

INTRODUCTION TO THE INTERNET

Internet Express 3: Email

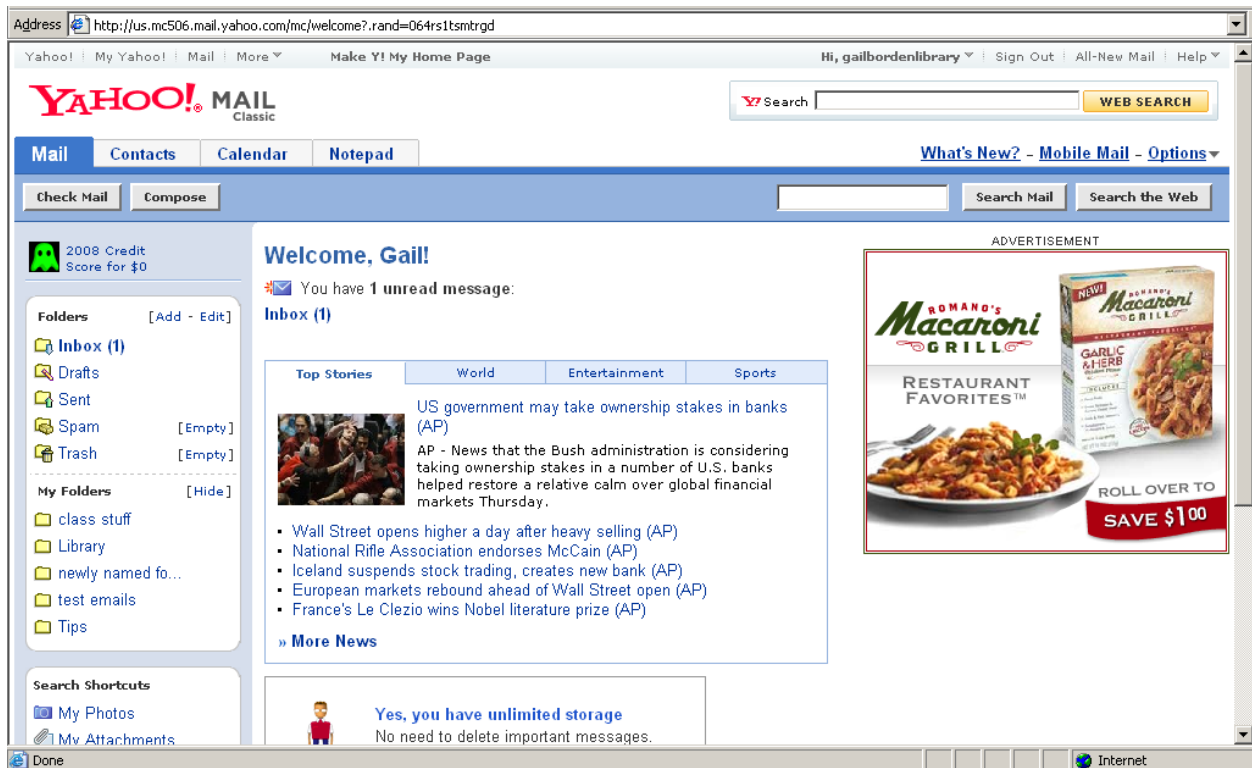
Email has become a necessity in today's society as more people use it rather than regular mail, and to contact many companies or purchase anything online, an email account is required.

Today's class will teach you how to use Yahoo! Mail, but any email account you acquire will work similarly.

I. Accessing Yahoo! Mail

The direct Web address for Yahoo! Mail is <http://www.login.Yahoo.com> or you may go to the Yahoo! Web site, www.yahoo.com, and click on the "Mail" icon found among the boxes near the top on the right hand side of the page.

Each person will be given the email address and password for their computer in this class. When you have brought up your account, the screen should look somewhat like this:



II. Layout of Yahoo! Mail

Yahoo has designed the page so that you may navigate it without too much trouble. The two most important buttons appear in the blue bar near the top:

- **Check Mail:** Click here to see if you have new mail in your inbox
- **Compose:** Click here to write an email message

