

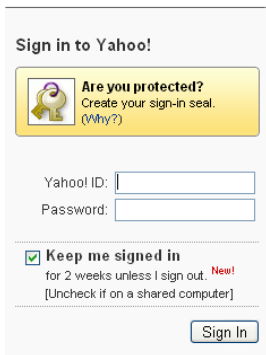
## EMAIL BASICS: USING YOUR YAHOO ACCOUNT

### “Logging in” to your account.

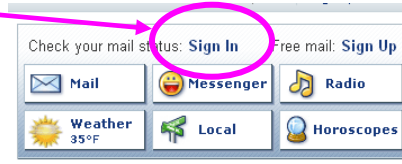
You can access your Yahoo account from any computer. To access your account, type in the web address bar: [www.yahoo.com](http://www.yahoo.com) and press the Enter Key.

On screen will appear the opening page.

You’ll see this log in screen. Click Sign In.



When the new page opens, you’ll see a screen like this one. Type in your Yahoo ID (which is everything before the “@yahoo.com”) and your password. If you’re on a public computer, I recommend that the Keep Me Signed In box be UNCHECKED. (If it is checked, click on the box). If you’re at home, you can leave it checked. Then click the Sign In button.



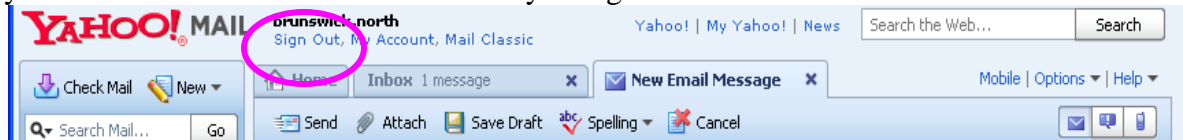
*Tip:* After you type in your username, you can press the Tab button the keyboard to jump to the password box.

Your new screen, it will say Hi, your name. Click the Mail icon to access your mail.

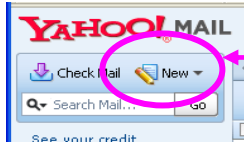
Your email account is also your Yahoo ID. Your Yahoo ID allows you to customize your Yahoo home page, to get the kind of news and information at your disposal.

### “Logging out” of your account

Anytime you want to sign out, you can do so simply by clicking Sign Out. It will close your account so no one can use it unless you log in.



When you log into your account, remember to click on Inbox to see your emails. Any emails in Bold mean you have not read them yet! They are new. Once you read them they will no longer be bold.



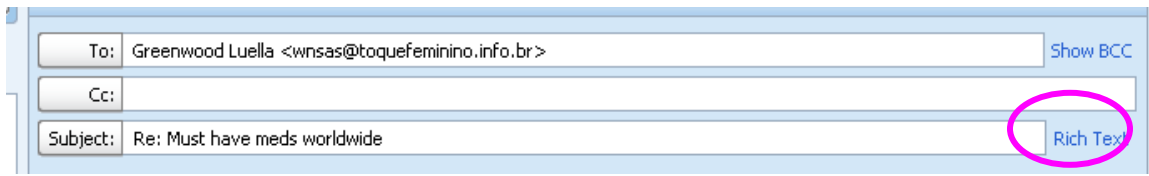
## Sending an Email

To send an email, click on the New icon. You can do this from in your Inbox or not.

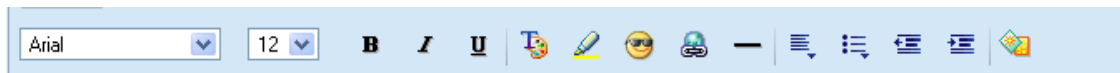
After you have clicked New, a New message screen will open.

## Formatting Your Email:

On the right side of the screen are the words Rich Text (if it says Plain Text, then that means Rich Text has already been activated, so skip this step. When you click Rich Text, you will be given many options for formatting your emails.



The bar below shows the items available. If you click on any of these, the new formatting will begin where you click and end once you click on that icon again. Or you can highlight the text you would like affected and click the icon.



The first drop down allows you to change your font style. The second drop down allows you to change the font size. Clicking on **B**, **I**, or **U** will allow you to Bold, Italicize or Underline parts of your email. The **T** allows you to change the color of the text. The little pen with the yellow, allows you to highlight the text. **The yellow face** allows you to insert a smiley or frowning face etc. The **chain** allows you to insert a website into the text so that someone can click it and go directly to the link. The **line** allows you to insert a line.

