

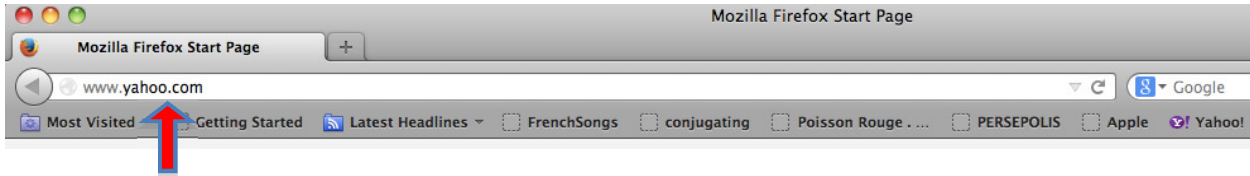
# Opening a Yahoo email



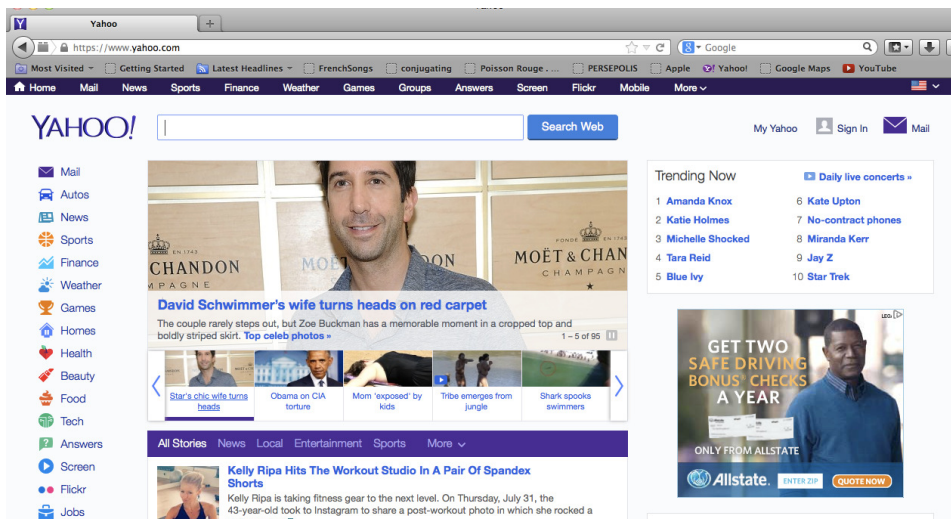
1. Open a web browser.

Examples of web browsers are: - Internet Explorer , Mozilla Firefox , or Google Chrome

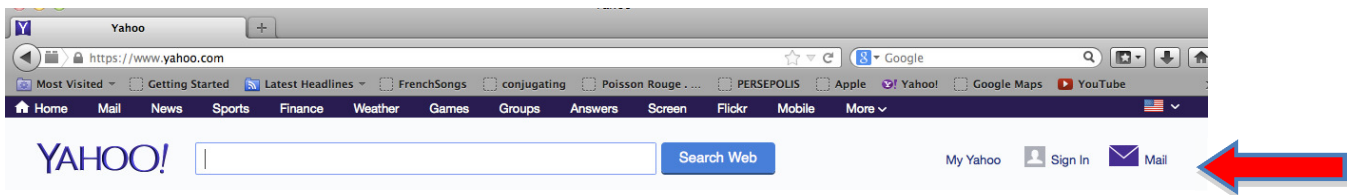
2. In the address bar, type in **www.yahoo.com** and press enter.



This will open up the Yahoo web page.



3. Click on **Mail** in the upper-right corner of the page.



This will open a Log-In screen.

YAHOO!

Yahoo ID

Password

Keep me signed in

Sign In

I can't access my account  
Help

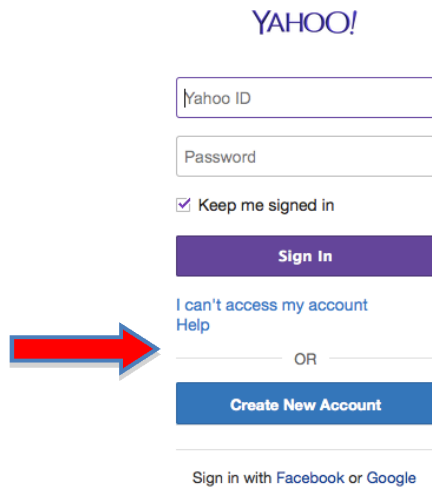
OR

Create New Account

Sign in with Facebook or Google

## Opening a Yahoo email cont'd

4. Click on **Create New Account** near the bottom of the page.



YAHOO!