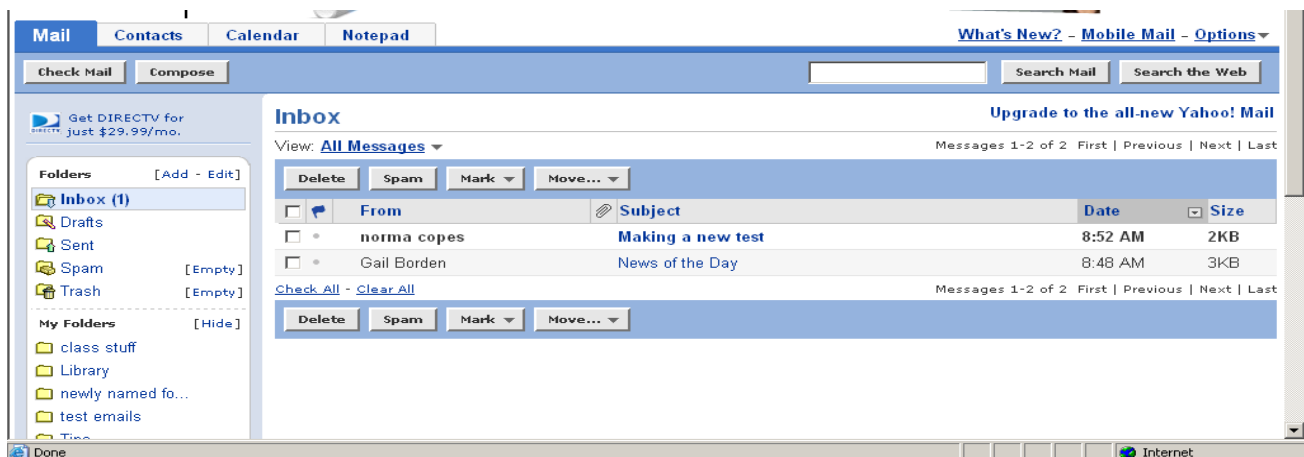
Folders on the left side of the screen organize your mail:

- **Inbox:** where new mail appears
- **Draft:** where messages you haven't finished writing are kept
- **Sent:** where copies of messages you've sent are stored
- **Spam:** where mail Yahoo! thinks are spam are directed
- **Trash:** where messages you've deleted from your Inbox go

III. Opening Email Messages

To read your mail, click on the "Inbox" link in either the "Folder" list or in the middle section under where it says, "Welcome Station!"

Your screen should look something like this:



When you enter your "Inbox," Yahoo! tells you the following about the messages it contains:

- Who sent you the message (From)
- What the message is about (Subject)
- When the message was sent (Date)
- How large the message is (Size)
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To read a message, click on the blue link under “Subject” for that message.

IV. Email Addresses

An Email address is made up of two parts:

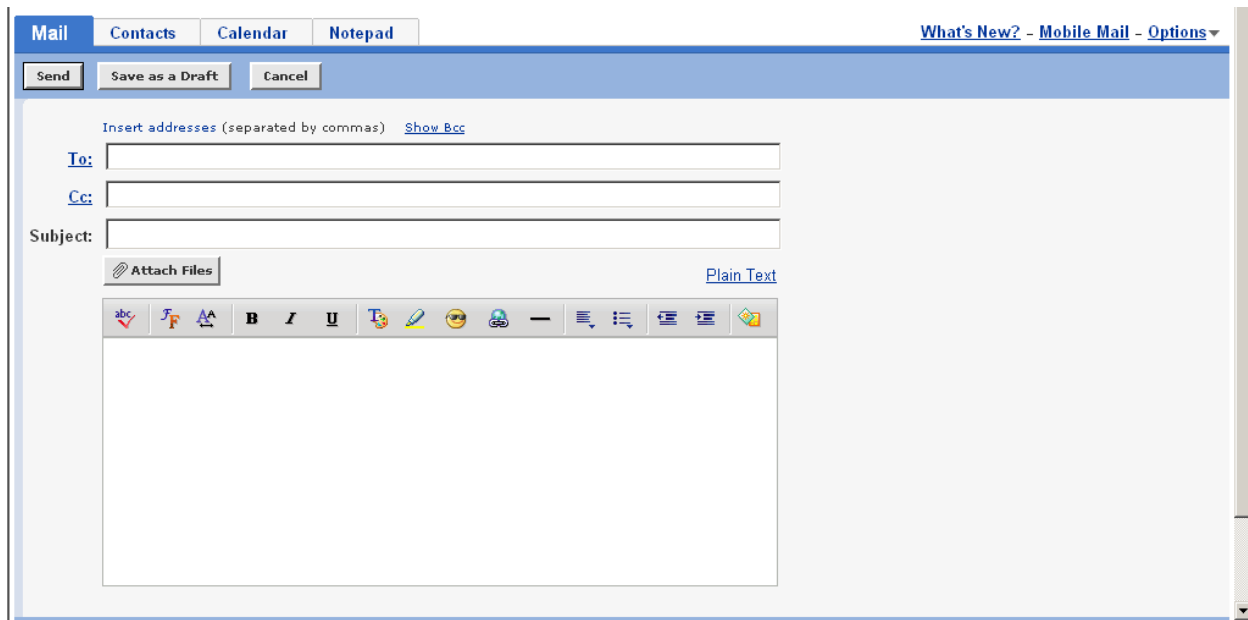
- The username, or account name, is chosen by the person who created the email account.
- The Internet Service provider (ISP) is the name of the company, organization, or Internet service that hosts an email address.

