

Section 4: Email

- Set up an Email Account
- Log in to Your Email Account
- Write an Email Message
- Attach a File
- Understand Email Etiquette



Set up an Email Account

There are many choices for free email accounts. If you want to try another one instead of Yahoo, go to the Internet and type “free email” in your search bar. You will get a list of links to free email.

Here are directions for setting up a Yahoo email account:

1. Open **Internet Explorer**.
2. Type www.yahoo.com in the address field.
3. Press the **Enter** key on the keyboard to go to the Yahoo website.
4. Click on **Mail**.



Set up an Email Account

YAHOO! MAIL Yahoo! - Blog - Help

Chat right from your Inbox!
» [See how](#) you can email and chat at the same time.

Now you have a whole new way to connect with friends in the New Yahoo! Mail.

- ✉ See which of your Mail contacts are online at a glance.
- 😊 Chat right now – no download or setup required.
- 💬 Instantly go from email to chat and back again.

» [Find out how](#) to chat with friends from your Inbox today.

Sign in to Yahoo!

Are you protected?
Create your sign-in seal. (Why?)

Yahoo! ID:

(e.g. free2rhyne@yahoo.com)

Password:

Keep me signed in
for 2 weeks unless I sign out. [Info](#)
[Uncheck if on a shared computer]

[Forget your ID or password? | Help](#)

Don't have a Yahoo! ID?
Signing up is easy. [Sign Up](#)

One Yahoo! ID. So much fun!
Use your single ID for everything from checking Mail to checking out Yahoo! Music, Photos, Messenger, and more.

5. Click on **Sign up**.

Set up an Email Account

6. Fill in the fields on the form.

To move from field to field in the form, use the **Tab** key on the keyboard.

7. You will need to pick a Yahoo ID. This will be your address. For example, if you pick “moose” your email address will be moose@yahoo.com.

If somebody already has the ID you pick it will not be accepted. You will have to try another ID.

8. You will also need to pick a password. Your password is your secret code that lets you in to your account. You will need to think of a password with at least six characters. You can use numbers as well as letters.

Fields-
the boxes where you type.

Set up an Email Account



Yahoo! - Help



Hi there!

We'll get you set up on Yahoo! in three easy steps! Just answer a few simple questions, select an ID and password, and you'll be all set.

Already have an ID or Mail address?

[Sign In](#)

[Forget your password or Yahoo! ID?](#)

I prefer content from Yahoo! U.S. in English

1. Tell us about yourself...

My Name

Gender

Birth day

I live in

Postal Code

2. Select an ID and password

Yahoo! ID and Email @

Password Password Strength

Re-type Password

3. In case you forget your ID or password...

Alternate Email

Security Question

Your Answer

Just a couple more details...

Type the code shown



Do you agree? I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.

I have also read and agree to the [Mail Terms of Service](#).

For your convenience, these documents will be emailed to your Yahoo! Mail account.

Yahoo! ID field.

Click here when you have filled in all the fields on the form.

Set up an Email Account




Yahoo! - Help

Congratulations, Frank!

A confirmation message was sent to you via email.

Below are your account details [Print Account Details](#)

You will need this information to sign in to Yahoo! and to reset your password in case you forget it. Please print and keep this information in a safe place for future reference.

 **Yahoo! ID & Email** tomkinsfrank@yahoo.com
address:

Alternate Email jt@lvnj.org
Birthday November 2, 1968
Security Question What is the last name of your favorite musician?
My Answer garcia
Postal Code 08804

Ready to experience Yahoo! Mail?

Continue

Install the new Yahoo! Toolbar and make Yahoo! Mail faster.
(please follow the next few steps to get your new toolbar)

9. You will see this screen with your account information. You should print or save this information.

10. Click Continue.

Boxes will pop up and explain a little bit about how your new email works.

tomkinsfrank Offline

Getting started 1 of 3

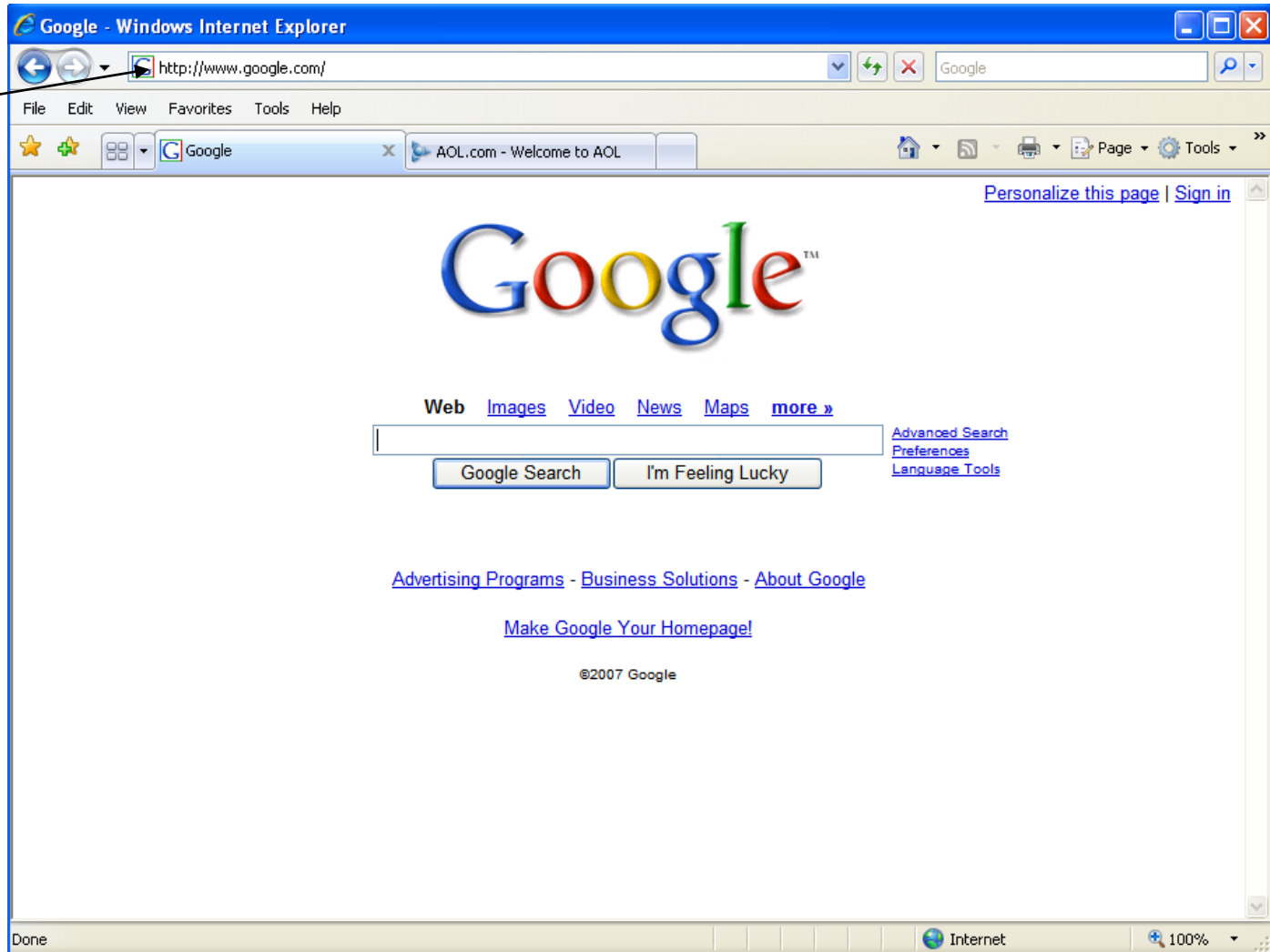
Here's where you check messages, write new ones (including chat & text messages!), and find old messages.