Yahoo ID

Password

Keep me signed in

Sign In

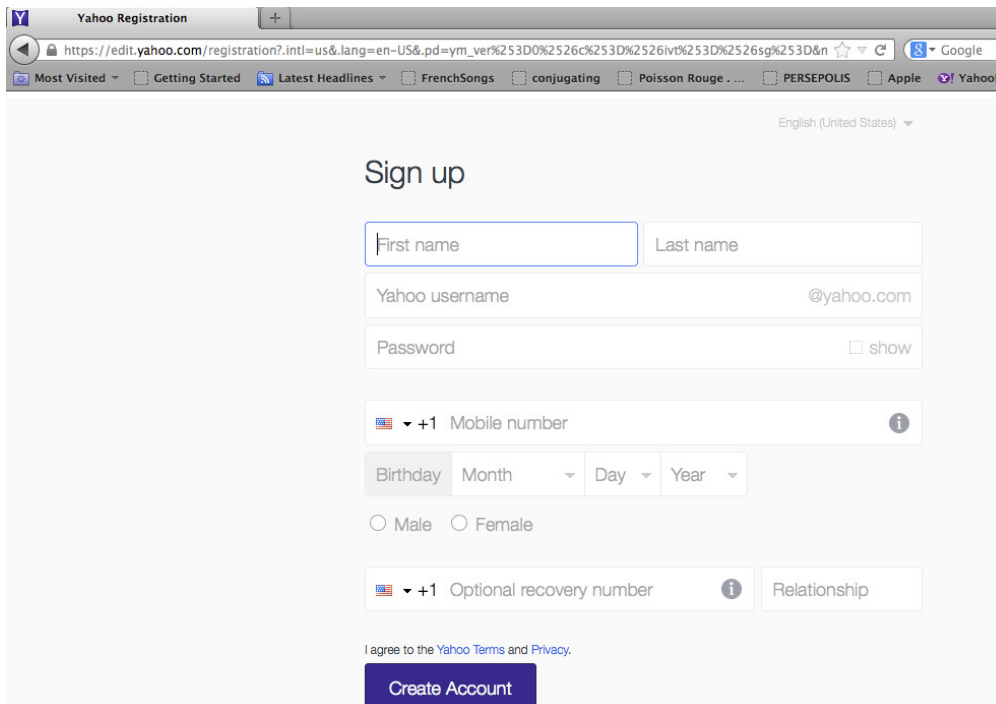
I can't access my account  
Help

OR

Create New Account

Sign in with Facebook or Google

5. Fill out the requested information. Then click **Create an Account**.



Yahoo Registration

English (United States)

### Sign up

First name Last name

Yahoo username @yahoo.com

Password  show

+1 Mobile number

Birthdate Month Day Year

Male  Female

+1 Optional recovery number Relationship

I agree to the [Yahoo Terms and Privacy](#).

