

EMAIL USING YAHOO

1. CHOOSING AN EMAIL ACCOUNT

There are many FREE email accounts on the Internet. For example you can use HOTMAIL or ROCKETMAIL or YAHOO or... well the list goes on and on. YAHOO is one of the most popular so we will use it in this tutorial. However, getting an email account with other providers is very similar. So, once you have done it using YAHOO, if you want to set up an email somewhere else, you should be able to use these instructions.

2. GOING TO YAHOO ON THE INTERNET AND GETTING TO EMAIL

- (i) Start your web browser (most likely Internet Explorer or Netscape Navigator)
- (ii) Put your cursor in the address bar, delete what is there and type in **www.yahoo.com.au**



- (iii) On the YAHOO HOME PAGE you will see the word **MAIL** and/or the icon **CHECK EMAIL** (These may be in slightly different places depending on which version you are using)
- (iv) Place your mouse cursor on the word **MAIL** or the **ICON** and click the left mouse button. (You may have to wait a minute or two for the window to change to the mail window)



- (v) **If you do not already have YAHOO email, don't try to Sign in with a Yahoo! ID or password yet. You will need to sign up first.**
- (vi) To sign up, put your mouse cursor on the words **SIGN ME UP**
- (vii) Now click the left mouse button
- (viii) The sign up window will come up.

EMAIL USING YAHOO

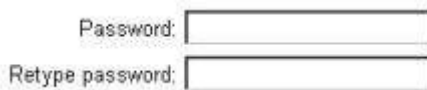
3. SIGNING UP AS A NEW USER

To sign up you need to fill in the information that is requested in each of the boxes

- After you fill in the information in each box hit the **TAB** key to go to the next box
- **DO NOT USE THE ENTER KEY** to go from box to box as this will “submit the form”

The first question you have to answer is what you want to have as your **YAHOO ID**, or **USER NAME**

- Your YAHOO ID must be at least six (6) characters long and may consist of either letters or numbers
- You can get almost anything you want as an YAHOO ID **if no one else has asked for it already**.



A screenshot showing two input fields for a password. The first field is labeled "Password:" and the second field is labeled "Retype password:". Both fields are empty.

Note: again, you should not use spaces in your password and it is easier if you keep everything lower case (not capital letters)

- You will have to type your password in two times to ensure that you did not make a spelling error typing it the first time
- When you type the password, the actual letters will appear as stars so no one standing around watching you can learn your password. That is another reason why they make you type it in twice because you can not see if you made a mistake. It is assumed if you can type it in the same way two times it is correct
- Some email programs will ask you if you have a current email address or any other email address. YAHOO does that - you can just leave that box blank if you do not already have any other email addresses.

The rest of the boxes and questions are generally straight forward. Make sure that you fill them all out.

Be warned that if you put check boxes in the requests to send you email information on different subjects, or release your email name to the public you could get flooded with junk email.



A screenshot of the Yahoo! Mail sign-up form. At the top is the "YAHOO! MAIL" logo. Below it is a blue button that says "Sign up Now". Underneath the button is a line of text: "To use Yahoo! Mail you need to sign up for a Yahoo! ID and password. If you : (50 state) resident, use the [Non-US Sign up form](#)". Below that is a section titled "Create Your Yahoo! Email Name" with a link "(Already Have One? [Sign In](#))". There are three input fields: "Yahoo ID:" followed by a text box and "@yahoo.com", "Password:" followed by a text box, and "Retype password:" followed by a text box. Below the "Yahoo ID" field are examples: "(examples: **jerry_yang** or **file**)".

Examples of yahoo ID's are

- lemonpie
- smithey33
- 27bigcardriver
- agy43youare
- myfirsttime

Note: you should not use spaces in your name and it is easier if you keep everything lower case (not capital letters)

You will then need to fill in a password.

- Pick some word that is easy for you to remember.
- Your password cannot be too similar to your user name
- Your password must also be at least six characters long

EMAIL USING YAHOO

4. WHAT IF THE NAME YOU CHOOSE IS NOT AVAILABLE?

If someone one else has already chosen the USER ID that you selected then, when you submit your request, YAHOO will give you suggestions for other names you might choose. Either pick one of the suggestions or type in your own in the **CREATE MY OWN** box.