Next

Log in to Your Email Account

1. Open Internet Explorer.

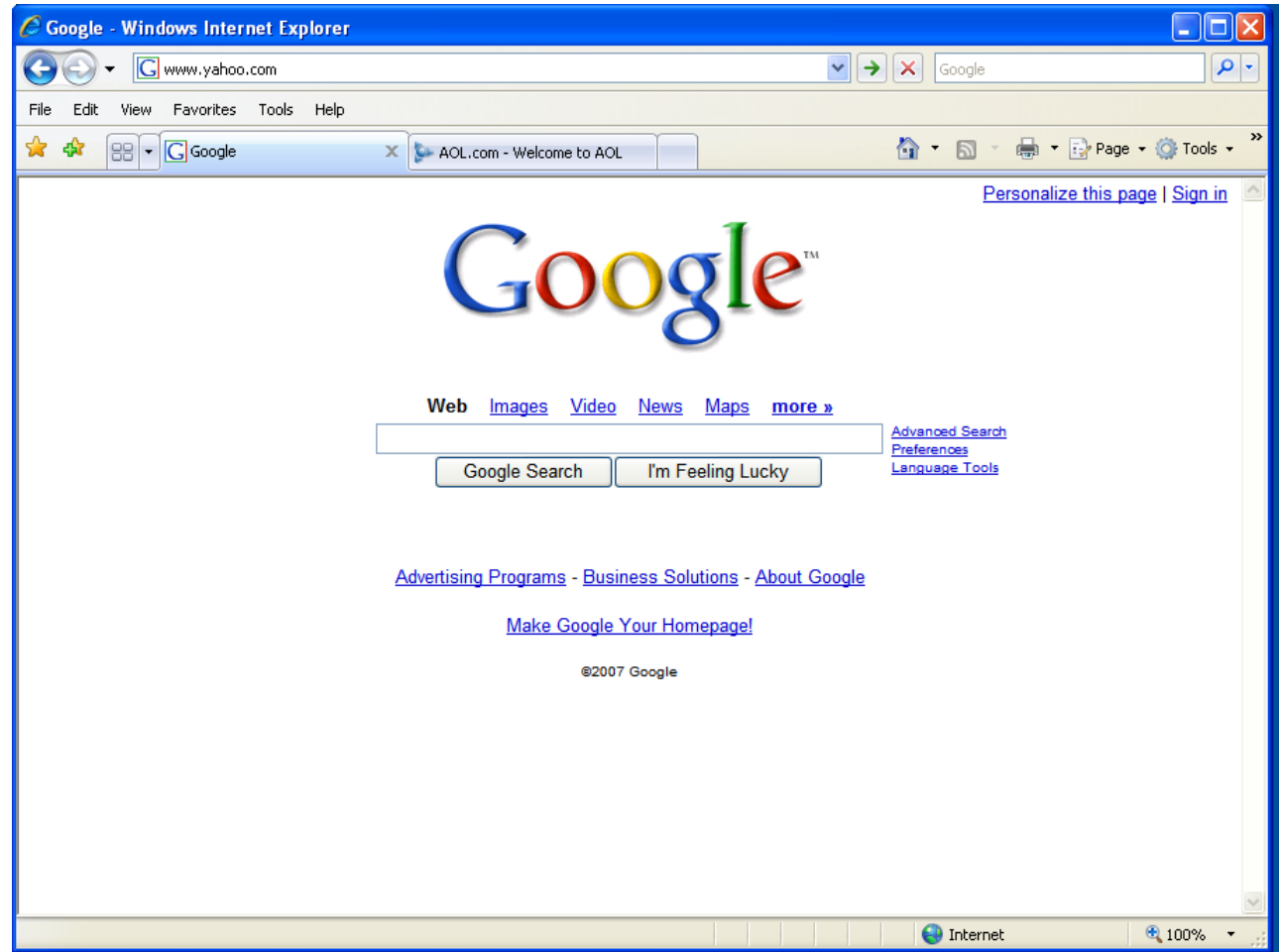
2. Click in the address field.