The two parts are connected by an “@”. Type this symbol by pressing one of the “Shift” keys on your keyboard and holding it down while you press the **2** key.

Email addresses never have spaces in them, although people may include an underline mark (_) to symbolize a space in their account names.

V. Sending an Email Message

To begin a message, click on the “Compose” button. A screen like this will appear:



The long white box next to “To” is where you type the email address of the person or people who will receive your message. If you are typing in more than one address, follow each address with a comma and a space to separate them.

If you set up your own Yahoo! mail account, you’ll probably want to set up a “Contacts” list to store addresses of people you email often. Once you’ve started a “Contacts” list (which we won’t do today), either click on the “TO” or click on the “Insert addresses” link above the address box to bring up your list of contacts.

To skip down to the next box, either click in that box, or use the “Tab” key on your keyboard to move down.

The “CC” link works the same way as the “To” link.

It is a good idea to type something in the “Subject” line. This lets your recipient know what your message will be about and helps Yahoo! decide whether or not the mail is spam.

The large white box is for your message. If you get interrupted or wish to further refine a message, you may click on “Save as a Draft” button near the top of the screen. The message is stored in the “Draft” folder until you are ready to finish it.

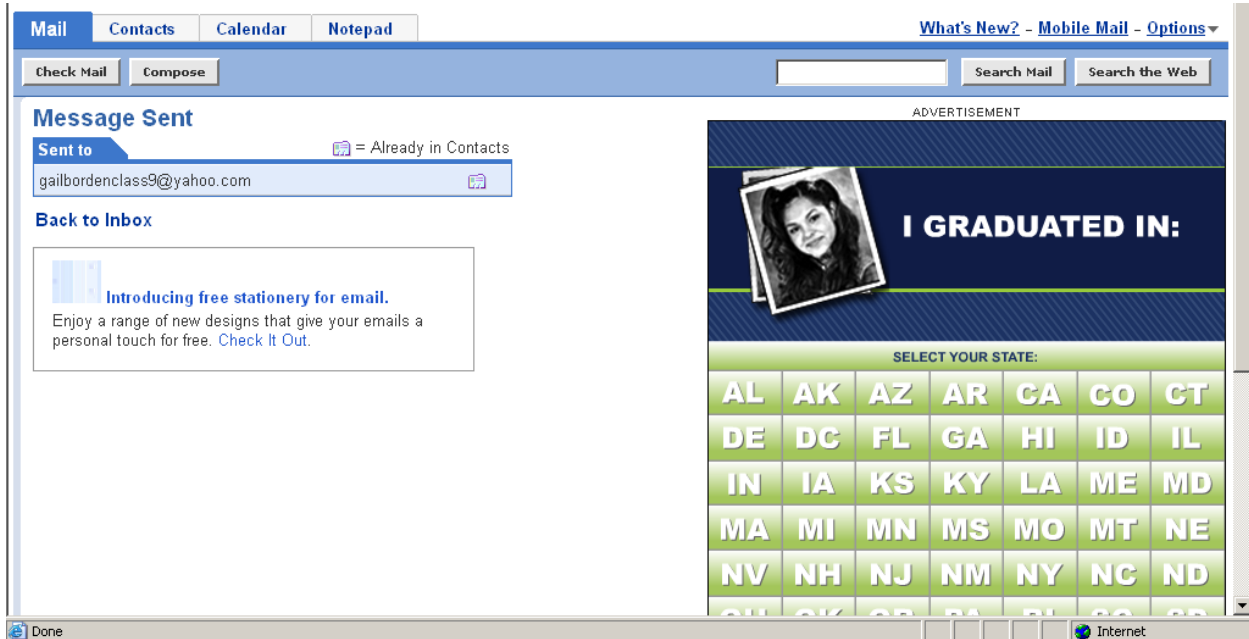
If you change your mind about sending a message, click on the Cancel button and the message will not be sent. To send a message, click on the “Send” button.