[Yahoo!](#)

Problem with Required Fields

There were problems with the information you entered. Scroll down to correct the problems.

- **Someone has already chosen that Email Name.** Please choose another email name, be imaginative, try adding a number to the end of the name that you might remember.

Create Your Yahoo! Email Name

(Already Have One? [Sign In](#))

Someone else has already chosen **cordellv**.

Suggestions for your Yahoo ID:

- cordellv_1999
- cordellv_99
- cordellv_2000
- cordellv_98002
- Create My Own

Warning: Make sure that you tick the button of your choice, particularly if you are creating your own. It is a common mistake to type in a password of your own but to leave one of the other buttons selected. If you do this you may not know your password the next time you try to use the email.

5. SIGNING IN TO GET YOU EMAIL NEXT TIME

The next time you want to see if you have email do the following: Get on the Internet, Go to YAHOO (or what ever email program you are using), On the main screen, Click on the Mail link word **Mail**:



Yahoo! ID:

Password:

Remember my ID & Password ([What'](#)

Then fill in your User ID, Password and Click the Sign In button (**Do not put @yahoo.com in the box**)

Once you have signed up and it accepts your name and password it will tell you that you have been successful in getting an email address and will take you right to the email screen without you having to sign in again.

EMAIL USING YAHOO

6. READING YOUR EMAIL



Welcome cvusana@yahoo.com

Unread Messages (1)

[Inbox \(1\)](#)

- You are using 27% of your 3.0 MB limit
- [Go to Inbox](#) or [Check Other Mail](#)

- To start reading your email you just put your mouse cursor (the little hand) on the blue underlined words **CHECK MAIL** and click your left mouse button.
- It will show you what email you have received in your IN BOX.

[Check Other Mail](#) | [Empty Trash](#)

showing 1-2 of 2

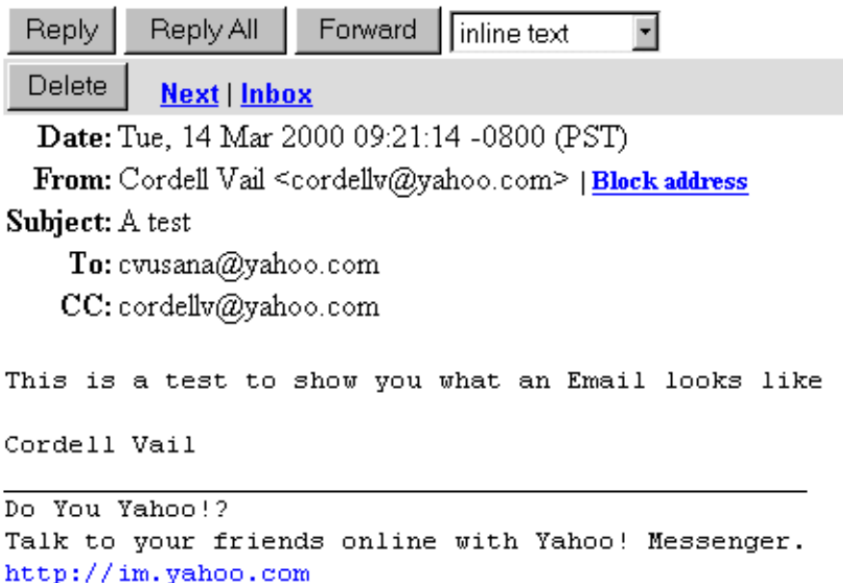
Sender	Date	Size	Subject
<input type="checkbox"/> Cordell Vail	Tue 03/14	946b	A test
<input type="checkbox"/> Yahoo!	Sat 03/04	387b	Yahoo!

[Check All](#) - [Clear All](#)

[Check Other Mail](#) | [Empty Trash](#)

showing 1-2 of 2

- When you receive emails, they will appear here in this IN BOX.
- To open an email just put the mouse cursor (which will now be a little hand) on the blue underlined word under Subject and click on the left mouse button.
- It will open that email.



Here is an example of what an email will look like.

