



Warren-Newport Public Library

224 N. O'Plaine Road, Gurnee, IL 60031

(847) 244-5150 www.wnpl.info

Please Visit our **Computer Tutor**

To learn more about computers!

One-on-one computer assistance is provided
on a first-come, first-served basis.

Available Most Thursdays
3pm-4pm and 7pm-8:30pm



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Take Along Tutor:

Basic Email with Yahoo!

What is E-mail?

E-mail is electronic mail. It involves sending messages to others via your computer and an Internet connection. Like phone calls, you can only send messages to others that have an e-mail address, and the communication takes place over phone lines.

What are the advantages of E-mail?

You can e-mail long-distance and incur no long distance phone fees. Messages arrive almost instantaneously, unlike traditional postal mail, or "snail mail".

How can I get E-mail?

Some internet service providers will provide you with an e-mail account. Another option is to sign up with a free e-mail provider, like Hotmail or Yahoo, which is what we will cover in this pamphlet.

Registering with Yahoo!

Yahoo! provides free email services to anyone who registers. The process of signing up for a free service can be time-consuming because you have to make up your own email address and password. Each of you will have to think of a login name (which will become your email address) and a password. Your login should be one that will be easy for you to remember.

Creating Your Login & Password

Yahoo! recommends that you use your name, or some combination of your name, as well as a number. (EXAMPLE: Warren100) Your e-mail address consists of your login name, the @ sign, and a domain name, which is the name of your e-mail service provider (in this case, Yahoo!). Everything runs together much like an internet web address. THERE ARE NO SPACES. If the Yahoo! ID you choose has already been taken by another Yahoo! account holder, you will be prompted to choose a different ID.

Yahoo! Email ID EXAMPLE: warren100@yahoo.com (underlined portion is the Yahoo! ID)

You will also need to make up a password. Generally, it will need to be 4-8 characters long (letters and numbers) Slashes (/) are not allowed. Make sure your password is not obvious. It is also important that you type in your password *very carefully*. This is why you are given 2 chances to type in the password. Any slips of the caps lock or shift key can greatly alter your password and prevent you from accessing your account. Your password is encrypted as you type it (you will not be able to read it).

EXAMPLE: warren4

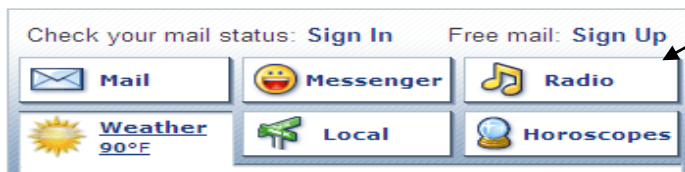
Try to choose a Yahoo! ID and password for your account. Please remember to keep your password secret. (These handouts are yours to take home with you, so feel free to write on them. Just keep them in a safe place!)

My Yahoo Login Name: _____

My Yahoo! Password: _____

Let's Begin Creating An Account

To create an email account using Yahoo, go to the Yahoo web site. Type the address, www.yahoo.com, into the address bar and press enter on your keyboard. You will be taken to the Yahoo! web page. At the far right side of the page, you will see the Yahoo! mail sign up link. Click once on the link.



- Double-click on the file labeled "Attachment". The name of the file will appear back in the email attachment field. Click on the button labeled "Attach Files." The computer will attach your file.
- The next screen will tell you that your file has been attached. Click on the button labeled "Continue to Message." Click on "Send" to mail your message.

NOTES

Reply vs. Compose

Once you have opened a message, you may want to reply directly to it. You can do this by clicking on **Reply**. Reply will send a message (from you) directly to the person who sent you the original message. **Reply All** will also include others that received the message. When you reply to a message, the program automatically fills in the **To** box with the appropriate e-mail address and the original message is included.

If you choose to **Compose** a message, you will have to supply the e-mail address in the “To” field. It is also a good idea to briefly indicate what the message is about in the Subject field. The body of your message can be typed in the large space. Use your tab key to move from field to field. When you've completed your message, click on **Send**.

