



Welcome to Teach Yourself Electronic Mail: Yahoo!

This *Teach Yourself* tutorial will help you to create an email account through Yahoo! An email account is often required when applying for employment or setting up an on-line account.

Creating an Email Account

1. Go to the Yahoo! mail home page: <http://mail.yahoo.com> and click on **Sign Up**.
2. Fill out the form.
 - a. Step 1 asks for some general information about you.
 - b. When you get to section 2 on the form, Yahoo will suggest some available usernames. Although you can choose a username yourself, it is generally quicker to pick from their list of suggestions because every email address has to be unique. You must also select a password at this step.
 - c. Step 3 asks you a security question that they will use in case you ever forget your password.
 - d. Lastly, you must type the word you see in the box at the bottom of the screen, check the box saying you agree to Yahoo's policies and then click **Create My Account**.
3. You will be taken to a confirmation page which has your account information. It is very important that you remember this information so write it down or print this page if needed.
4. Click on **Continue** and you will be forwarded to your new email account. Note when you first log into your account you will have a chance to take a very short tutorial. It only takes about 30 seconds so you may want to take a look.

Checking Your Email

1. Log into your email account by going to the Yahoo! mail home page: <http://mail.yahoo.com>, entering your Yahoo! ID and password, and clicking on **Sign In**.
2. Your email account will open, click on **Inbox** to see new messages received.
3. Double click on the subject of the email to read the message.
4. Click on **Inbox** again to get back to see your other messages.
5. Click on **Sign Out** when you are finished checking your email.



Sending Email

1. While in your account click on **New** in the upper right corner
2. Enter the receiver's email address into the **To:** field.
3. Enter a subject into the **Subject:** field
4. Type the body of your message into the large blank area.
5. When you are finished, click on **Send**.

Attaching Files

1. Follow the steps above to begin to compose your e-mail. While in the message you wish to send, click on **Attach**. A window will appear that will allow you to browse for your file.
3. Find the file you want to attach, double click on the file's name.
4. Do this for every file you need to attach.
5. Finish composing your email and click on **Send**.