- You can reply to an email by pressing on the **REPLY** button
- You can reply to all the people that this email was sent to by clicking on the **REPLY ALL** button
- You can send this email to another person by clicking on the **FORWARD** button

or you can delete it by using the **DELETE** button

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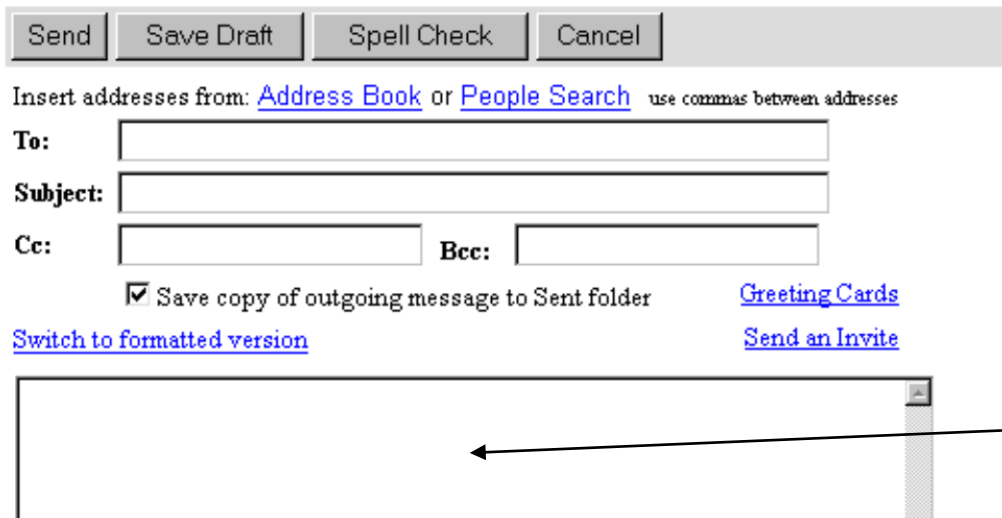
7. SENDING AN EMAIL:

If you want to send an email, go back to the main email screen and click on the words **COMPOSE**

This will take you to a blank email screen.



[Check Mail](#)
[Compose](#)
[Folder](#)
[Addresses](#)
[Search](#)
[Options](#)
[Help Desk](#)
[Sign Out](#)



Send Save Draft Spell Check Cancel

Insert addresses from: [Address Book](#) or [People Search](#) use commas between addresses

To:

Subject:

Cc: Bcc:

Save copy of outgoing message to Sent folder [Greeting Cards](#)

[Switch to formatted version](#) [Send an Invite](#)

← This is where you type your message

- Now all you have to do is fill in the blanks and you are ready to send your first email.

- **To:** is the main person you're sending it to. Just put their email address in that box.
- **Subject:** is the line they will be able to see in their IN BOX to know what the email is about
- **Cc:** If you want to send the same email to a second person at the same time and let the first person know you are sending it, just put the email address of the second person in this box.
- **Bcc:** If you want to send a copy of the email to a person but hide the email address of that person from the first person put the email address in this box.

Hints:

- you can put as many people's addresses in the TO box as long as they are separated by a semi-colon (;) eg and@yahoo.com.au;johnh@hotmail.com;fredsmith@bigpond.com.au
- when I send out my news letters, I put my own address in the TO: so I get a copy and then I put all the addresses of the people on my mailing list in the Bcc: box so no one on the mailing list can see the mailing address of the other people on the mailing list.

EMAIL USING YAHOO

Here is an example of an email:

Send Save Draft Spell Check Cancel

Insert addresses from: [Address Book](#) or [People Search](#) use commas between addresses

To: cvusana@yahoo.com

Subject: A test

Cc: cordellv@yahoo.com Bcc: deafjobs@yahoo.com

Save copy of outgoing message to Sent folder [Greeting Cards](#)

[Switch to formatted version](#) [Send an Invite](#)

This is a test to show you what an Email looks like

Cordell Vail

After all the details are completed, just click on the **SEND** button.(You will notice that, in this example, there are three people that this email is sent to – one in the To section, the second in the Cc box and the third in the Bcc section)

Note: if you do not finish your email or are not ready to send it for any reason you can click on the DRAFT button. This will save the email as a draft but will not send it. You will then be able to get it at another time to finish it and then send it

**CONGRATULATIONS: YOU ARE NOW READY TO JOIN THE
CYBER WORLD**