On the right side, the first blue lines allow you to align the text left, right, or centered. The second allows you to insert bullet points or numbers in a list. The third and fourth allows you to adjust your indent, And the little yellow box allows you to insert stationary type appearances in your emails, but only if you sign up for Yahoo Plus.

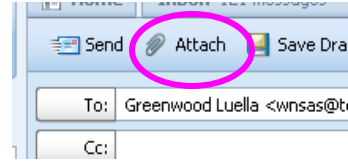
## Attaching a file

Attaching a file is a way to send pictures, resumes, or any other type of document to someone else. It is very easy to do as long as you know WHERE the file is!

*Note:* You can attach a file at any time during the sending of a message.

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- Click on Attach next to the paperclip above your To: window. A box will open up called File Upload.
- It is here that you will search for the file you want to attach.
  - If it is on a floppy disc, click My Computer on the left side. The drives will be listed in the window. You can double click on which ever drive you have your file.
  - If it is on your hard drive, typically you can click on My Documents, and it will be in there. Or if it is something you have just finished, you can click on My Recent Documents and it will show the most recently finished files.
- When you find your document, either double click on it, or click once and then click Open.
- Once you do that, a little circular arrow will appear under your subject that says Scanning and Attaching. After a few second, that will change to a small paper clip with the name of your file next to it. Once you see the paper clip, you know the file is attached. If you want to remove the file, simply click the Remove button next to the file.



### Practice:

For today, we are going to send pictures that are installed on the computer to other folks in the class.

- First, we will give you someone in the class' email address.
- Type that into the **To:** window
- Add a friendly subject
- Then, click Attach.
- When the new window opens, click on My Documents (the folder on the left).
- Then double click on My Pictures.
- The double click on Sample Pictures.
- Select the picture you like, click on that and click the Open button.
- Once you see the paper clip and the file name, you are ready to send the email.
- Type a friendly message in the big box and click **Send**.

### Reply to an Email.

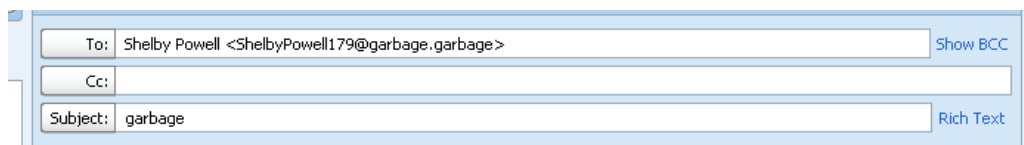
You may reply to the sender in two ways. Simply click on a message and press the R key. Or, you can click on the Reply button



If you click and hold down the Reply button, you will have the option to “Reply to All” which means that everyone who was sent the initial email will also receive your reply.

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Once you click Reply, the To: field will automatically be filled in with their email address, and the Subject will contain the subject that they typed in with “Re:” in front of it.

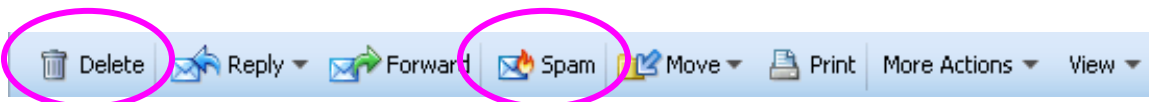


If you receive an email and want to forward it to someone else who might enjoy the contents, simply highlight the email and press the F key, or click the Forward button, next to the Reply button. The subject will stay the same, but you will have to type in the new address.



### Deleting an Email/Spam

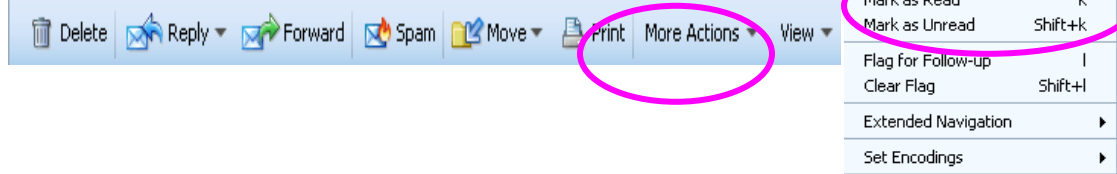
To delete an email type the Delete key on your keyboard or click the Delete button at the top of the email. If you have multiple messages you would like to delete, put a check in the box next to all of the emails you want deleted and then use the trash can. If you want to delete an entire page worth, Click the box at the top of the Inbox next to the From field. All of the boxes will be checked and you can delete them as above.



