

Using Yahoo Email

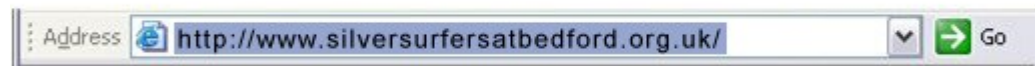
These instructions assume you already have a Yahoo email address and that you know your Yahoo password. If you do not have Yahoo email your tutor will help you register.

Logging in to Yahoo

To log in you must go to the Yahoo web site and enter your Yahoo ID and password. To do this follow these steps.

Step 1 Open Internet Explorer (or whichever other web browser you prefer to use) by double clicking on its icon on the Windows desktop.

Step 2 Click once in Internet Explorer's address bar to highlight the current address.



then type: `mail.yahoo.co.uk`



Now either click the **Go** button or press the **Enter** key on the keyboard. After a few seconds the Yahoo login page should be displayed.

Step 3 Click in the first box and type in your Yahoo ID.

Your ID is the first part of your email address. For example, if your email address is:

`janesmith2004@yahoo.co.uk`

your Yahoo ID will be just:

`janesmith2004`

A screenshot of the Yahoo login page. The page has a blue background. At the top, it says "Already have a Yahoo! ID? Please sign in to read or send mail". Below this, there is a section titled "Enter your ID and password". It contains two input fields: "Yahoo! ID:" with the text "janesmith2004" and "Password:" with asterisks. There is a checkbox labeled "Remember my ID on this computer" which is currently unchecked. At the bottom right, there is a "Sign In" button.

Now click in the second box and type your password. To keep your password confidential it will be displayed as asterisks as you type.

Note: If you are using a computer that other people use it is advisable not to put a tick in the box labelled "Remember my ID on this computer".

Step 4 Click on **Sign In**. If you typed your details correctly you will be logged in to Yahoo Mail and a welcome message will be displayed. If you made a mistake with either your ID or password you will be informed of the error and given a chance to try again.

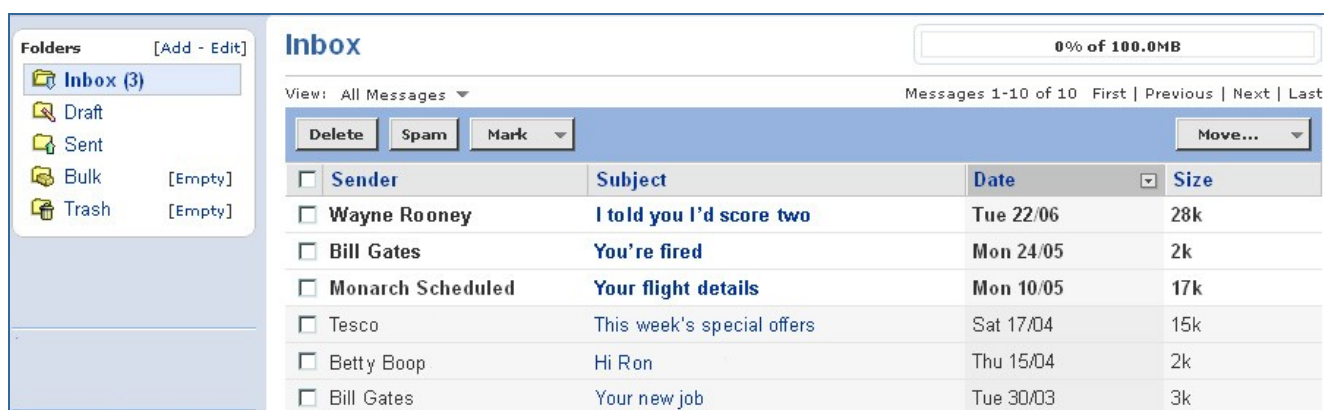
Checking your email

The Yahoo welcome screen pictured here shows I have logged in successfully and that I have three new emails to read.

If I click on the word **Inbox** will be shown my Inbox which is a list of all the emails I have received.



The picture below shows the six most recent emails in my Inbox. The top three in the list are in bold type which indicates that they are messages which I have not yet read. The list you see in your own Inbox will be different to mine depending upon how many emails you have received and how many are unread.