Log in to Your Email Account

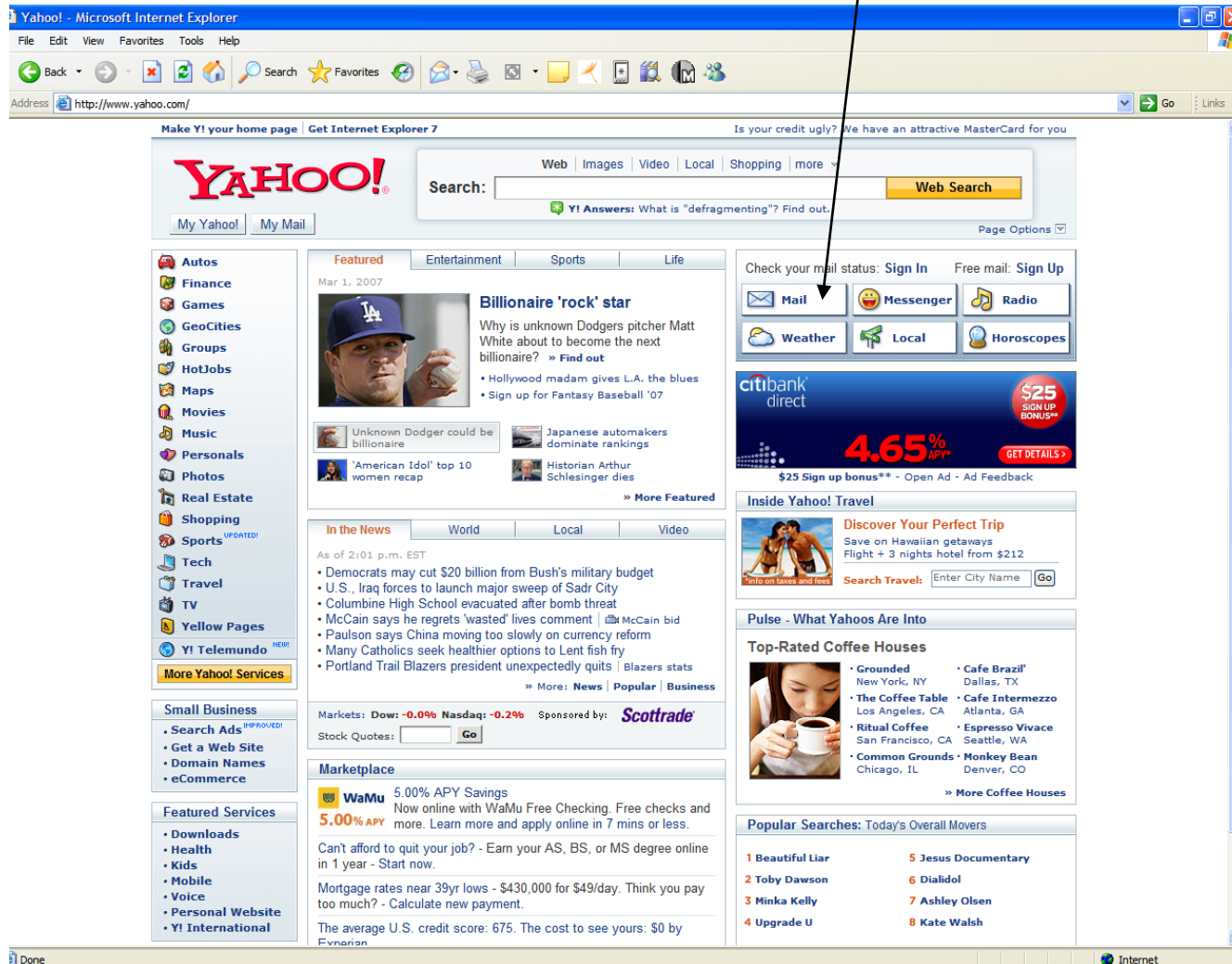
3. Type in
www.yahoo.com

Press the Enter
key on the keyboard.



Log in to Your Email Account


4. Click on Mail.



Log in to Your Email Account

5. Enter your ID.
6. Press the **Tab** key on your keyboard.
7. Type your password. It will show up as dots, not letters. This is so nobody sees your password.
8. Click on **Sign In** or press **Enter** on the keyboard.

If you typed everything right, you will be in your email account.



Sign in to Yahoo!

 **Are you protected?**
Create your sign-in seal.
(Why?)

Yahoo! ID:
jessica34
(e.g. free2rhyme@yahoo.com)

Password:
●●●●●●●●

Keep me signed in
for 2 weeks unless I sign out. [Info](#)
[Uncheck if on a shared computer]

[Forget your ID or password?](#) | [Help](#)

