



# Email Basics II

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## How do I reply to a message?

To reply to a message that you have received in your Yahoo! Mail account, you must first open the message on your screen. When the message is open:

1. Click the "Reply" button located at the top of the message window to reply only to the sender of the message. If you would like to reply to everyone, click on the down arrow and then select "Reply To Everyone." This will send your reply to all recipients of the original message, as well as the sender of the message.
2. Next, a Compose window will appear. If you clicked "Reply," only the sender's email address will appear in the To: field.

If you clicked "Reply To Everyone," all addresses the original message was sent to will appear in the To: and/or Cc: fields. In addition, the sender's address will appear in the To: field.

You can also add new email addresses, if you wish.

3. Type your reply.
4. Click "Send" to send your reply.

## How can I add an attachment to a message?

You can send all types of files as attachments, including word processor or spreadsheet documents, audio files, image files (.bmp, .jpg, .gif, etc.), web pages saved as HTML files, and more.

Once you've logged into your Yahoo! Mail account and begin composing a message, follow the instructions below to add an attachment:

1. Click the "Attach Files" link located above the compose window.
2. Click the "Browse" button and select a file.
3. When you have selected a file, click the "Attach Files" button located towards the bottom of the page to attach it to your message.
4. You will then see a file attachment confirmation page that will allow you to remove an attachment, if needed, by clicking on the "Remove" link located to the right of the file.
5. Click on the "Done" button to attach the selected file(s) to your message
6. To add multiple attachments, repeat steps 2 and 3.

Once the files are attached, you can address, compose, and send the message as you normally would.

### *Hints:*

- *You must remember where you saved your document so you know where to find it. Here is an example:*
  1. *Click on "c://" (which stands for computer's local hard drive)*
  2. *Click on "Documents and Settings"*
  3. *Click on "My Documents" folder*
  4. *Find the name of your file*