

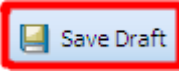


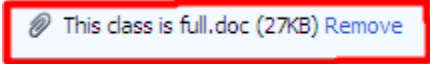
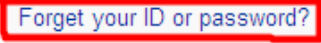
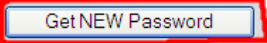
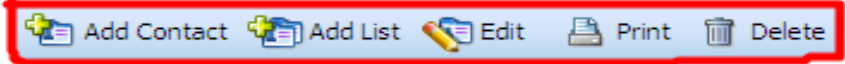


Email 2

Always remember to **Sign out** when you are done.

<p>1. Move a Message</p> 	<p>You can move a message from one folder to another by selecting the message. (Select the message by clicking in the box in front of the message which puts a check mark in the box.) Click the Move button and choose the folder to which you want to move the message.</p>
<p>2. Create a New Folder</p> 	<p>To create a new folder, find My Folders on the left side of your Mail page. Next to My Folders is the link Add. Click Add. Yahoo! Mail will add a new folder called untitled. Delete untitled and type a name for your folder. After you name the folder, use the Enter key on your keyboard. With Yahoo! Mail, you can make up to 200 folders.</p>
<p>3. Rename & Delete Folders</p>	<p>You can right-click on the folder and rename it or delete it.</p>
<p>4. Save your Email Message in the Draft Folder</p> 	<p>Save a partially composed message in your Draft folder. Then you can complete it and send it later on. Click Save as a Draft. It's to the right of Send above the message window. You can go back and open the saved draft at any time by clicking on the Draft folder on the left panel and then clicking on the saved message. Messages saved in your Draft folder will remain there until you Send the message or Delete it.</p>
<p>4. Add or Change a Signature</p> <p>“Outside of a dog, a book is man's best friend. Inside a dog, it's too dark to read.”</p> 	<p>Add any kind of signature you like! Sign emails with your name, contact info, your favorite quote or picture. Click Options in the upper-right corner of your Mail page, and select Mail Options. From the list on the left, click Signature In the center of the page, after Signature: select “Show a signature on all outgoing messages”. (Come back to this page and select “Do not use a signature” if you want to turn your signature off - or simply delete it manually from emails in which you'd rather not show it.) On the far right of the message window, above the text area, click either Plain Text or Rich Text. Or paste a picture that you want included in your Signature. Add or change your signature by typing in the text area. At the top of the page, click Save Changes. Your signature will now appear at the bottom of any message you compose.</p>
<p>5. Add or Remove Attachments</p> 	<p>You can add attachments at any time while you're composing an email. Click Attach (next to the paperclip). Find the file you'd like to attach. The attached file can be a document or a picture that you have saved on your hard drive, CD drive, or flash drive. Click Open or OK. You'll see the file name, and the paper clip icon, appear beneath your subject line. If you want to add more attachments, repeat this process.</p>

	<p>If you decide not to include an attachment, click Remove beside the name of the attached file.</p> <p>You can send many types of files as attachments: typed text, pictures, and spreadsheet documents, can all be send as attachments until you reach the 10MB message limit.</p>
<p>6. View/Download Attachments</p> <p>Never open attachments from unknown sources!</p>	<p>When you open an email, the "header" section just above the message shows who the message is from and what attachments they sent you. The names of the attachments are links you can click to either open and view, or download and save to your computer.</p> <p>If you click an attachment, a window will open telling you if a virus threat was detected in the attachment. If no virus threat is detected, you can choose to click either the Download Attachment button or Cancel.</p> <p>If you click the Download Attachment button, another window opens, asking you if you would prefer to open or save this file. Opening it lets you view the file without saving it to your computer; saving it puts it on your computer's hard drive. You can also click Cancel if you'd like to exit this window.</p>
<p>7. Change your Password</p>	<p>If you would like to change your Yahoo! password, sign in to your Yahoo! account with your current password and click the Account Info or My Account link at the top of the page. You will be asked to re-enter your current password for verification. Then:</p> <p>Click the Change Password link.</p> <p>Enter your current password in the first box.</p> <p>Enter your new password (as you would like it to be) in the second box.</p> <p>Confirm your new password in the third box.</p> <p>Click the Save button.</p>
<p>8. If you Forget your Password</p>	<p>Go to www.yahoo.com. Click on the link . This will take you to the page where you have to fill in the required verification information, such as your birthday and the ZIP or postal code you provided when you registered.</p> <p>Then click on .</p> <p>Make sure to provide the same information you gave during registration or when you last updated your account. Without the correct verification information, you will not be able to obtain a new password.</p>
<p>9. Add, Edit, Print, or Delete Contacts</p>	<p>After you have signed into your Yahoo! mail, click on the Add button next to Contacts on the left panel to add names to your address book. In order to enter new information or change the existing information, click Contacts and you will see the options to Add, Edit, Print or Delete contacts.</p> 
<p>10. Help</p>	<p>Click on the Help link to get more information on any topic regarding Yahoo email.</p> <p>Or go to : www.yahoo.com/help</p>

The library cannot be held responsible for links that may have degraded and now point to unacceptable sites that are unrelated to the link's original target.