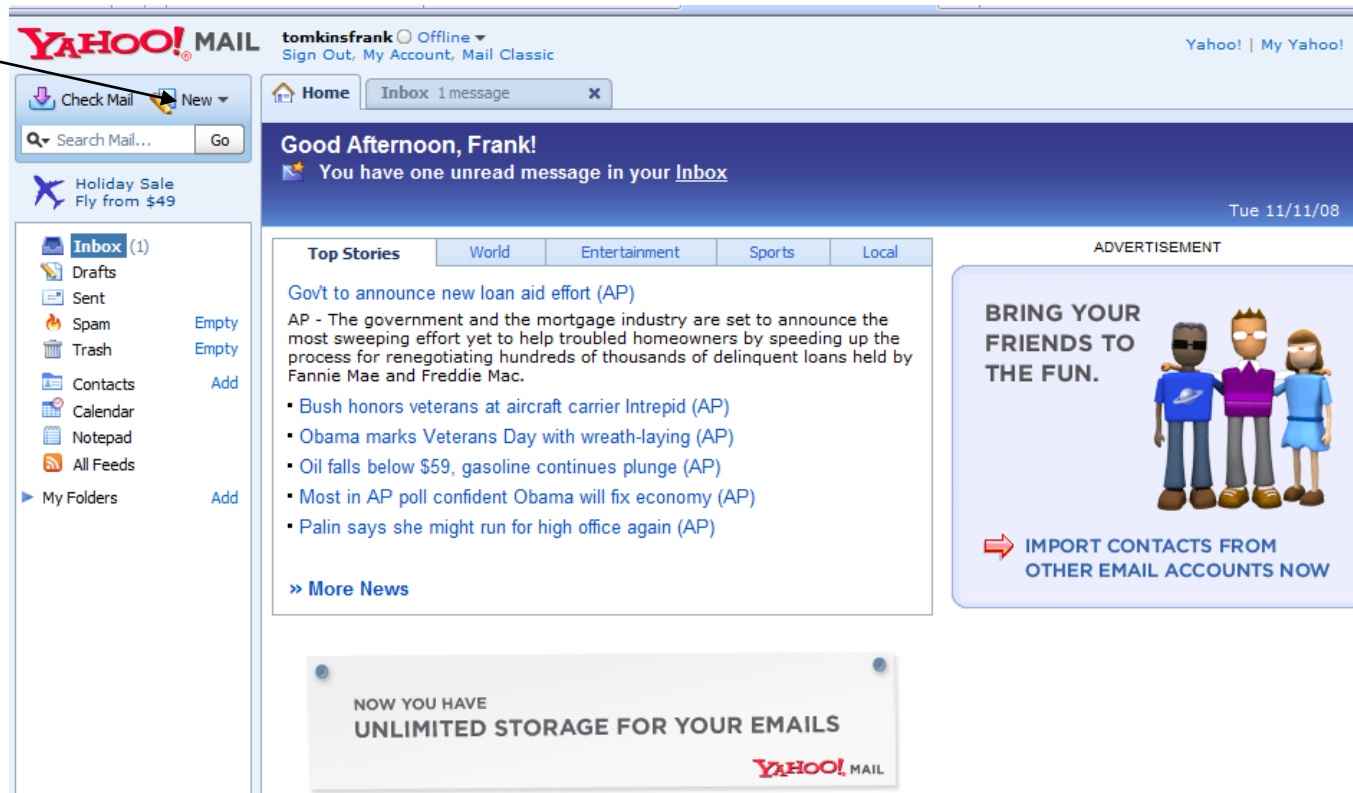
Don't have a Yahoo! ID?
Signing up is easy. [Sign Up](#)

Sign In

Write an Email Message

Once you are logged in, you can send email messages to other people who have email.

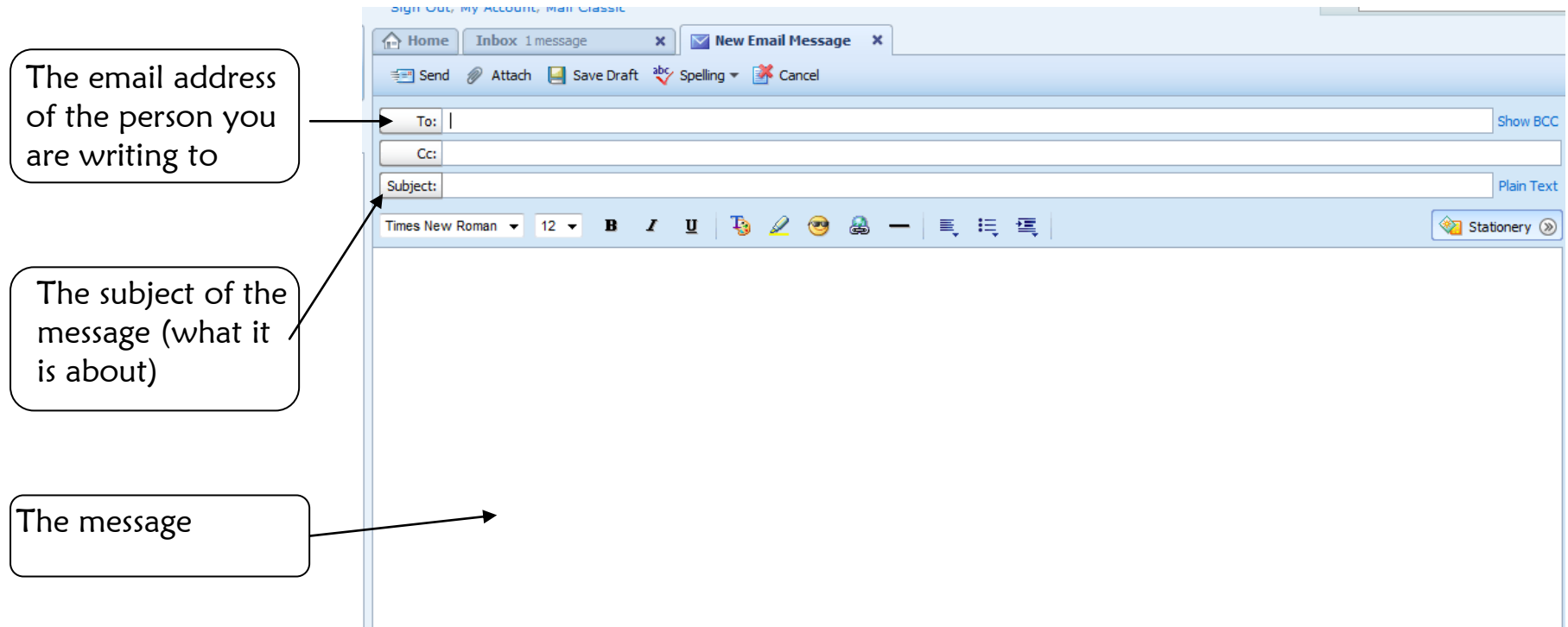
1. Click on **New** to write a message.