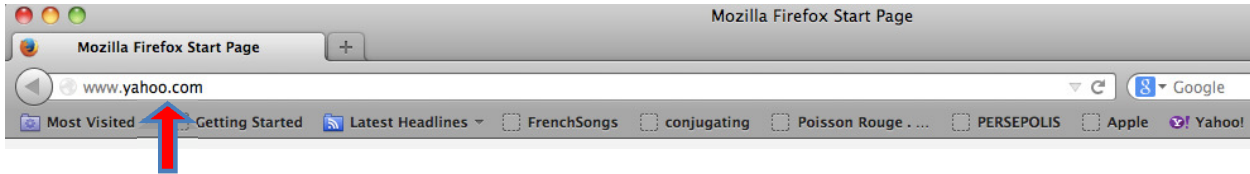
Create Account

# Logging in to your Yahoo email

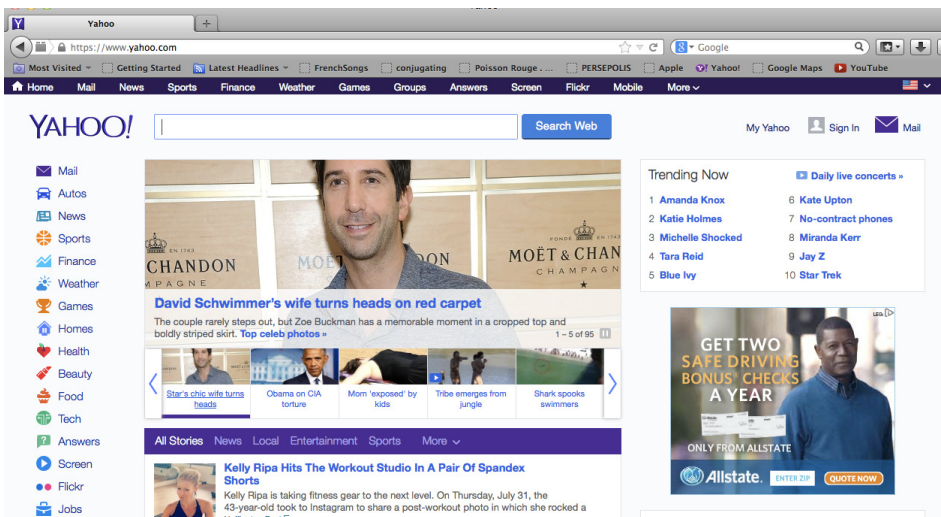
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Examples of web browsers are: - Internet Explorer , Mozilla Firefox , or Google Chrome

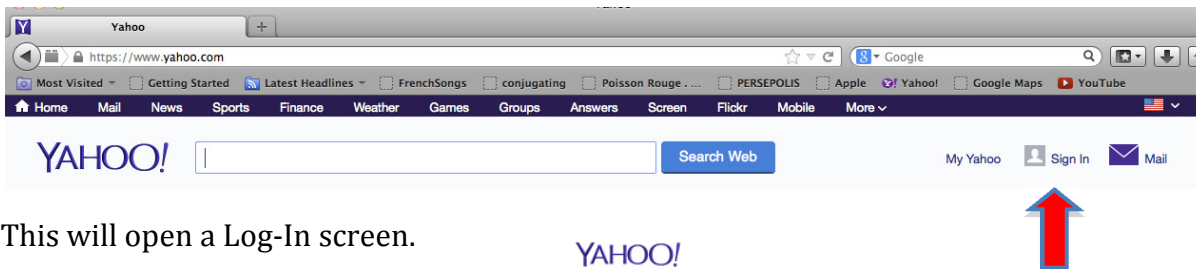
2. In the address bar, type in **www.yahoo.com** and press enter.



This will open up the Yahoo web page.



3. Click on **Sign In** the upper-right corner of the page.



This will open a Log-In screen.

YAHOO!

Yahoo ID

Password

Keep me signed in

Sign In

I can't access my account  
Help

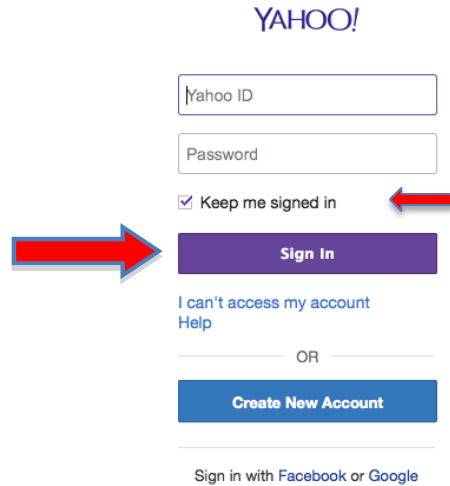
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Sign in with Facebook or Google

