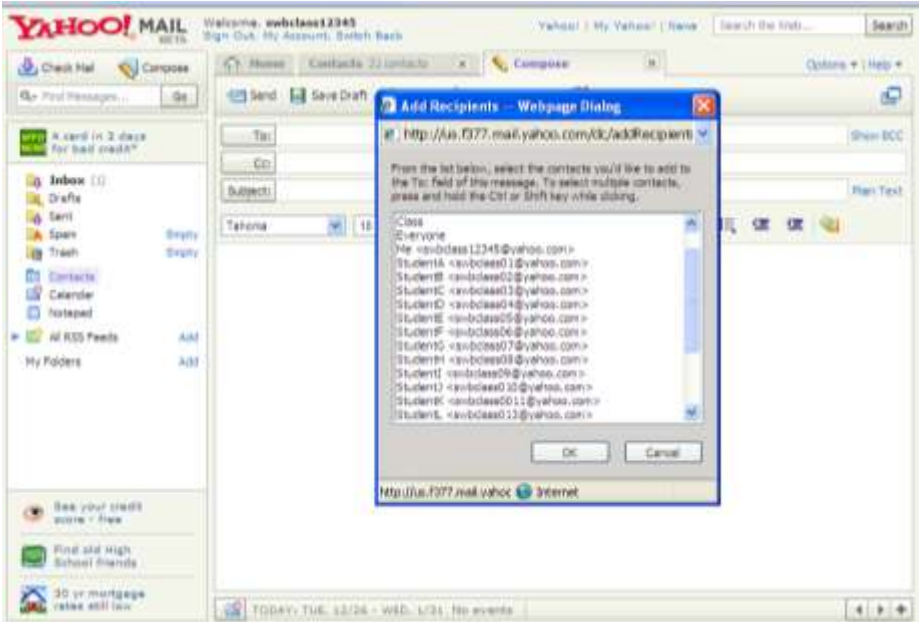
Create lists in order to send the same e-mail message to many people at the same time by choosing just one group address. You must have each e-mail address listed separately in Contacts before you can create a list. Click **Add List** to create a list or group. Type a name for the list. In the box by **Add Contact to List** type the first few letters of an address and a list of e-mail addresses will appear. Click on the name you want to add. Start to type another address and click on the next e-mail address you want to add. After adding all the e-mail addresses you want in the list, click **Save**.



After you have e-mail addresses in the Contacts folder, you can click on **To:**, **Cc:** or **Bcc:** to access the list. Click on the address you want and click **OK**. To choose several addresses, hold down the **[Ctrl]** key and click on all the addresses you want. When finished, click **OK**.

Most of the time you will use **To:** when addressing e-mail. **Cc:** stands for carbon copy and is often used in a work environment; **Bcc:** stands for blind carbon copy. **Bcc:** is useful for sending the same

e-mail to a large number of e-mail addresses if you don't want everyone to see each other's e-mail address.