Also, if you believe the email you received is **Spam**, check the square at the left of the message (next to the Star) and then click the Spam button. The address will be sent to your Spam folder.

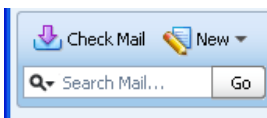
### More actions

Some people like to indicate that they have not read an email so that it stays highlighted. This way the next time they log in they will remember to look at that message. If you'd like to do this, Click on More actions, and select Mark as Unread.



### Searching your emails

If you have an old email that you need information from, you can search your past emails. From any page, next to the Check Mail logo is a box with



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a magnifying glass and Search Mail... in it. . You can type in any words from your emails and click Go, and Yahoo will search all of the emails to look for that text. So, if you are looking for a date of a party, or the spelling of an item, you can type in some part of that message and click search. The results will appear in your mail window. Obviously try to be as specific as possible.

*Note:* you can also Search The Web, at the top right, and it will open a new tab with search results for whatever you are looking for.

### Creating Folders for Email

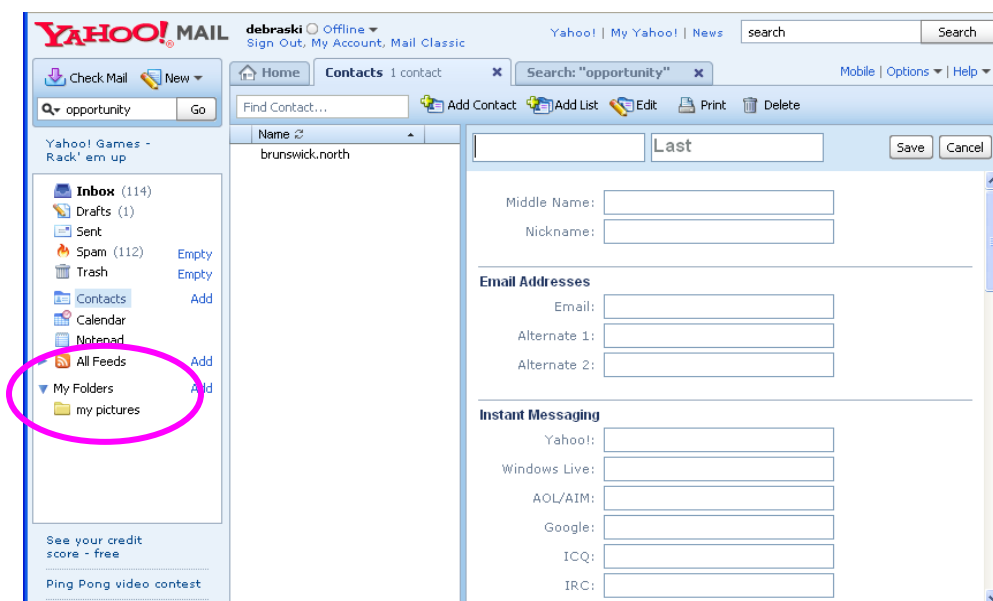
If you want to save a bunch of different emails either for a specific subject or from a specific person, you can create a folder. On the left panel at the bottom it says My Folders. Next to it in blue it says Add. Click Add, and a new folder will appear which you can name whatever you would like.



To get your emails into these folders, you can either highlight an email and drag it to the folder. Or, you can place a check mark in the boxes to the right of whichever messages you want to move and then click the Move button at the top bar. All of the eligible folders are listed there and you can select which one you would like your message or messages to go into.

### Address Book

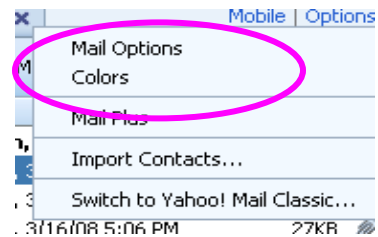
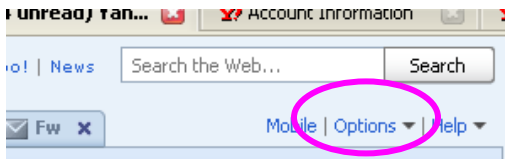
Your address book allows you to keep the names and email addresses of people that you contact the most. If someone gives you their email address you can add to it your contacts by clicking Contacts on the left side of the screen. The right side will show the above information. You can type in First, Last Names as well as their email address.