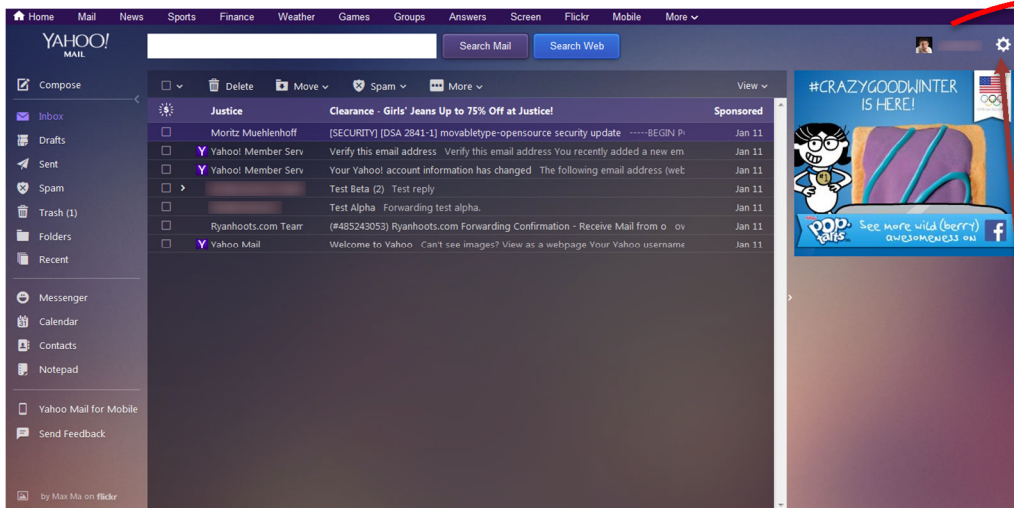
## Logging in to your Yahoo email cont'd

4. Type in your Yahoo ID. This is the first part of your email address. For example, if your email address was XXXXX@yahoo.com your Yahoo ID is XXXXX. Then type in your password and click Sign In.



If you are using a public computer or just don't want the computer to remember your ID and password, click the check mark next to "Keep me signed in." This will remove the check mark and stop the computer from remembering your password.

This will bring you to your Yahoo email.



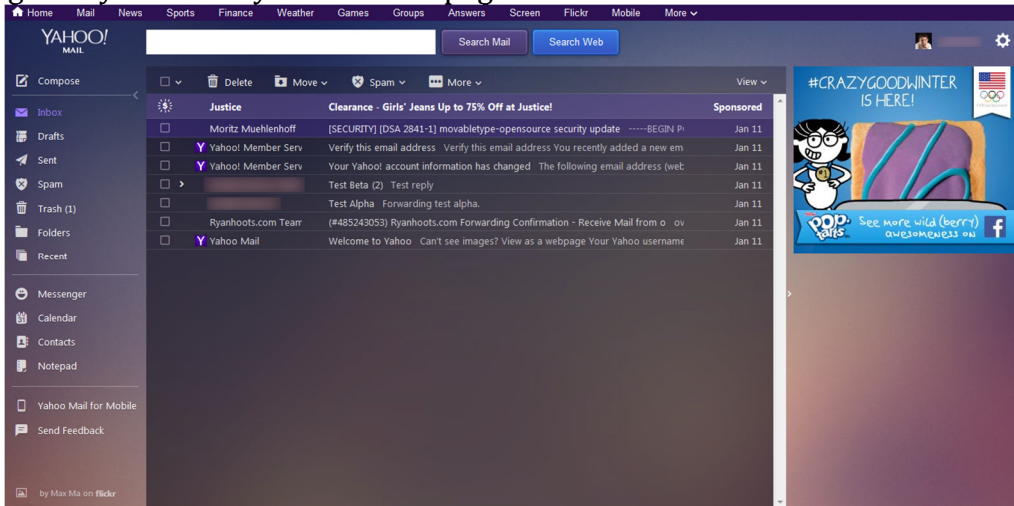
Your name should appear in the upper-right corner.

If you click on your name a drop-down box should appear. Click on **Sign Out** to sign out of your email.

