

# Email Essentials

## Sign In to Yahoo

Type the following address into the address box:

[www.yahoo.com](http://www.yahoo.com)

Click on Sign In

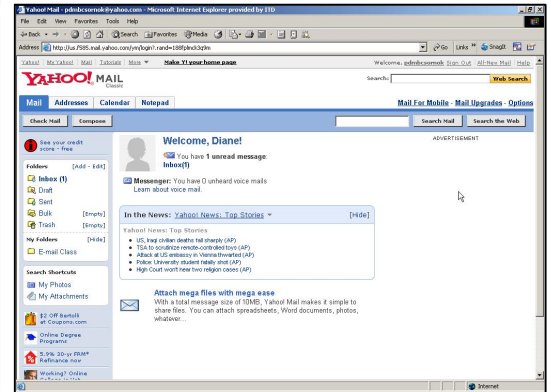
Enter your Yahoo ID and password

Click on the Sign In button

Click on Mail

The Yahoo Welcome page appears

For additional help, click on **Tutorials**



## Read a message:

Click on the Inbox folder

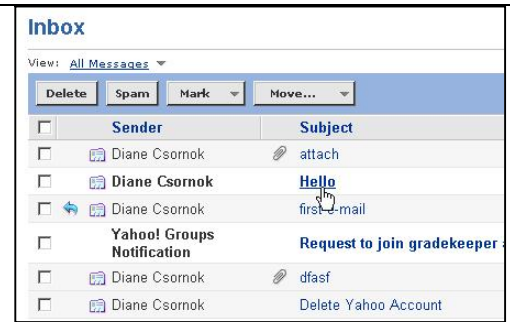
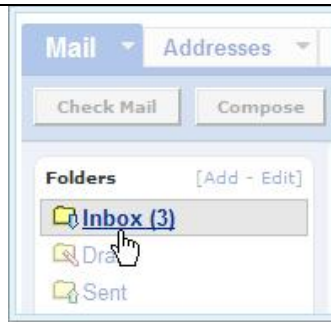
Click on the subject of the message you wish to view

*Note: A paperclip next to the subject informs you there is an attachment*

## View an attachment

Go to the bottom of the message

Click either the Preview or Scan and Save to Computer button



## Reply to a message

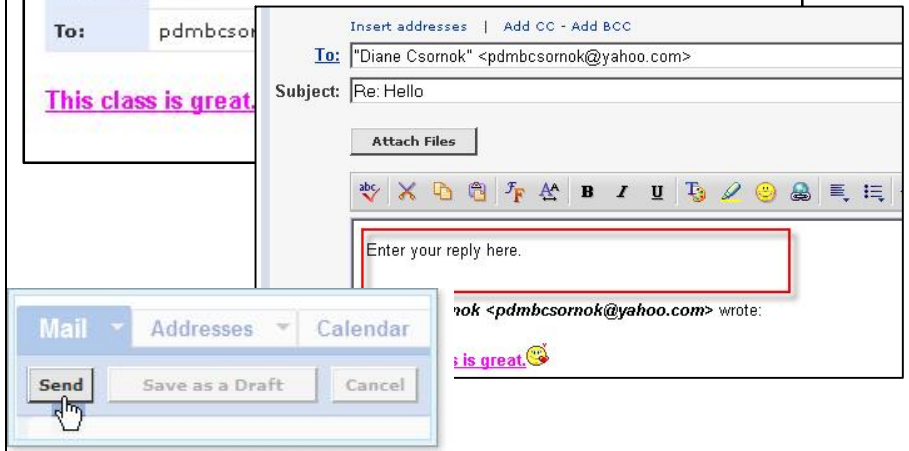
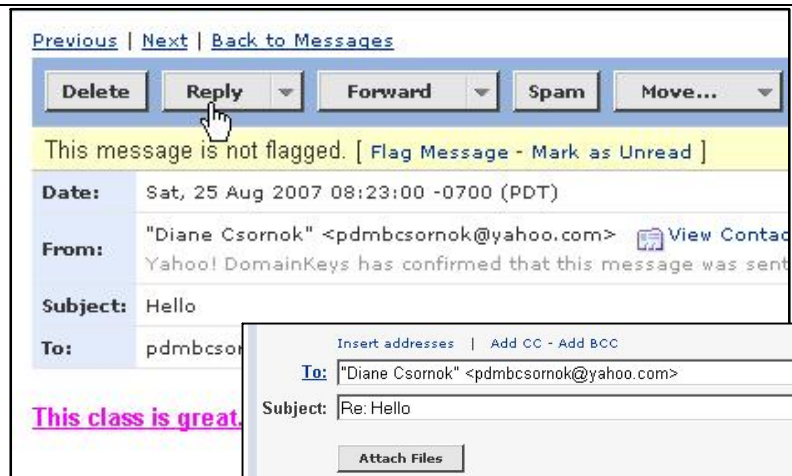
Click the Reply button