Write an Email Message

This makes a blank email message that you can type your message into and send.

Notice that the email message has information on whom you are sending the message to, what the subject of the message is, and then the message.



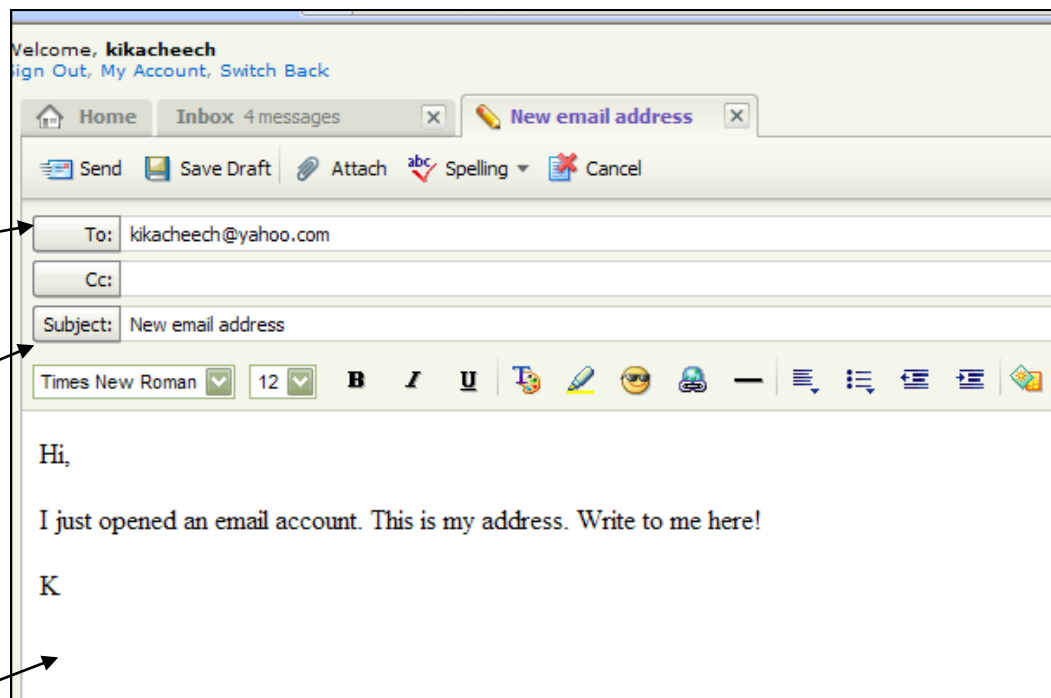
Write an Email Message

1. Type the email address of the person you are writing to.

2. Click in the box where it says **Subject** and type the subject.

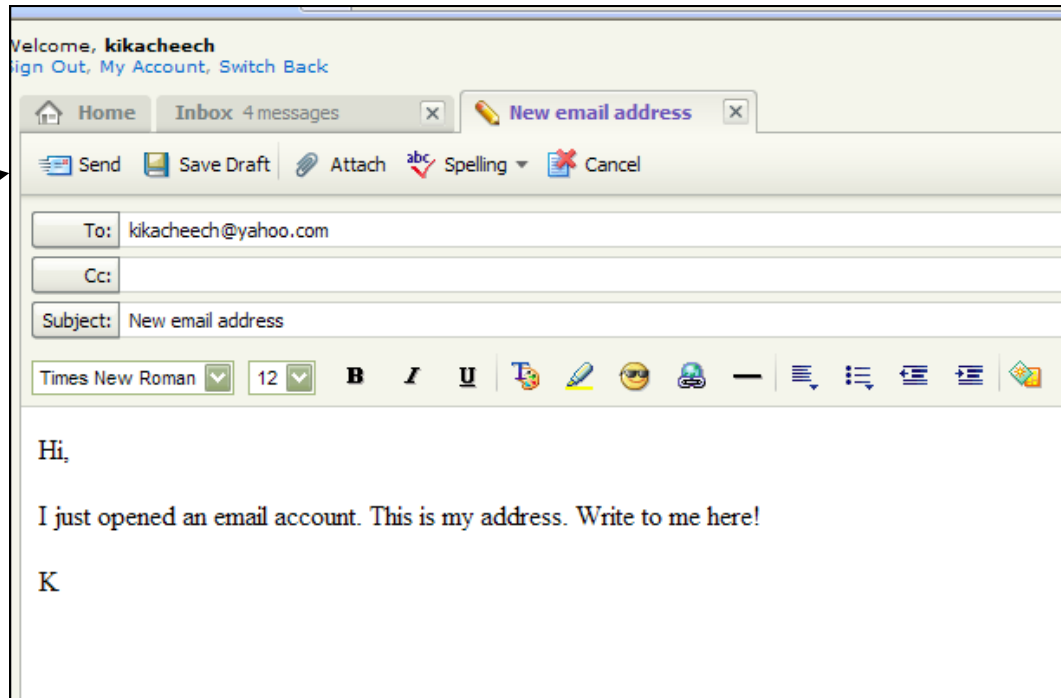
3. Click in the message box.

4. Type your message.



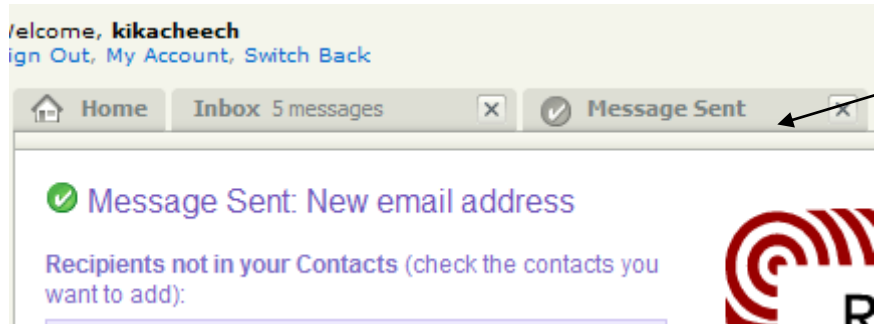
Write an Email Message

5. Press the Send button.



NOTE: You can put more than one address in the **To** field. To do this, put a comma between each address.