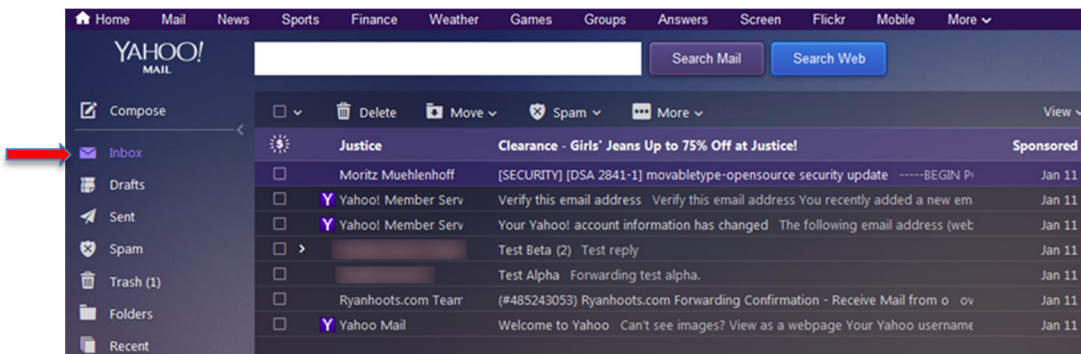
The gear next to your name will open setting where you can change aspects of your email.

# Checking your Yahoo email

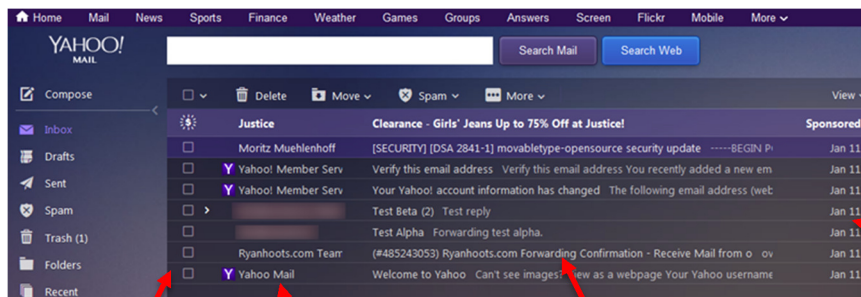
Once you log in to your email you will see a page similar to this.



1. To check your mail, click on **Inbox** located on the left side of your screen. In parenthesis next to Inbox is the number of unread emails you have.



2. The center of this webpage will show you a list of your email organized from newest to oldest. Click on the subject line of the email to open it.



This is the date you received the email.

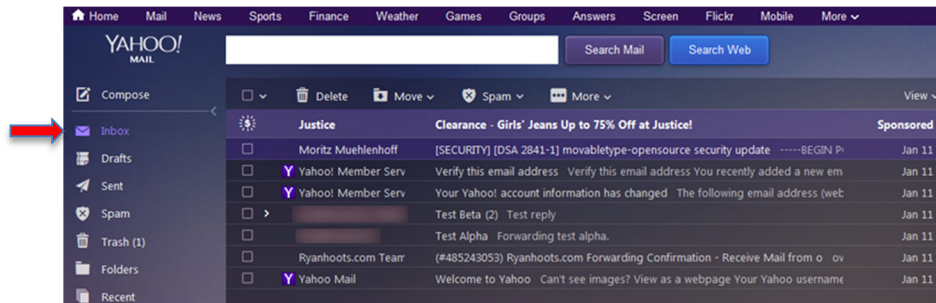
Clicking this box will select the email.

This column shows you the subject line of the email, or what the email is about

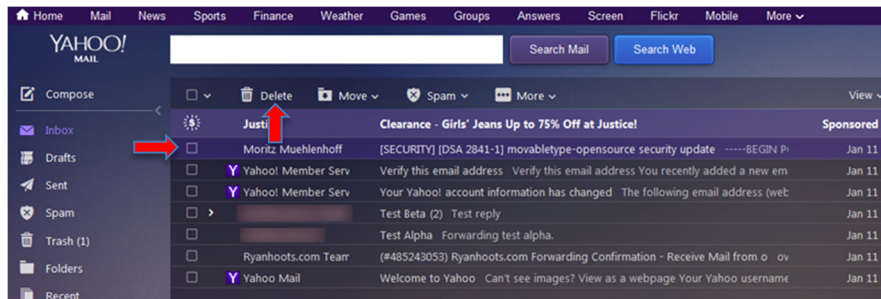
This column shows who sent you the email.