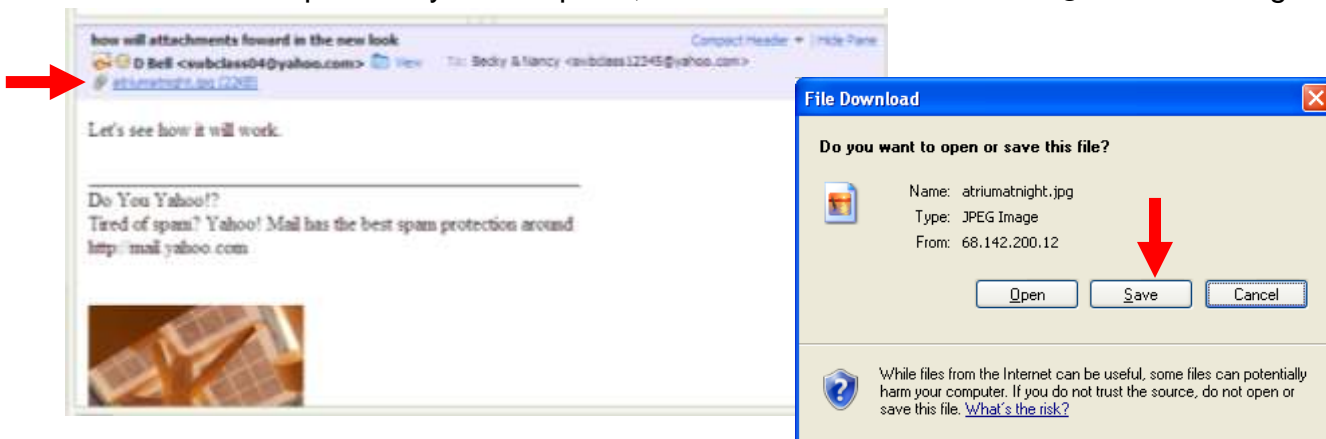
Attachments

Attachments are files created in a different pro

Open File attachments: A paper clip icon @ appears next to the subject in the Message List when an attachment is enclosed.

Photo attachments:

Below the message area, you will see a small version of the photo which is also called a thumbnail. To download the photo to your computer, click the link next to the icon @ in the message header.



Click **Save**. In the **Save in** box, locate the folder you wish to save this photo in. Rename it if you need. Click Save.

Document or file attachments:

To Open or Save the attached file, click the file name next to the icon @ below the subject line.

Clicking **Open** will open the file in a program where you can see it. If you choose to save the file you

can do it after opening (File/ Save As). If you do it before opening follow the instructions above for saving a photo.

*If you receive a document attachment you cannot read after opening, request the sender resave the file in **Rich Text Format** (.rtf) and send it again.*

*To save a file as RTF, open the file, click **File, Save as**, Click down arrow by **Save as type** and choose **Rich Text Format** (.rtf).*

FOLDERS help you to organize or "file" your e-mail messages.

The main folders are: Inbox, Drafts, Sent, Spam and Trash. However, you can create special folders to organize e-mail that you wish to keep.

Creating a folder:

Below the folder list, see **My Folders**. To create another folder, click **Add**. Type a name for the untitled folder press [Enter].



Moving messages to folders:

From the Inbox, **drag and drop** a message to the folder of your choice. Or if the message is open in a separate tab or separate window, click the **Move** button and choose the folder.



Trash and **Spam** are the only folders that can be emptied in the Folders List by clicking on **[Empty]**.

You can empty the Trash and Bulk folders yourself or Yahoo will do it for you periodically.

Sign Up for **YAHOO!** MAIL Go to www.yahoo.com. Click on **Sign Up**. Fill out the form.

1. Tell us about yourself...

My Name

Gender

Birthday Day Year

I live in

Postal Code

Must be 18 years old

2. Select an ID and password

Yahoo! ID and E-mail @yahoo.com

Password

Re-type Password

3. In case you forget your ID or password...

Alternate E-mail

Security Question

Your Answer

Just a couple more details...

Type the code shown

[Try a different image](#)



Be sure to check this box

Do you agree?

I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically. For your convenience, these documents will be emailed to your Yahoo! Mail account.


ID Tip: A lot of people have Yahoo e-mail addresses. You need to choose an ID that no one has. After clicking on **Check**, you may see a list of unused ids. Choose one of the listed ids or try a different id and check again.

Password Tip: Write down your password before you type it in the boxes. You will not be able to see what you type. All you'll see are black dots like this ●●.

Alternate E-mail: Not required.

Security Question: Be sure to write down the question you choose and **Your Answer**.

Code Tip: Sometimes the code can be very difficult to decipher. You may need to do this step several times.

Sending attachments: In the Compose window, Click  **Attach**. In the Choose file window find the file and click on the file. Click Open. The attachment file name will appear below the Subject line. Follow the same procedure and attach more files if needed.