A comma looks like this ,



6. You will see a sign that your message was sent.

Write an Email Message



Try It Out!

Practice sending an email message.

You can send a message to yourself first for practice.
(Just type your own email address in the **To** box.)

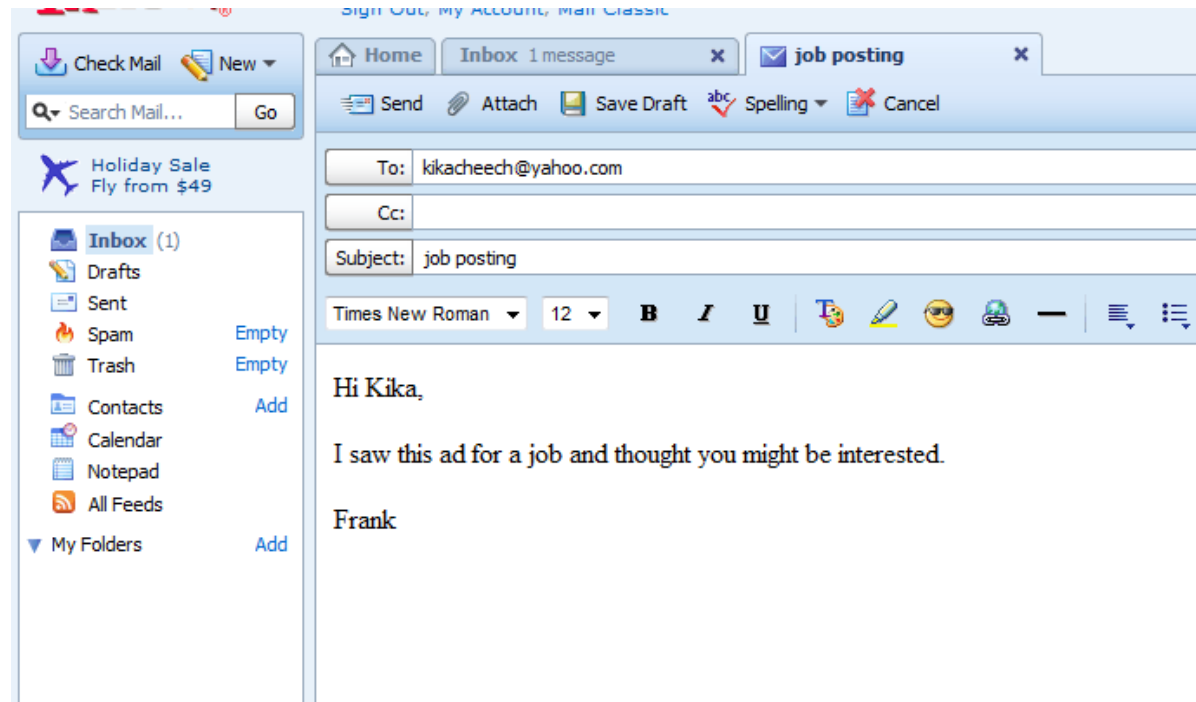
Then you can write to Literacy Volunteers of NJ.

Tell us what you think of this computer book and tell us how your computer lessons are going so far. To do this, send an email to jt@lvnj.org.

BEWARE OF SPAM

Spam is junk email. The more you use your email, the more likely it is that you will get Spam in your inbox. Sometimes Spam is just annoying mail, such as advertisements. Sometimes it is unpleasant. Spam can also be dangerous: it can be a virus that will infect your computer and cause problems. If you get an email from someone you don't know, don't open it—especially if it has an attachment.