## Checking your Yahoo email cont'd

3. If you want to go back to your inbox after opening an email click on **Inbox** on the left side of the screen just like you did before.



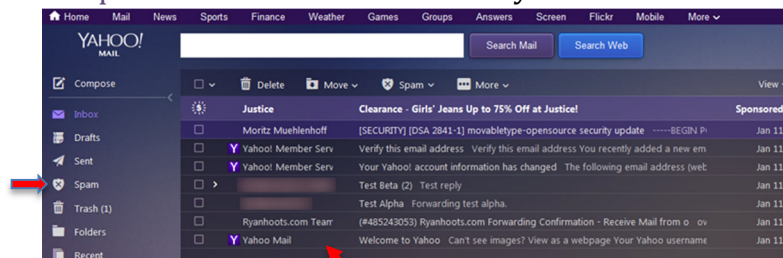
4. If you want to delete an email, first select an email by clicking the box to the left of the email. Once a check mark appears in that box, click **Delete** located next to the trash can icon near the top of the page.



### **SPAM**

Your spam box collects emails the yahoo recognizes as junk mail. This is usually advertisements or scams. This collection is not perfect. Some advertisements will end up in you inbox and some mail you may find important to you will end up in you spam box. If you are expecting an email from someone, especially a business, and it has not shown up in your inbox check you spam.

1. Click on **Spam** located on the left side of your screen.

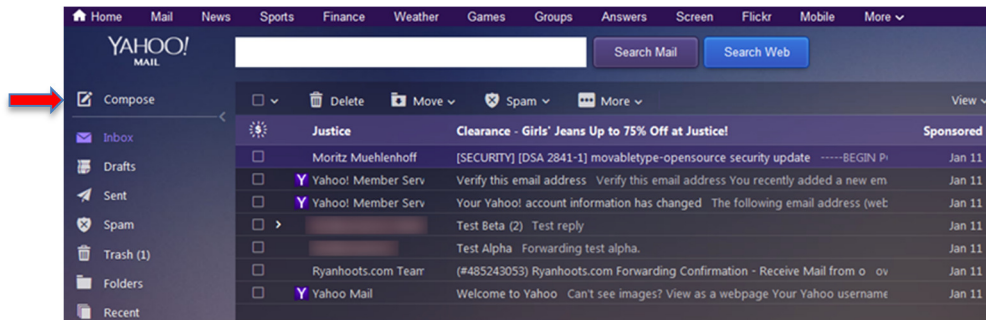


2. Search the list of this column for the name of the person/organization you were expecting. If you find the name you are looking for, click on the subject line of the email to open it.

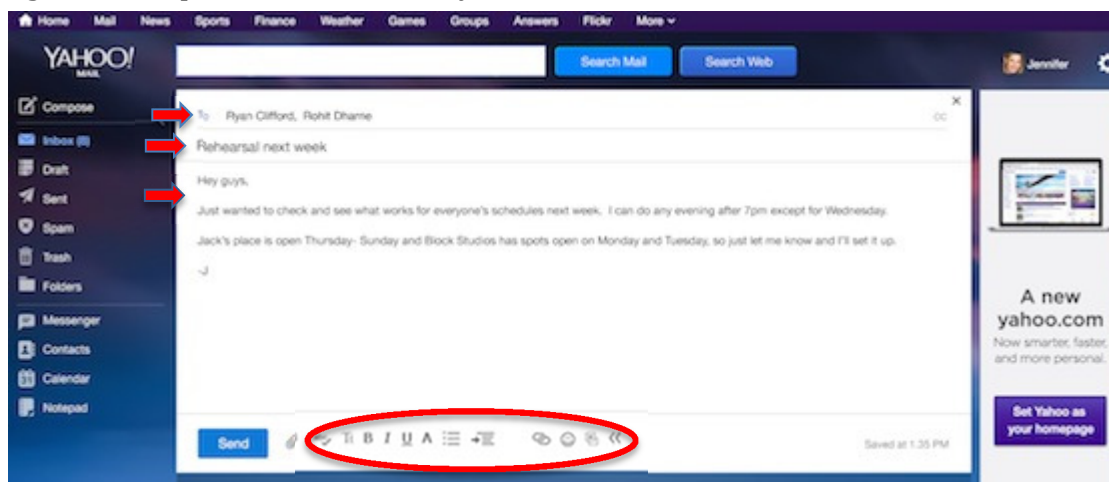
***It is recommended that you don't open unfamiliar emails, especially from your spam box, as they may contain viruses.***