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Adding names to your address book allows names to be given to you once you type in the first letter of someone's name or address. As soon as you have names in your address book, when you start typing in new names, a list of options will show up. You can move your mouse down the list to select the name you want. Once you click on it that person's address will show up in the To: field. You don't need to remember long email addresses!

### To Automatically add contacts to your Address Book



Click on the Options button, and in the drop down select Mail options.

Click on General. On the right, at the top, click on the checkbox next to Automatically add new recipients to my Contacts.

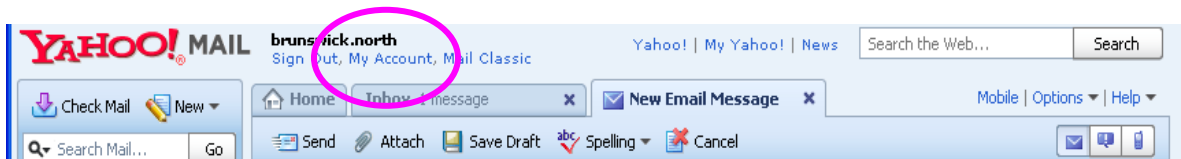
But if you want to add more people, or you want to create a "group" to whom you can send your emails, you can do that on this section. Select Contacts on the left side. The right side will show the information above.

### To change your password or other settings.

I encouraged you to use the password "library" for the class. After the class, I urge you to change your password to something else that you will remember.

*General Online Tip for any website:* Online passwords should NEVER be anything obvious about yourself like your birthday, your children's names, your pets' names, or any variation of your own name. Passwords do not have to be words. In fact, some of the best passwords are random letters and numbers. Some people recommend using your first license plate number or even, if you're old enough to remember this, the letter & number phone numbers from many years ago. The key is to pick something that you will remember and that other people won't be able to guess.

Okay, so with that out of the way:



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Click on my account. A new window will open and you will be asked for your current password again...this is to prevent people from changing anything on your account.

**Review My Account Information**

Review the member information listed below, click the **Edit** button above each item to change the information. Be sure to click **Finished** when you're done. Finished

**Yahoo! ID Card**

<b>Name:</b> Mr Paul Debraski	<b>OpenID</b>
<b>Yahoo! ID:</b> debraski	<a href="#">Edit/Create OpenID</a>
<b>Yahoo! Mail Address:</b> [redacted]	<b>Public Information</b>
<b>Password:</b> <a href="#">Change Password</a>	
<b>Security Key:</b> <a href="#">Change My Security Key</a>	

To change your password, click on the Change Password link. You will be asked for your current password, and then you will be asked to type in the new password that you want two times.

**Change your Yahoo! Password**

Enter your current password and then choose your new password. Click **Save** when you're done.

**Please Note:** To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and \*.

Enter your **Current Password**:

Choose a **New Password**:

Confirm your **New Password**:

Save Cancel

*Note:* a password is case sensitive. This means that if you type an upper case letter or a lower case letter, you must always use upper or lower case for that letter. Example:

If your password is PassWorD then you **MUST** always type PassWorD. Any variant like password will simply not work!

[Change My Security Key](#) allows you to change the answer that you picked when you signed up for your account.

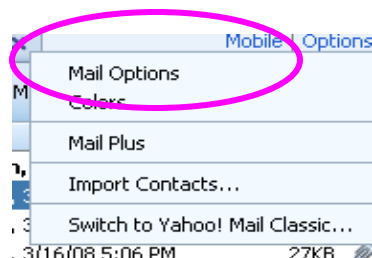
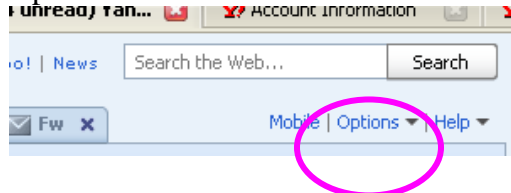
You can also change information about yourself in the Member Information or the Contact/Address information by clicking the Edit link in either section. In the member information page you can change your time zone; you can add another email address to your account, etc.

