

## Getting Started with Yahoo!Mail

Yahoo!Mail is a free web based email service that is provided by Yahoo. Your Yahoo!Mail account can be accessed from any computer that has Internet access.

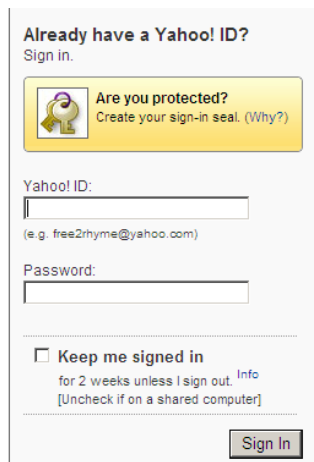
### To Obtain a Yahoo Account:

1. Double click on the *Internet Explorer* icon.
2. In the *Address* bar type: **mail.yahoo.com** and press the *Enter* key on the keyboard.
3. At the bottom of the right-hand side of the screen click on the blue *Sign Up* link under the words *Don't have a Yahoo ID?*
4. On the next screen, fill out the registration form completely, following any directions that are given, and click on the *Create My Account* button at the bottom of the page. Once registration has been confirmed, be sure to write down your email address and password!
6. You will then be directed to your *Inbox* in your new *Yahoo Mail* account.




### Getting into Your Existing Yahoo Account:

1. Double click on the *Internet Explorer* icon.
2. In the *Address Bar* at the top of the screen, type: **mail.yahoo.com** and press the *Enter* key.
3. Type in your Yahoo! ID and Password. (Your password will appear on the screen as **\*\*\*\*\***)
4. When using a public computer, make sure the box marked *Keep me signed in* is **deselected** (unchecked) before clicking on the *Sign In* button.



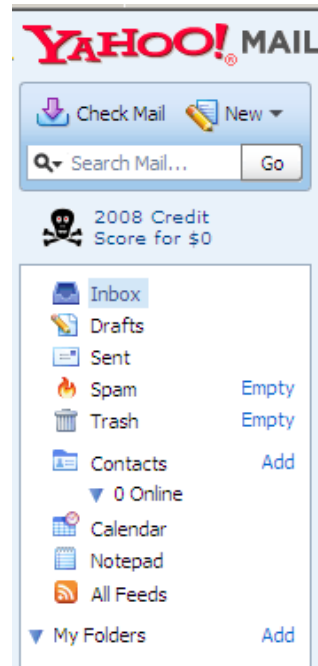
Already have a Yahoo! ID?  
Sign in.

 Are you protected?  
Create your sign-in seal. (Why?)

Yahoo! ID:  
  
(e.g. free2rhyme@yahoo.com)

Password:

Keep me signed in  
for 2 weeks unless I sign out. [Info](#)  
[Uncheck if on a shared computer]



### The Yahoo!Mail Screen

To the left of every Yahoo screen there will be a menu similar to the one below. This toolbar helps you navigate through your Yahoo!Mail account. At the top are your email account folders. Below are your choices for features to use.

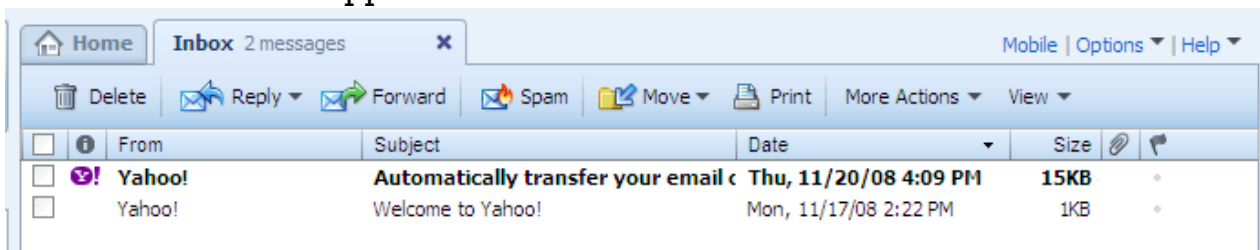
- **Check Mail** takes you to your inbox where you can see new and received (unfiled) messages.
- **New** is where you can create a new email message, text message or chat session.
- **Search Mail [Text Box]** is where you can search through all your messages by entering keywords and clicking "Go."
- **Inbox** is where messages are stored and new messages appear. Messages will remain here until they are deleted or moved to a folder.
- **Contacts** is a Yahoo feature that allows you to create an

online address book where you can keep a copy of people's names, email addresses, as well as a variety of other personal information.

- **Calendar** is a feature that provides an electronic calendar for your organizing or planning needs. You can opt to link your calendar with others.
- **Notepad** opens in a new window. This feature allows you to write and save notes within your email account.
- **All Feeds** lists all your RSS feeds (if you have subscribed to any).
- **My Folders** will contain a list of your mail Folders (if you have created any).

**Reading a Message:** Your email account opens to the *Home* tab. It provides you with information about the current news stories, the local weather, etc.

1. To move to the screen with your mail messages, click on the *Check Mail* button, the *Inbox* tab or the *Inbox* link on the left side menu. A screen like the below illustration should appear.