The compose box appears

The message is automatically addressed and contains a "Re:" before the subject line

Type your message in the box

Click the send button



## Compose a new message

Click the Compose button

Type the email address you wish to send the message to or click Insert addresses button to select from the address book

Type a subject in the subject line

Type your message in the content box

Format your message

Add any attachments

Click the Send button

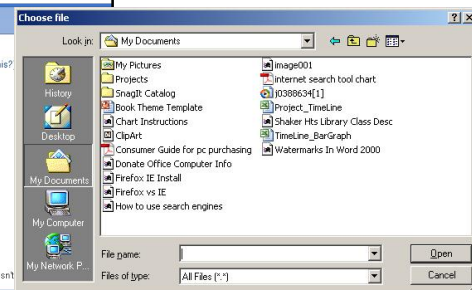
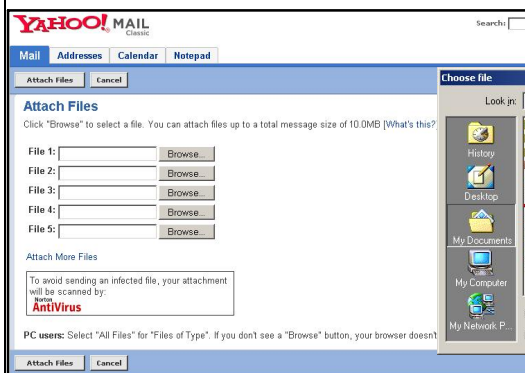
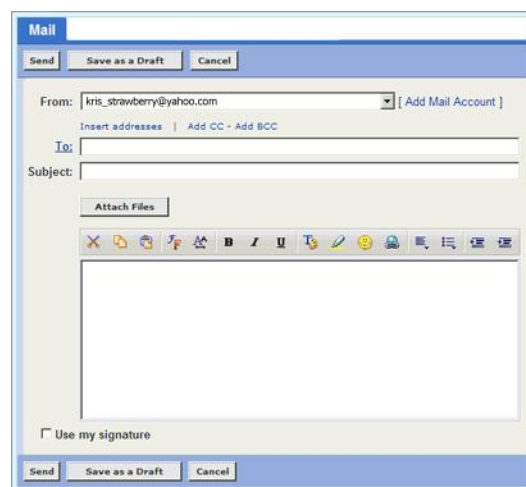
## Insert an Attachment

Click on the Attach Files button

Browse to locate the file

Select the file and click on the Open button

After selecting the files, click the Attach Files button



## To delete a message

Click in the square next to the message to put a check mark next to it

Click the delete button



## Close Your Yahoo! Mail Account

To close your Yahoo! Mail account:

Visit: [https://edit.yahoo.com/config/delete\\_user](https://edit.yahoo.com/config/delete_user)

Type your password

Click *Terminate this Account*