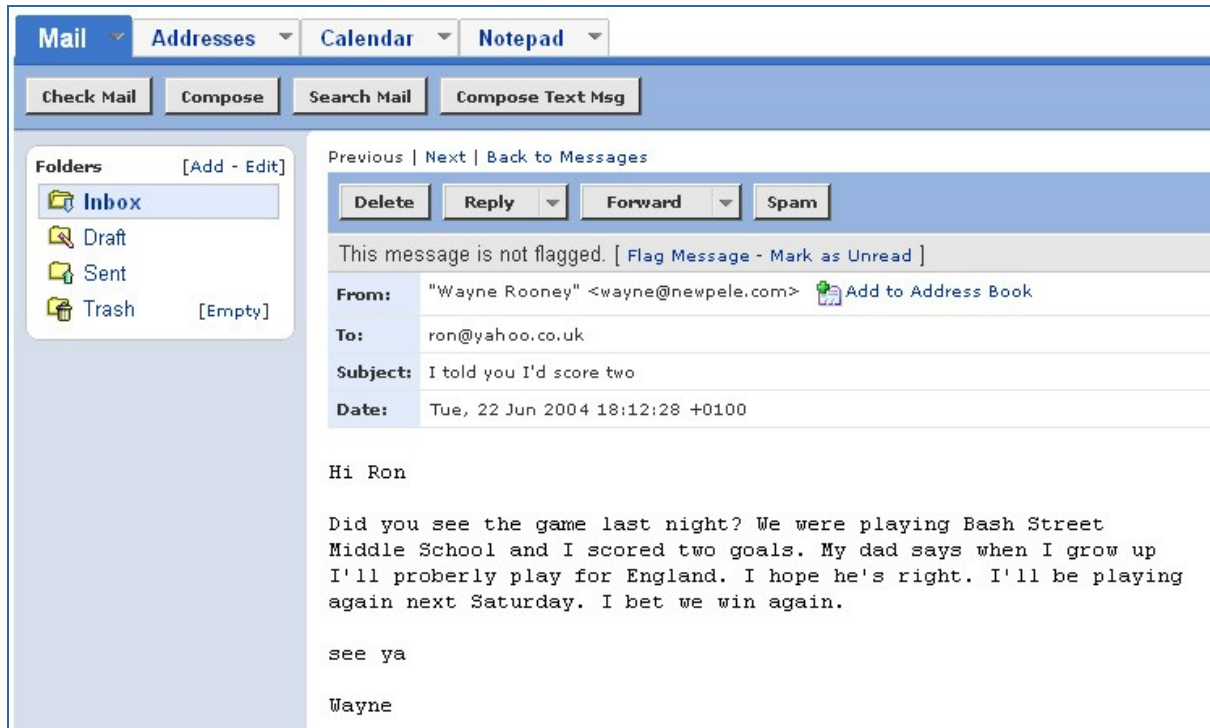


The list has four columns: Sender, Subject, Date and Size.

Sender is the name of the person or organisation that sent me the email. **Subject** is the descriptive title the sender gave to the email. **Date** is the date the email was sent. **Size** shows how much space in kilobytes the email takes up in my Yahoo Inbox.

To read any email click on the subject line for that email. For example, the above list shows that Wayne Rooney sent me an email on Tuesday 22nd June and he chose "I told you I'd score two" as the subject (or title) of his email. To read that email I simply click on the words "**I told you I'd score two**".

After clicking on the subject line the email will be displayed. You should see something like the picture below although you will probably need to scroll the screen to read the whole of the email.



Every email has a **header** above the content of the message. The header gives information such as the name and email address of the sender, the recipient's email address, the subject (or title) of the email, and the date and time that it was sent.

Above the header there are four buttons which allow you to:

Delete the email if you don't want to keep it.

Reply to the sender of the mail. See "*Replying to an Email*" below.

Forward a copy of the email to a third party.

Or mark the email as **Spam**, i.e. unwanted junkmail. (If you mark an email as spam Yahoo will ensure that any future emails from this sender will be deleted immediately on receipt.)

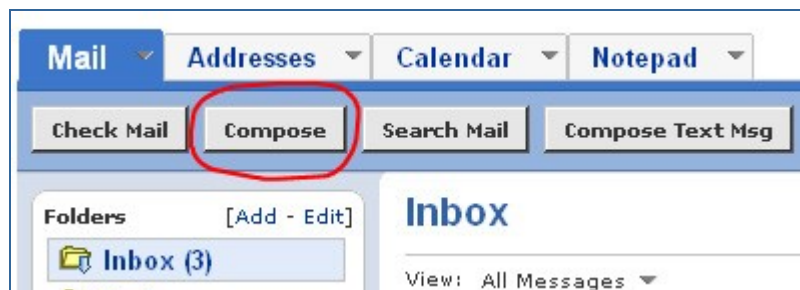
After reading the email (and assuming you don't wish to reply to it) you can return to your Inbox by clicking on **Inbox**.