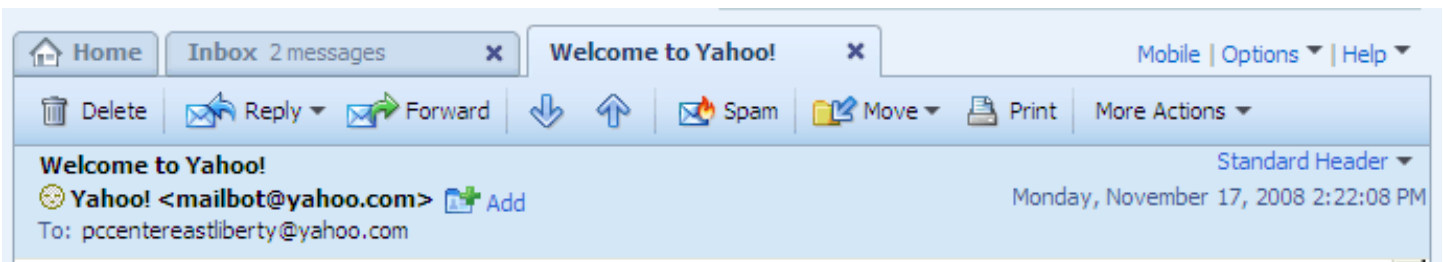


The following information about your messages will be available:

- ✓ If the message is new. (A bolded message indicates that it is new.)
  - ✓ Who the message is from.
  - ✓ The subject of the message.
  - ✓ When the message was sent.
  - ✓ The size of the message.
2. Move the mouse pointer over any part of the email you would like to open. Clicking once will open the message in the Reading Pane.
  3. Double-click on the message to move to the message screen and view the complete email message.

### The Message Screen

As seen in the illustration below, the Message Screen contains some important information about the message you are reading such as, the subject, who it is from, the date it was sent, and who it was sent to. Above this information, you will notice there is a toolbar that runs across the message screen. Below this information, the text of the message is displayed.



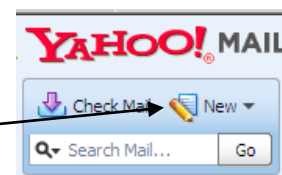
## The Message Screen Toolbar

In the previous illustration, the Message Screen Toolbar is the bar running through the message. This toolbar contains buttons that are useful when you are reading a message.

- **Delete** moves the message to the *Trash* folder and automatically takes you to the next letter in your *Inbox*.
- **Reply** sends a message back to the person who sent you the message. Yahoo automatically enters the address information and puts a copy of the original letter in the message text section.
- **Forward** sends a copy of the message to someone else of your choosing.
- **↑** returns you to the previous message in your mailbox.
- **↓** advances you to the next message in your mailbox.
- **Spam** allows you to mark the current message as spam and immediately moves the message to your *Spam* folder.
- **Move** allows you to move the message to another folder within your email account for storage.
- **Print** generates a hard copy of your email.
- **More Actions** provides a drop down list of more actions you can do to the email you are viewing.

## Starting a New Email Message

You may start a new email message by clicking on the *New* button on your *Mail* screen.



When the following screen appears, begin to enter the information outlined below.


A screenshot of the 'New Email Message' screen in Yahoo! Mail. The window title is 'New Email Message'. The interface includes a toolbar with buttons for 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel'. Below the toolbar are three text input fields: 'To:', 'Cc:', and 'Subject:'. The 'To:' field has a 'Show BCC' link to its right. The 'Subject:' field has a 'Plain Text' link to its right. At the bottom, there is a rich text editor toolbar with options for font face (Times New Roman), font size (12), bold (B), italic (I), underline (U), text color, background color, link, unlink, and a 'Stationery' button.

1. Type in the entire email address of the person you are writing to in the *To:* box. If you are writing to more than one person, separate the addresses with commas.

- You can also click on the *To:* button to bring up your Contacts and insert the address of a person listed in your contacts to send a message to them.
- *Cc:* sends a carbon copy of the message to other people.
- *Bcc:* sends a carbon copy of the message to other people, but no other recipients will see that these people received the message.

(In order to see the *Bcc:* you must click on the *Show BCC* link after the *To:* box.)

2. Type in a short phrase to describe the message in the *Subject:* box.

3. In the large white box at the bottom, type in your message. Remember – grammar, spelling, and punctuation still apply, typing in ALL CAPS is considered yelling, and emoticons ☺ can help imply tone of voice.
4. Now, the only thing left to do is click on the *Send* button to mail your letter!  
OR you can:
  - If you get interrupted while typing a letter and want to log out of Yahoo but don't want to lose your work, click on the **Save Draft** button. This will put a copy of the letter in the *Drafts* folder. You can go back to it later to finish and send the letter.
  - **Attach** lets you send other documents or pictures along with the email message.
  -  **Spelling** gives you the option to check the spelling in your message.
  - **Cancel** will delete the message and not mail it.
5. When your message is sent a copy of it will be in the *Sent* folder. The message will stay in the *Sent* folder until you manually delete it from that folder.

### Logging out of Yahoo

- Always remember to log out of Yahoo!Mail when you are finished to ensure no else can get access to your account.
- Click on the *Sign Out* link under your name in the top left hand corner of the Yahoo!Mail screen to log out.
- You will know you have been logged out correctly when you are taken to the Yahoo.com home page. You are now logged out of your email account.
- You will also need to access the account at least once every 4 months to ensure your account remains active. Complete deactivation of the account occurs after 4 months.

