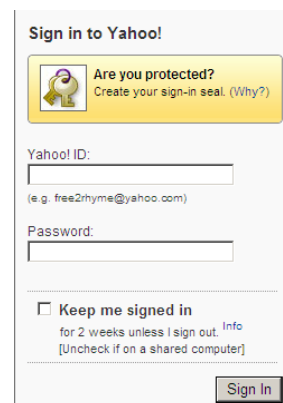


Advanced Email Features

Yahoo is a free web based email service that is provided by Yahoo!. Your Yahoo account can be accessed from any computer that has Internet access.

Getting into Your Existing Yahoo Account:

1. Double click on the *Internet Explorer* icon.
2. In the *Address Bar* at the top of the screen, type: **mail.yahoo.com** and press the *Enter* key on the keyboard.
3. Type your entire e-mail address into the *Yahoo! ID:* text entry box.
4. Type your password into the *Password:* text entry box below. (It will appear on the screen as *********)
5. Click on the *Sign In* button.



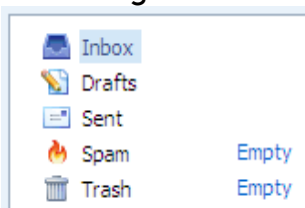
Advanced Email Features

- **Mail Options** is located in the upper right-hand corner of the screen, in the *Options* drop-down menu. This allows you to change different facets of your account such as:
 - ✓ Password
 - ✓ Personal Information
 - ✓ Preferences
 - ✓ Spam Filter
- **Help** is the drop-down menu to the right of *Options*. This brings up an online help file that will answer your questions about Yahoo!Mail.



Working with Folders

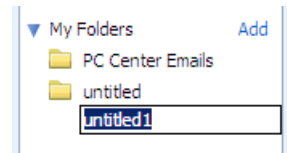
Creating and using folders is a way to organize the emails you are saving, just like you store your paper files. Folders can also be used when filters are enabled for incoming email. Yahoo starts you out with several folders already. These include:



- **Inbox** – This is where you receive your incoming email messages.
- **Drafts** – If you have begun a message and, instead of sending it, clicked on the *Save Draft* button, this is where the message is stored until you complete it and send it.
- **Sent** – When you send a message, a copy of it will be saved in the *Sent* folder. Messages transferred here will be saved indefinitely. You could also save a copy of an email by sending a copy to yourself. You do this by typing your own Yahoo!Mail address into the *Cc:* or *Bcc:* line before sending a message.
- **Spam** – This is where the incoming messages determined to be junk email are delivered. Items in this folder are automatically deleted after 1 month.
- **Trash** – This is where any deleted messages are stored until you log out of your email account or *Empty* the trash. This gives you an opportunity to retrieve a deleted email.

To Create a New Folder:

1. Click on the blue *Add* link to the right of *My Folders*. A listing of your current folders along with the new folder you are about to create will appear on the left side of the screen under *My Folders*.
2. Next, type the name for your new folder into the text entry box on the screen and then press the *Enter* key on the keyboard.



To Move Email Messages into Folders:

1. On the *Mail* screen (otherwise known as your *Inbox*), click in the checkbox to the left of the email message sender's name.
2. Click on the *Move* button on the *Inbox* toolbar.
3. Click on the name of the folder from the drop down menu where you would like to move the email.



Using Contacts

Yahoo provides you with a *Contacts* list where you can store the names and addresses of people you write to often and also create distribution lists so you can easily send the same email to a group of people. There are two types of *Contacts*: *Contacts* and *Lists*. The *Add Contact* button is for single addresses for individuals that you use often. If you want to create a new list, click on the *Add List* button. This allows you to create a distribution list, which is sending out the same message to multiple people at the same time.

When Entering Information for a New Contact:

- You only have to enter as much information about the *Contact* as would be useful to you. The minimum to enter would be a *First* name, *Last* name, and an email address. You can type the email into the text entry box under *Email Addresses*.
- If you would like to enter more information, just fill in the text entry boxes located under *Phones*, *Home*, *Work*, *Dates*, and *Notes* sections.
- Be sure to click on the *Save* button to keep the *Contact* information you entered.

When Entering Information for a New List:

- You will need to create a name for the list. This is what you will type into the *To:* box when addressing an email to the group.
- Remember that all the people included on this list will receive the message when the group name is used.
- If you already have a list of *Contacts*, you can start typing the name of the contact in the *Add Contact To List* text entry box. Continue in this manner until all the *Contacts* you want to add to the *List* have been selected and appear under the *Add Contact To List* text entry box.
- Finally, click the *Save* button to finish creating your *List*.

Options on the Contacts Toolbar:

- *Edit* – Gives access to the information entered about the selected *Contact* so you can change or add information.
- *Print* – Creates a printer-friendly page of your *Contacts* and the entered information for each.
- *Delete* – Allows you to remove the *Contact(s)* completely.

Using the Calendar

This feature lets you create a daily planner, enter meetings and appointments, be reminded of them, and schedule appointments/meetings with your contacts.

Click on *Calendar* along the left side of the screen. The buttons on the Calendar toolbar allow you to:

- **Add Event** – To set a day and time for something to put on your calendar. Events may be appointments, classes, meetings, etc., and you can choose to have a reminder email sent.
- **Add Task** – To set a due date for something you will complete over a long period of time.

Remember that you can change your Calendar view to *Day*, *Week*, *Month*, and *Year*. Keep in mind, you can see more or less as you choose, but viewing more days at a time will show less detail about each appointment.

Yahoo!Mail Options

- **View and Edit Your Personal Information** – You need to make sure you are either in the *Home* or *Inbox* tab, then click on *Options* on the right hand side of the screen and click on *Mail Options* from the drop-down menu. From here you will need to click on *Accounts* from the left menu to make changes to your personal information, password, secret question, etc.
- Other changes that can be made in *Options* include:
 - **Spam** – This area lets you activate the *SpamGuard* and decide how those emails will be dealt with.
 - **Vacation Response** – When turned on, this will send out a message to all who email you to inform them you are on vacation and when you will reply.
 - **Signature** – This is a couple of lines that will automatically be included at the end of all of your outgoing email messages.
 - **Mail for Mobile** – This option allows you to access your Yahoo!Mail account on your mobile phone. Using this option will most likely result in additional charges on your mobile phone bill.
- **Colors** – This allows you to customize your Yahoo!Mail background by choosing a specific color.
- **Calendar** – You must first click on *Calendar* in the menu on the left side of the screen and then click on *Options* on the upper right hand of the screen. Here you can change the default view for your calendar, create settings for reminders, specify calendar sharing, add holidays to your calendar, and more.

Logging out of Yahoo

- **Always** remember to log out of Yahoo!Mail when you are finished to ensure no one else can get access to your account. Click on the *Sign Out* link in the upper left hand corner of the Yahoo!Mail screen under your name to log out.

[Sign Out](#)