Sending an email

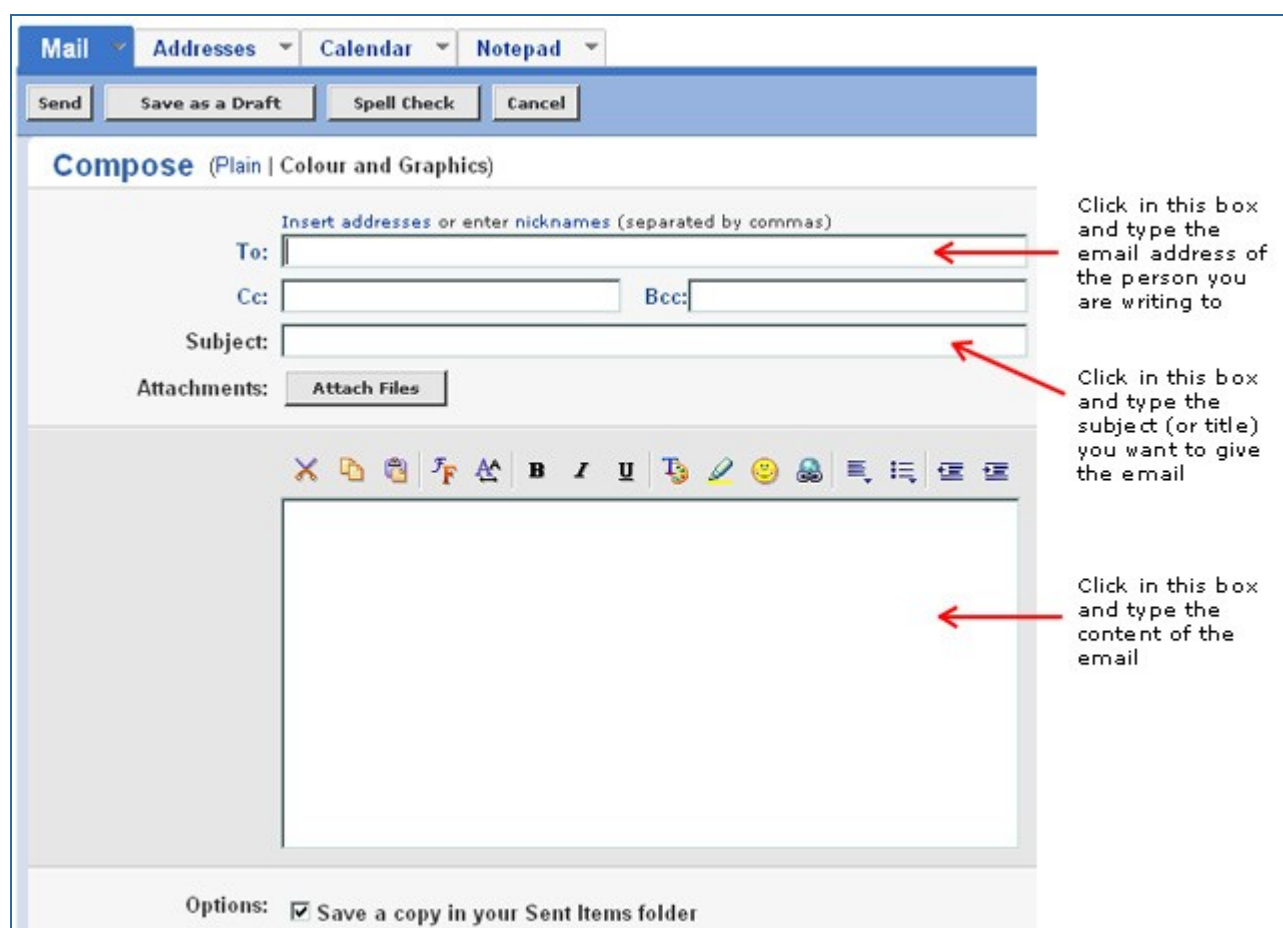
Log in to Yahoo Mail and go to your Inbox (see “*Logging in to Yahoo*” and “*Checking Your Email*” above.)

You will see four buttons labelled Check Mail, Compose, Search mail and Compose Text Msg.

Click on the one labelled **Compose**.



A blank email form will be displayed as shown below.



After filling in the recipient’s address, the subject line and the content of the email click on the **Send** button. If you have made a mistake such as using an invalid email address you will be informed and allowed to correct the mistake. If you have done all correctly the email will be sent.

Replying to an email

To reply to an email first open the email to display its contents (see “*Checking Your Email*” above). Above the email there are four buttons:



Click on the **Reply** button.

You will be given an email form with a cursor flashing ready for you to type your reply.

Note: You do not need to type the email address of the person you are replying to or a subject line for the email since these are already entered for you.

When you have typed your reply click on the **Send** button above the email. Your message will be sent.