

Email Basics: Signing Up for an Email Account (Specific to YAHOO! Mail)

A. Signing up for an Email Account

These are instructions on how to get your own Yahoo! email account

1. Open Web Browser. You can click on Microsoft Internet Explorer if you are already connected to the internet. If you use an internet service provider such as AOL, then you must first go through the sign in process to connect to the internet.

2. Goto YAHOO! Mail Home Page: <http://mail.yahoo.com>. The address should be typed into the space at the top of the page that states, "Address".

3. Click on "Sign Up Now". This button is found in the lower left hand corner.

4. Click on "Sign Up for Yahoo! Mail." This is the button on the far left hand side under the word "Free!"

5. Fill in all required information and click on "Submit." Your Yahoo! ID will be your email address. You will have to choose an ID that no one else is already using. After entering a Yahoo ID. Click on "Check Availability" to see if that Yahoo! ID is available. If not think of another ID or choose one their suggestions. Please make sure you select a Security Question that you will remember the answer. Yahoo! will ask you that question if you forget your password. If you answer the question correctly, then they will give you your password so you can access your email account.

6. Print/Write Username and Password in a safe place. Please print or write down your username and password so you can find it if you forget.

7. Congratulations you now have your very own email address!

Your new email address is: _____@yahoo.com
(Enter your Yahoo! ID you selected in the above blank.)

Email Basics: Accessing Your Email Account

These are instructions on how to access your email account to send out emails or to read emails that have been sent to you

1. Open Web Browser and Goto Yahoo! Home Page:
<http://mail.yahoo.com>
2. Enter in your Yahoo ID and password you chose when you created the account. The information should be entered in the on the upper right hand side of the screen. After entering your ID and password, select "Sign In".
3. To read the mail that has been sent to you select "Check Mail". This button can be found in the upper left hand corner.
4. If you have new email, the person who sent it to you and the subject of the email will be written in bold. To open the mail, click on the subject of the email that you want to open.
5. If you want to delete your email after you have read, simply click on the "delete" button at the top of the message
6. If you want to save the current email and continue to read other emails, click on "Back to Messages" at the top of the message.
7. If you want to write a new email. Refer to the handout, "Email basics: Sending a Message"
8. When you are finished click on "Sign-out" at the top of the page beside the word Yahoo! Mail.

Email Basics: Sending A Message (Specific instructions for YAHOO! Mail)

How do I send a message?

Once you've logged into your Yahoo! Mail account, you can send email to any valid email address. Click "Compose," located towards the top of the page, to begin composing a message.

- In the To: field, specify the recipient's email address. To send your message to more than one person, add additional email addresses in the To: field separated by commas (e.g., johndoe@yahoo.com, janedoe@yahoo.com, etc.). Note that you must always specify at least one recipient in the To: field. If you do not, an error message will appear when you attempt to send the message.
- In the Subject field, enter the subject of your message.
- Use the large text box to enter the contents of your message.
- Spell-checking can be done on your outgoing mail by selecting "Spell Check" after your message has been composed. Any words that may be misspelled will then be outlined on your screen. When you have finished checking your spelling, click the "Edit Your Message" button to return to the Compose Mail window.

Once you have completed the above steps, click the "Send" button to send the message.

Please note: If you are in the middle of composing a message, it's important that you either send the message or click the "Save as a Draft" button before clicking any of the links on the left navigation bar or viewing another site. If you don't do this, your browser's "Back" button may not work to retrieve the text that you have typed.