## Sending email with Yahoo mail

1. To send an email click on **Compose** on the left side of the screen.



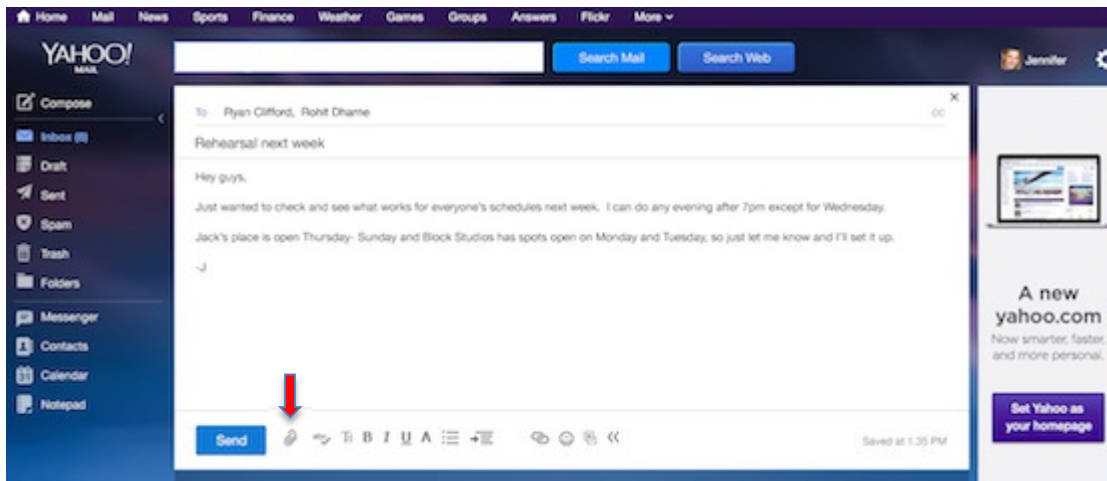
A dialog box will open in the middle of your screen



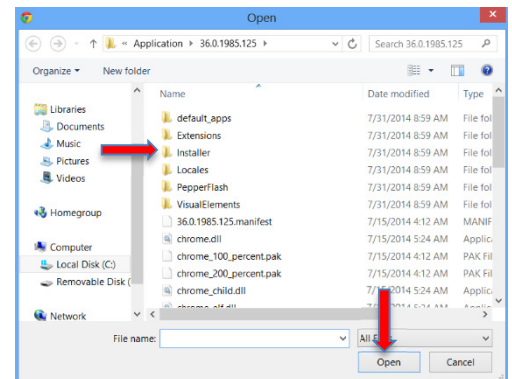
2. At the top of the dialog box there will be a line labeled TO: This is where you will type in the email address of the person you want to send the email to. Click on the line to place your cursor and begin to type.
3. The second line is where you will type in the subject of your email. Keep this limited to a few words. For example: If you are sending a resume, type "resume: *Your Name*." (Here the "Your Name" should be replaced with your actual name. Businesses get lots of resumes so you want to let them know it is your resume they are about to see.) Click on the line to place your cursor and begin to type.
4. Below these two lines there will be a large area for you to type your message. Click in the box to place your cursor and begin to type. Type your emails just like you would a letter; greeting, body, farewell, your name. Since emails don't allow you to use the *tab* key on the keyboard to indent the start of a paragraph use the *enter* key to add an extra space between paragraphs. There is a tool bar at the bottom of this box to make changes to the font if necessary.

## Sending email with Yahoo mail cont'd

5. If you want to add an attachment to your email such as a picture or word document, click on the paperclip symbol at the bottom of the dialog box.



This will open a pop up box of items saved to your computer. Search for and click on the item you want to attach then click open. This will attach the item to your email.



6. When you are ready to send your email, click on **Send** at the bottom of the page.