Adding Attachments

An attachment is a document, photograph, or other stored information that has been saved as a computer file; this file is then “added” to an email and sent to a recipient. Think of it as paper-clipping a report to a cover letter. You can attach files that have been saved to your computer's hard drive (usually drive C). You can also attach files from removable memory. The flash drive, or drive J on the library's computers, reads information from a portable memory stick (can also be called a jump drive or USB). The cd drive, or drive D, reads information from a cd-rom. The following instructions are for attaching a file using a flash drive *on the library's computers*. Follow the instructions below:

To attach a file:

- Create your email message. Address the email, and then type your message.
- When you have finished your message, look for a link or button labeled “attachment” or “attach files” – click on this link or button. A new screen will appear, with several fields in which to add file names. To search for a file on your computer, click the “browse” button next to the empty field. A pop up menu will appear, allowing you to search for files on your computer (including the cd drive, and “jump” or “thumb” drive).
- Put your flash drive into the USB port on the front of your computer (your instructor will demonstrate).
- In the “File name” field, type “J:”, then press enter. A list of files saved on your flash drive will appear on the screen.


You will be transferred to the Yahoo! registration page, where you will enter your registration information. Do not worry about giving Yahoo! your name – they do not sell or share your information, it is simply for registration and security purposes. You need to fill out each square. Use your tab key to move from square to square. Please take a little time to fill out this form *accurately*, and make a note of your login name and password.

The next portion of the registration screen allows you to create a security question, in case you cannot remember your password. The security question involves a simple answer, but something that would be difficult for others to guess (i.e., model of your first car, or your high school mascot). It also requires you to fill in your birthday, for security purposes. If you ever have a problem with your account, Yahoo! will ask you to verify your security question answer, as well as your birth date.

Create Your Yahoo! ID

* First name:

* Last name:

* Preferred content: 

* Gender:

* Yahoo! ID: @yahoo.com
ID may consist of a-z, 0-9, underscores, and a single dot (.)


* Password:

Six characters or more; capitalization matters!

* Re-type password:

Just below the security question form, you are asked to decipher a series of letters or numbers. This step prevents “bulk” registrations, or multiple registrations by one person. Type the characters into the box provided *exactly* as they appear on the screen.

Verify Your Registration

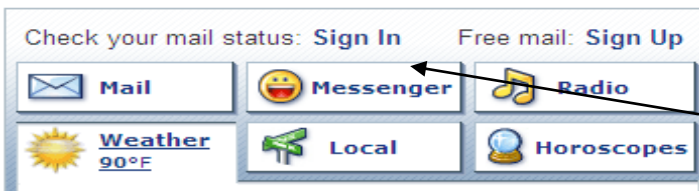
* Enter the code shown: [More info](#) 
This helps Yahoo! prevent automated registrations.



The final step is to accept the Yahoo! user agreement. The user agreement essentially says that you will use the account for personal use, and that you will not engage in illegal activities via your email account. Click on "I Accept." If all of your information is correct and acceptable, you will be transferred to a "Registration Completed" page, which verifies your new email account name. If you get the "Please Correct" screen, you will need to correct or retype the missing or incorrect information (most of the time, you will get the "Please Correct" screen if the verification code was typed in inaccurately!).