Attach a File

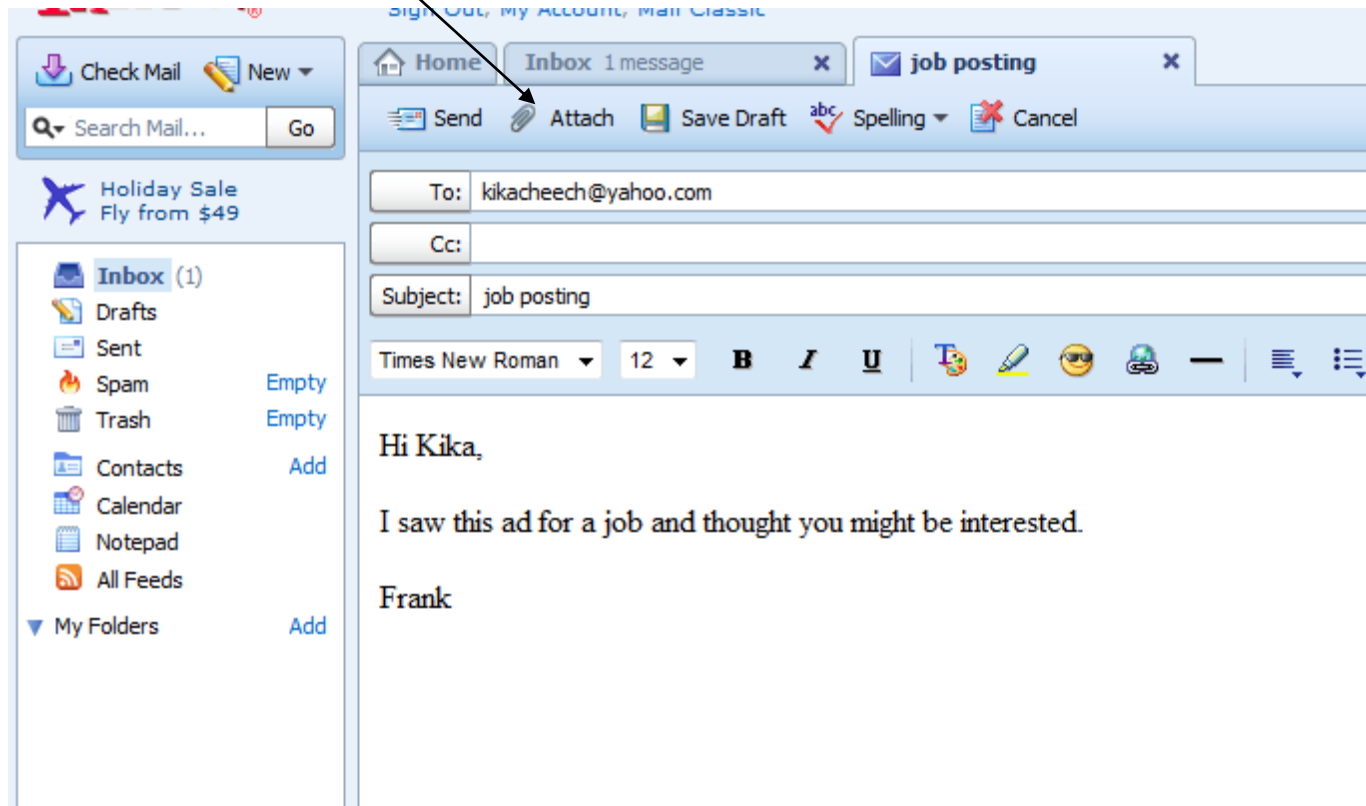


Create a New E-mail Message

1. Click on **New**.
2. Type in the email address of who you are sending it to into the **To** field.
3. Click in the Subject box. Type in the **Subject**. Press **Tab**.
4. Type in your message.

Attach a File

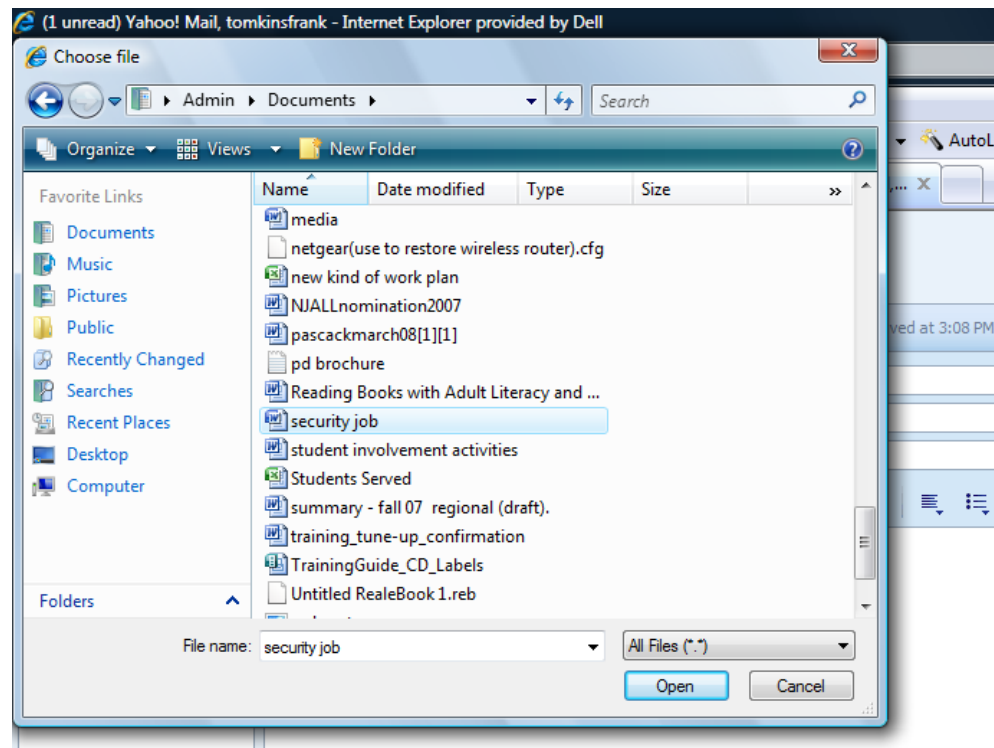
1. Click on **Attach**.



Attach a File

2. A box will come up so you can choose the file you want to attach.

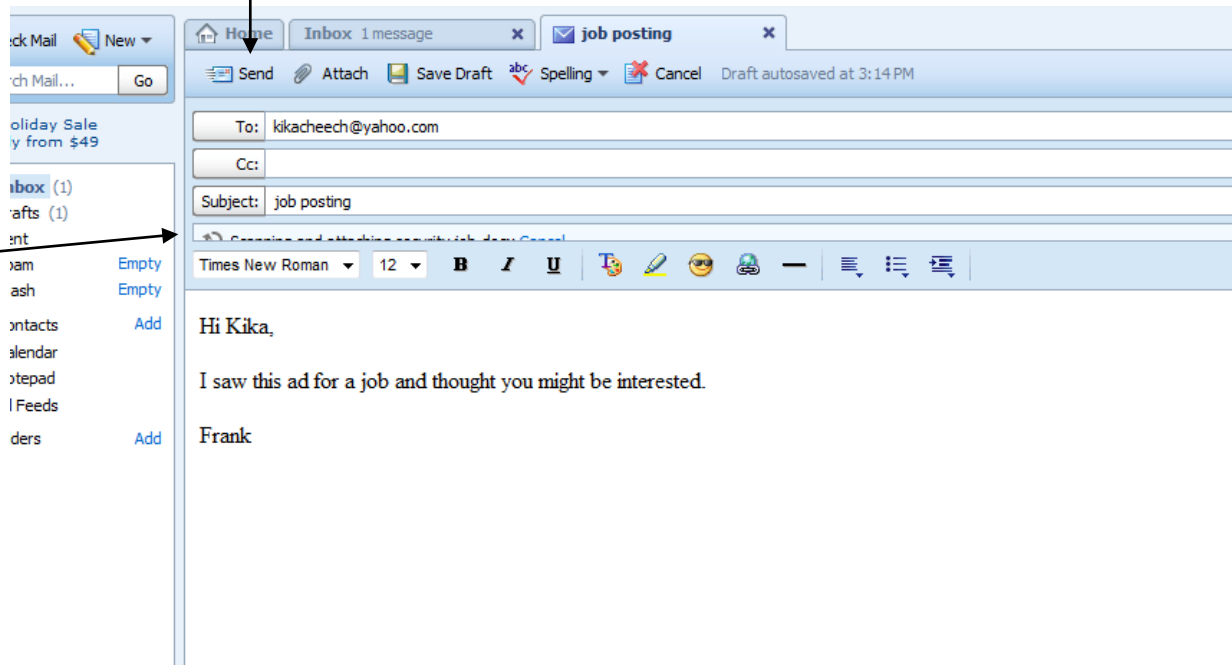
3. Click on the file you want. Then click on **Open**.