To send a message to the person next to you, please complete these steps:

1. Type the person’s email address in the “To” box.
2. In the “Subject” box, type in the subject of your note.
3. Type the message you wish to send.

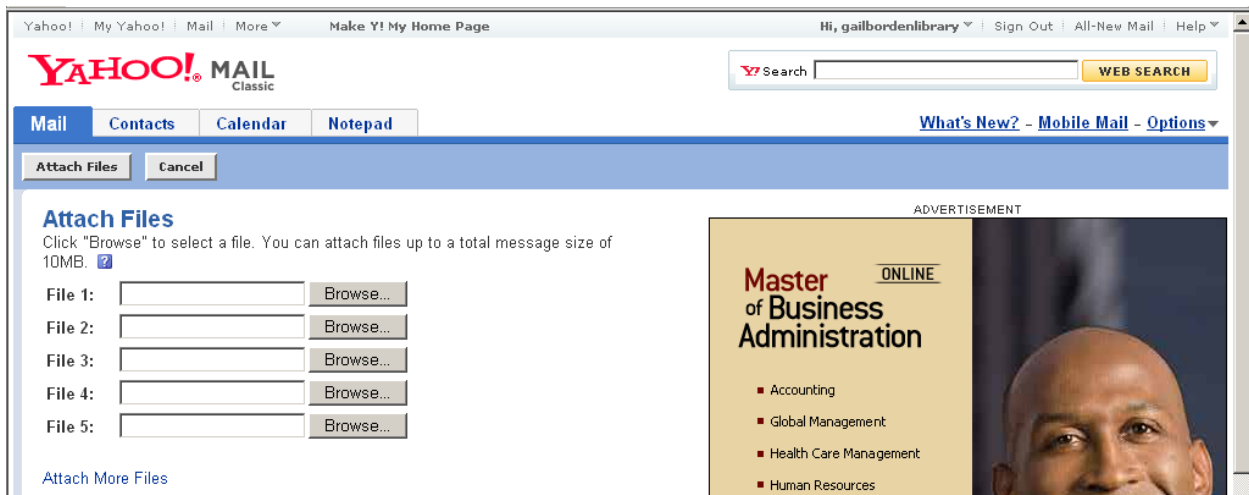
4. When you are done, click the “Send” button.

This screen should appear to let you know your message was sent:



VI. Attaching a File to an Email Message

This is only a demonstration. To send a photo, document, or file, click on the “Attach Files” button above the big white box where you’ve typed a message. A screen like this will appear:



To choose the location of the file, click on the “Browse” button. When you have selected a file to attach, click on the “open” button in the box. The file will appear in the box next to “File 1.” Next click on the “Attach Files” button and you will be returned to the page so you may begin typing your message.

VII. Deleting Messages

Once you have read all of your messages in your “Inbox,” you may move them to the “Trash” folder and then empty that folder. To do this:

1. To individually select items to be deleted, click on the blank box before the name of the sender or click on the “check all” box below the list of messages to select all the messages for deletion.
2. Click the “Delete:” button above the messages.
3. Click on the “Empty” link next to the “Trash” folder to permanently delete the messages.

VIII. Exiting a Yahoo! Email Account

The final step in using email is to sign out of your account. Doing this protects your privacy, especially when you check your email in a public place. To do this, click on the small “Sign Out” link near the top of the screen

IX. Starting a New Yahoo! Mail Account

To establish your own Yahoo! Mail account, visit www.login.yahoo.com. Click on the “Sign Up” link and fill out the form. If you set up an account, write down your Yahoo! ID and password for future reference. You’ll need to type in each of these when you want to sign in and use your email.

X. Learning More About Email

For more information about Yahoo! Mail, visit Yahoo! Help link found on the screen when you enter your ID and password information or at the upper right hand corner of your email page.

If you would like to access this page after the class session is over, it is available on the library’s public home page (www.gailborden.info). Click on “Services,” found in the gray bar at the top of the page. Under that menu is “For Computer Users,” and then “Introduction to the Internet.” All three classes offered by Adult Services are located there.

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