## Signature

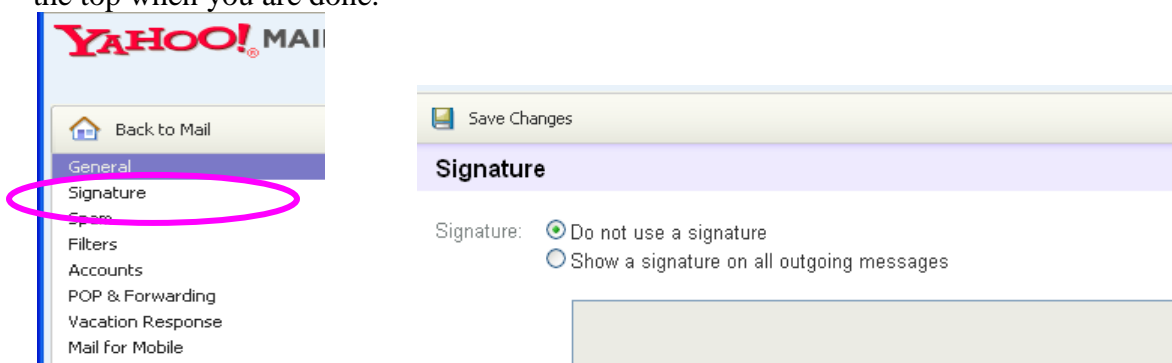
This is a message that appears at the end of each and every email that you send. For professional emails, I like to use my name and the address of the library. So, I simply type in what I want, and it will be at the bottom of my emails. Some people like to put quotes or inspirational messages as well. Although it is recommended that they not be too long.

Click on Options, and in the drop down select Mail

Options



On the left side, select **Signature**. When the new window opens, select Show a signature on all outgoing messages, and then type your message in the box. Click Save Changes at the top when you are done.



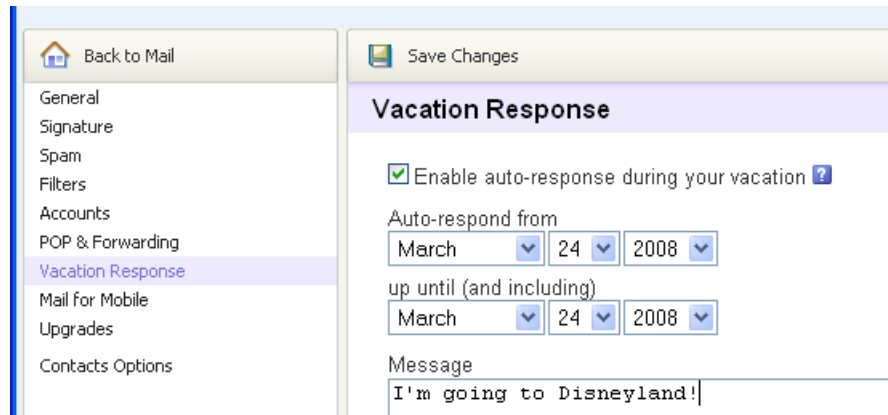
Also if you click General, you can change some of the settings like saving old emails, adding people to your address book, and default fonts.

## Vacation Response:

This is mostly useful in professional settings. If you are going to be away from your computer for some time and you don't want people to think you are ignoring them, you can set up this automatic vacation notifier. You can type any message you like, such as, "I will be away from my computer until Friday" or something like that. Note: Never say that you won't be at your home!

For this one, in your options window select Vacation Response on the right side. When the new window opens, click on the box for Enable auto-response during your vacation. After you do, you can type in the dates you would like your message to appear and also type in what you would like your vacation message to say.

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### **Another word about Chats.**

You can chat with other Yahoo users who are online. Chatting is very similar to email, except that it shows up as a conversation, where both sides are visible. If you click on the New button, where you would type your new message, and hold down your mouse, you have an option for Chats. When you select that, a new message that looks like an email will open up. Put in the yahoo address of the person you want, and it will try to contact them. This is used mostly by teens and by working people who like to multitask. If you ever think you're ready to use this we can have a class on it!

### **Getting email addresses from web pages.**

We will talk more about using the internet in the next class, but for this class, I wanted to show you how to get email addresses from web pages so that you can contact people, companies or organizations.

Typically, a web site will have a link that says **About Us**. And typically, if you click that link you will see something that says **Contact Us**. And typically, if you click that link, you will see a list of email addresses. Some places will only give out phone numbers, or worse, physical addresses. There's not much you can do about that, I'm afraid.

When you see the email addresses they will usually be underlined and in blue. This means that you can click the link and send that person an email. However, depending on which computer you are on, it may not work that well. Typically, any computer with Windows on it will default to opening an email with Outlook Express. Especially on these computers, but possibly on yours at home, you do not have Outlook Express set up for your use. So, you will have no luck in emailing them this way.

There are three ways that you can get this person's email into your message.

This first is to simply type it in. Either write it down on paper, or try to remember it.

The second is if you have already clicked the link and Outlook Express has opened, it will put that address in the To: window of your message. From there you can highlight it with and then copy and paste it into your email.