Attach a File

4. Click on Send.

You will see the name of the file you attached here.



Reply and Reply All-

If you get a message addressed to a group of people, you can hit **Reply** and your answer will go to the person who sent you the message.

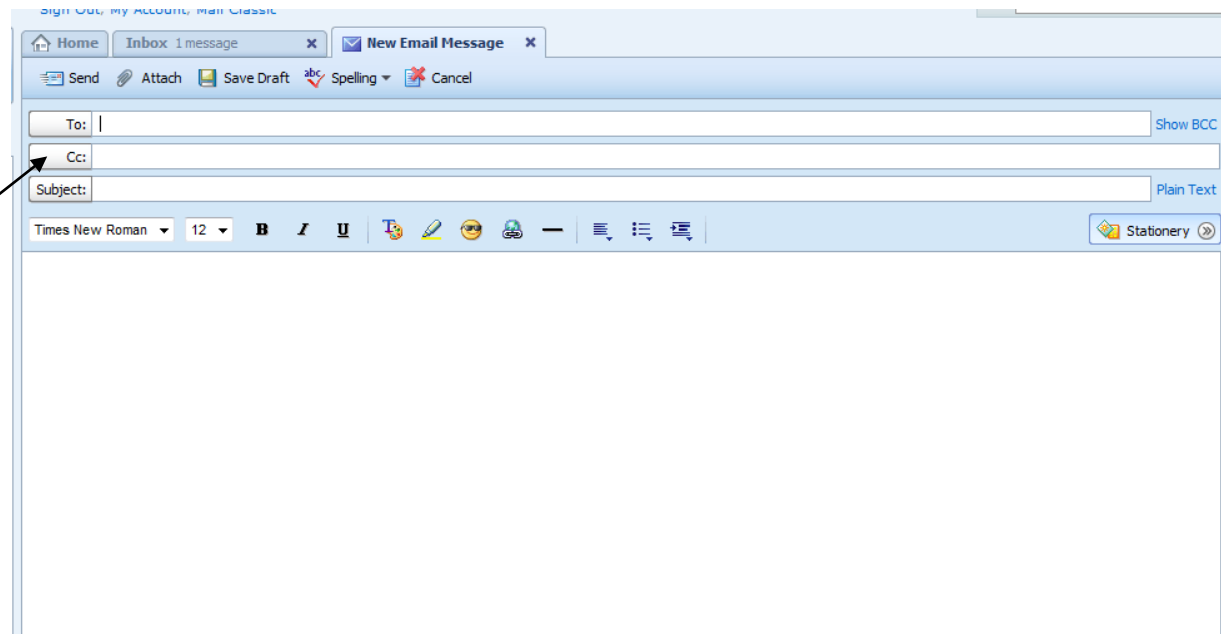
If you hit **Reply All**, your message will go to the whole group.

Understand Email Etiquette

The Internet and email are new ways for people to talk with each other. There are certain rules for being polite when sending email. These rules are called **email etiquette**, or sometimes **netiquette**.

1. Make your subject line clear. It should be a summary of your message.
2. Don't CC (carbon copy) people unless they really need to read the message. Also, don't hit **Reply All** unless everyone needs to read your message.

CC (Carbon Copy)-
An address goes here if you want someone to see a message even though it is not addressed to him or her.



Understand Email Etiquette

3. Don't share people's emails. This is like giving out someone's phone number. If you want write to people who don't know each other, use BCC (Blind Carbon Copy). This way people will not see each other's addresses.

4. Write short email messages.

5. Don't use all capital letters. CAPITALS ARE THE SAME THING AS SHOUTING.

6. Don't write anything private. Your email could be shared by mistake.

7. Use a **smiley** to make it clear if you are joking. But only use smileys for friends, not for work.

Some examples of smileys:

:-) smiling/agreeing

:-D laughing

;-) winking; just kidding

:(sad

These smileys came from
[www.windweaver.com/
emoticon.htm](http://www.windweaver.com/emoticon.htm)

Visit this site or
[paul.merton.ox.ac.uk/ascii/
smileys.html](http://paul.merton.ox.ac.uk/ascii/smileys.html)
to see more smileys.

Understand Email Etiquette

8. Don't send emails to lots of people at once. People might think your message is spam. (Spam is email junk mail).
9. Don't write nasty emails. Nasty emails are called flame.
10. Always sign your message with your name at the bottom of your message.

These examples of email etiquette came from
www.learnthenet.com/english/html/65mailet.htm

ⓘ **Try It Out!**

To make a smiley, type on your keyboard:

a colon :
a dash –
right parenthesis)