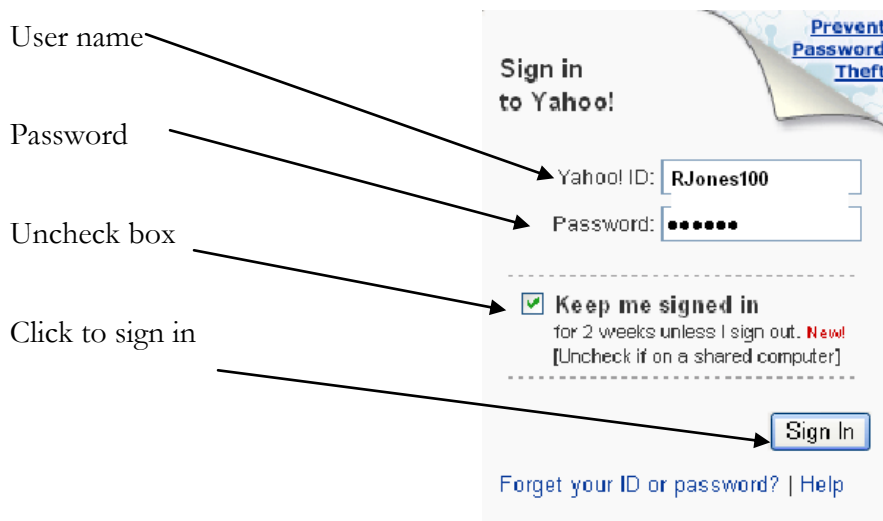
Logging In To Your Account

Now that we each have an account, let's go to Yahoo!'s web site. To get to Yahoo, you will need to type www.yahoo.com in the address space on your browser.

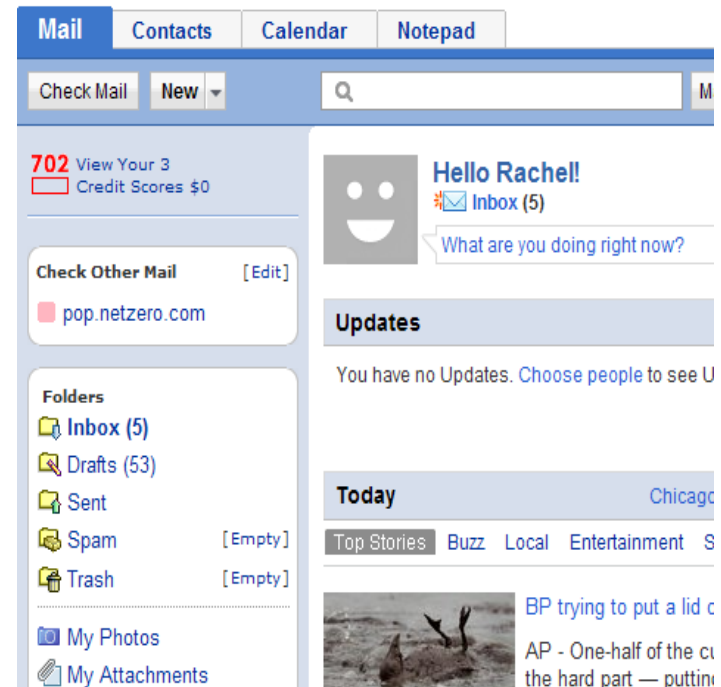


Once at the page, notice that you can login if you already have an account. Click on "Sign In."

You will be transferred to the Yahoo! login screen. Type in your Yahoo! ID (everything *before* the @yahoo.com) and then tab down to the password box and type in your password. **Uncheck the "Keep me signed in" box if you are using one of the library's computers.** Unchecking the box prevents other from using your email account. You uncheck the box by clicking on it once. Click once on the "Sign In" button to finish logging in to Yahoo! email. You will be transferred to your Yahoo! mail.



You may notice some advertisements on your Yahoo! page. This advertising allows Yahoo! to offer its email service for free. There are also quite a few options and functions, most of which are listed along the left side of the page or along the top of the page. If you choose to keep your Yahoo e-mail account, you may want to explore these options in depth. They include a contacts list, calendar, and notepad.



Check Mail

To see what is in your e-mail box, you can click on **Check Mail** or **Inbox**. You will see a list of messages. The list will include the sender, subject, date and size of the file. Notice that the subject is highlighted in blue, which indicates that it is a link that can be clicked on. It is important to pay attention to the subject. This is a good way for you to weed out junk mail and even potentially offensive messages. *If a message looks strange, you may want to delete it altogether to avoid viruses and objectionable content.*

If a message is SPAM (i.e., unsolicited junk mail), you can mark it spam. Click on the check box next to the sender's name, and then click on the "Spam" button above the list of email messages. You will not get messages from them again!