



# SEND/ RECEIVE WITH YAHOO! MAIL P.1

## Logging in to Yahoo! Mail

1. Open Internet Explorer and go to Yahoo! Mail by typing <http://mail.yahoo.com/> in your browsers address box.

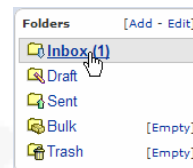


2. Enter your username and password and click [Sign In](#).

## Receiving Mail with Yahoo! Mail

1. Once logged in the Yahoo! Mail Homepage will be displayed.

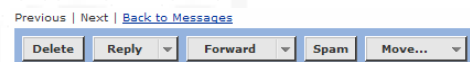
There is a navigation bar on the left side of the screen. From here you can access everything you need in your e-mail. The (1) by Inbox means that you have 1 new e-mail. To check your mail, click the word Inbox.



2. All of the items listed are e-mails you have received. If the name of the e-mail is bold then it is a new e-mail. Otherwise you have already read the e-mail. To open a particular e-mail click the subject name that is blue and underlined.



3. When you open the e-mail there will be a navigation bar above it and information about the e-mail. These buttons provide all of the functions that you can do with the e-mail:



- a. You can delete the e-mail by clicking delete\*\*.
- b. You can reply to the sender by clicking Reply.
- c. You can forward the e-mail by clicking Forward.
- d. You can mark the e-mail as Spam so that it no longer comes to your Inbox by clicking Spam.


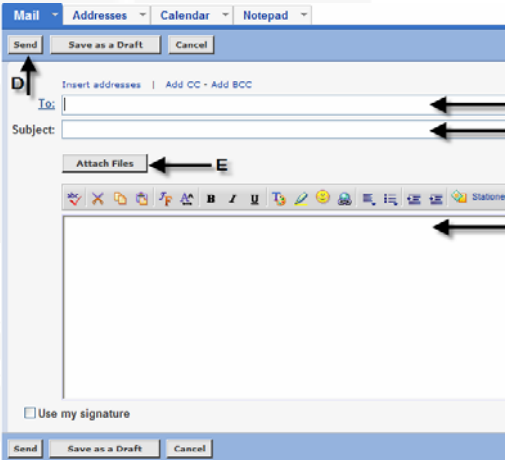


## SEND/ RECEIVE WITH YAHOO! MAIL P.2

- e. You can move the e-mail to a pre-defined, user-created folder by clicking Move.
- f. If you have other messages you can navigate to them by clicking the Previous and the Next buttons, and go back to your Inbox by clicking Back to Messages.

**\*\*Note:** Messages are not completely deleted when you click delete. They will be moved to the Trash, which can be accessed by clicking the word Trash in the navigation menu as seen in Step 1. You can empty the trash by clicking [Empty] beside the word Trash. Once you empty the trash the messages in the trash can are gone FOREVER. This step CANNOT BE UNDONE.

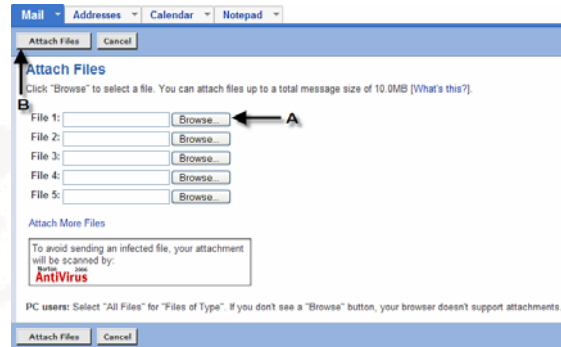
### Sending a Message with Yahoo! Mail

1. Click Compose. 
2. Type the e-mail address of the person you are e-mailing in the To field (marked A). Type the subject in the Subject field (marked B). Type your message in the Message Body field (marked C). When you are ready to send your e-mail, click the Send button (marked D). You can also Save your e-mail as a Draft to send it later by clicking the Save as a Draft button. To cancel the sending of the e-mail, click Cancel (Note: This will loose any information you have typed in the To:, Subject:, or Body fields.) 



## SEND/ RECEIVE WITH YAHOO! MAIL P.3

3. To attach a file to an e-mail, click the Attach Files button (marked E in the above picture). When the attach Files menu is available (shown below), click the Browse... button (marked A below). Browse to the file you want to attach. You can do this with up to 5 files (to attach more then 5 files click Attach More Files). When you are finished attaching files, click Attach Files (marked B). This will return you to the e-mail you were writing.



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