Email How To For Yahoo!

Create a Yahoo! Account

- Go to the Yahoo! homepage. (Type: http://www.yahoo.com/ into the address bar.)
- Click on the **Sign Up** link that's located somewhere near the upper right top of the Yahoo! homepage.
- Enter *your* personal information in the fields provided. (To protect yourself, you may use another name, but if you will be using this e-mail address for professional purposes, you should use your real name and information.)

Choose Your Yahoo! ID and Password

Create a Yahoo! ID (username) that you will be comfortable using for a long time and will identify you to your email recipients. Remember that you can use numbers and letters and even a single dot.

- Type the username you choose in the field provided. Check the availability of your username by clicking the **Check** button to the right. You may have to think of an alternative username if your top choice is already taken by another Yahoo user.
    - In addition to @yahoo.com, you can choose @ymail.com or @rocketmail.com. The default option is @yahoo.com, if you wish to change it, chose a different one from the drop-down options.
- Type your password when you have successfully entered a unique username. Passwords must be at least 6 characters long and keep in mind that passwords are case-sensitive. You will be asked to type your password twice to ensure accuracy.
    - When the password is typed it will appear as asterisks (*******).
    - You will see to the right the words **Password Strength**. To increase its security, try using lower and upper case letters, numbers and characters.
        - Example: Say you choose the word library. That's going to be a *Weak* choice, so instead try Library (first letter capitalized). That will bump it up to *Strong*. If you want to make the password *Very Strong*, try Libr@ry (first letter capitalized and the character @ is exchanged for the letter a).
- Use **different** words and numbers for ID and password. Do NOT use your Social Security Number, phone number or any other personal important information as your password.
- Be sure to write down your ID and password somewhere only you can find.

Select Your Secret Questions and Verify Your Registration

- Secret Question 1: Chose a question from the drop-down menu. Yahoo will ask you this question if you should forget your password in the future, in order to verify that you are the correct user.
    - Be sure to check your spelling when typing in your answer to the security question. If you spell it wrong during account setup, you may be denied access later on.
- Type in your answer to the question in the field below.
- Secret Question 2: Chose a question from the drop-down menu. (Just make sure to select different question/answer.)
- Type in your answer to the question in the field below.
- Verify your registration by typing the characters in the image you are shown in the last section of the registration page into the field provided.

Complete the Process

- Read the Terms of Service thoroughly.
- Click **Create My Account**.
- If you've made any errors or haven't filled in all the fields, your account will not be created. You'll see next to the field that's in error or missing information, **This information is required**, written in RED. All fields MUST be filled in, in order to complete your registration. After making required changes, click **Create My Account** again.
- If you receive no other errors, congratulations! You have successfully set up your Yahoo e-mail account.

Set up a signature

Tired of retyping your name at the end of every e-mail (remember, you should "sign" your e-mail)? Setting up your signature will save you this step by inserting your signature automatically when you compose/reply/forward e-mail. You may want to set up different signatures (an option with some email services) depending on who you are sending e-mail. Below are directions for setting up a signature on some of the popular e-mail services.

- Click on the **Options** link located in upper right corner.
- Choose Mail Options (you will default to general settings – be sure to take a look at these.)
- Click on **Signature** on left menu.
- Check the "Show a signature on all outgoing messages" and click Rich Text if you want to bold text, add hyperlinks, etc.
- Make sure to click on the **Save Changes** link (icon of floppy disk) at the top of the page.

Open/Send Attachments

Kids send you a photo of junior via e-mail? Need to send your resume to a potential employer? You'll need to know how to open and attach files.

Open a file

E-mail with attachments will show a little paperclip icon when you view in your inbox.

- Open the e-mail and click on the link to the right of the paperclip to download the attachment.
- Norton Antivirus will scan and tell you whether it's okay to download.
- Click the **download attachment** button.
- You'll get a prompt that you can **Open with** (choose a program to view the file…you'll get a clue what to open by looking at the file extension (".jpg" or ".gif" should use the picture viewer, ".doc" should be Word, etc.) or **Save File**.
- Save to your hard drive, flash drive or view if on a public computer in the library

Attach a file

When you create a new e-mail message, under **Subject**, you'll see a button to **attach a file** (to the right of the send button.)

- The first time you try to attach a file, Yahoo gives you the option of attaching multiple files at once, view and rotate thumbnails and drag files to attach. Go ahead and **agree** and continue. Yahoo will update your browser to allow for you to handle files multiple ways (drag and drop, attach the old-fashioned way, etc.)
- Windows explorer will open so that you can locate the file on your computer.
- Double click on the file you want to attach.
- You'll see it now as part of the e-mail (located at the bottom of the email.)

Address Books - Create Contacts and Distribution Lists

Store friends and family e-mail addresses in one place. Set up groups of email recipients so you can send e-mail to a group of people at once.

Contact/Address for Individual

Once you are in your mail, click on the **Contacts** link on the left menu (you can also just click on the hyperlinked/blue word "Add" to the right of the word **Contacts**) or the Contacts tab.

- Click the **Add Contact** button.
- Fill in fields (e-mail, etc.)
- You can categorize your contacts by clicking on the word **Add** to the right of the word **Categories:**; Categories not only lets you place contacts into meaningful groups, but also acts as distribution lists so that you can send one email to a group of people.
- Click the yellow **Save** button.
- Most often, you email your contacts directly from Yahoo! Mail. If you've included a friend's email address in the contact details, Mail auto completes the address for you as you type in the **To:** box of the compose message page.

Contact/Address for Group

Once you are in your mail, click on the **Contacts** link on the left menu (you can also just click on the hyperlinked/blue word "Add" to the right of the word **Contacts**) or the Contacts tab.

- Click on the **Add Category** button.
- Click the yellow **Save** button.
- Then you can **View All Contacts** and **Add** them to the category/categories you've created.
- To send e-mail to everyone in a category/group, click the **New** button and select **Email Message**.
- Click the **To:** button and choose your category.

Organize Your Mail

After you've read your e-mail, you can keep it as *read*, mark as *unread*, *delete* it, move to *spam*, etc. If you end up wanting to keep a fair number of your e-mails, you'll want to consider saving it into folders and/or labeling under specific subject headings.

In your inbox, you'll see folders listed for **Drafts, Sent, Spam** and **Trash**. There is also a section called Folders below the Contacts section.

- Too add a folder (i.e., "Travel"), click the word **Add** next to the word **Folders.**
- It will automatically create a folder and name it *untitled.*
- At this point you can type in the name you want; otherwise, if you don't do that, you can always right click on the *untitled* folder and rename it.
- If you select an e-mail and choose the **Move** button, you can move it into folders labeled/set up set up by you ("Travel") or **Spam** or **Trash.**