The third is to try and copy and paste it directly from the page.

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*Refresher:* How to copy and paste. It's been a while since we tried to copy and paste. So here's a refresher. Put your mouse to the left of the text you want to copy. Click the left mouse button and hold the button down. Slide (or drag) your mouse to the right. The words will be highlighted (usually in blue) as you go along. Stop when you get to the end of what you want to copy and let go of the mouse button. The words will stay highlighted. As long as they are highlighted, you can copy them. Move your mouse to the top of the screen, click on Edit and about three or four down it will say Copy. Click on that. Then, return to your email account (or wherever you want to paste this), click in the box you want to put the information. When the cursor is blinking, go back up to Edit and select Paste. Voila, the name appears there. It is very easy to get more than you want when you cut and paste, and really practice is the only way to get good at it, but if you get too many words or letters you can always delete them.

### **Netiquette.**

Now that you are online and sending emails, I want to give some basic lessons in online etiquette.

The most obvious is to treat others as you would like to be treated.

But as for technical information, these are the conventions that should be followed when emailing.

1) It is wisest to use conventional punctuation when typing emails.

- using all lower case letters is okay and not using commas or periods is okay too but it is best used for friends who dont mind casual speak
- However: USING ALL CAPITAL LETTERS IN YOUR MESSAGE IS CONSIDERED "SHOUTING" AND IS CONSIDERED VERY RUDE.
- For any kind of professional correspondence, it is best to treat email as if it were an actual letter

2) Be very careful when making a joke, being sarcastic or trying to use irony in an email. It is very hard to convey this type of information, and you may unintentionally offend someone. If you wish to tell a joke, it is best to end your sentence with ha, ha or (joke) so people know you are kidding. You can also use what is called emoticons or smileys.

These are the four most common keyboard icons that represent faces:

:-) or :)	Smile or Happy
:-( or :(	Frown or Sad
:-D or :D	Open-mouthed smile
:-p or :p	Smile with tongue out

3) It is fun to forward jokes to other people. Heck, that's what half of email messages are. However, just because someone sends you a funny email doesn't mean you should send it to everyone you know. If you think someone would especially appreciate it then certainly send it, just be careful with "mass mailings"

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4) Be careful about sending anything that you'd be embarrassed for other people to read. It is very easy for someone to simply forward your message to any and everyone they know. While this doesn't happen very often, and most of us don't follow this, it's always good to be cautious about what you say in an email.

### **SPAM & SCAMS**

Yahoo is okay at blocking spam. However, you may get some in your Inbox from time to time, so here's some basic guidelines to follow. Most spam is simply the equivalent of junk mail. Just throw it away (delete it). But sometimes it can be more harmful. There may be computer viruses attached to email, or they may try to get personal information from you.

- 1) If you don't know who the email is from (can't read the return address or it is a nonsensical address) it is 99% certainly spam. Simply delete it or click Spam in your Yahoo account.
- 2) No one is going to give you money or anything else for free in an email. No one is going to open a bank account for you. You haven't won the lottery, or been offered a huge prize from an anonymous donor. Anything else that seems too good to be true is too good to be true. Don't even read it.
- 3) NEVER EVER EVER EVER give out any kind of personal information, like your Social security number or your credit card number or PIN number or anything like that to any email that requests it. Legitimate companies will never ask you for this in an email. Even if it looks like it comes from your bank, scammers can create false addresses. Do not send anyone this information!
- 4) Anything with any kind of drug, sex product, stock market tip, or any other random item that you may see is junk. Delete it.

These are three very common types of scams that you may receive as spam:

This information was taken from the webpage:

<http://www.hoax-slayer.com/common-internet-scams.html>

#### **Phisher Scams:**

You may receive an email from a bank/online service provider/ financial institution that asks you to click a link and visit a website in order to provide personal information. Such an email is more than likely the type of Internet scam known as "phishing".

A phisher scam is one in which victims are tricked into providing personal information such as account numbers and passwords to what they believe to be a legitimate company or organization. In order to carry out this trick, the scammers often create a "look-a-like" website that is designed to resemble the target company's official website. Typically, emails are used as "bait" in order to get the potential victim to visit the bogus website. Be wary of any email that asks you to click on a link and provide sensitive personal information such as banking details. Information submitted on these bogus websites is harvested by the scammers and may then be used to steal funds from the user's accounts and/or steal the victim's identity.

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Most legitimate companies would not request sensitive information from customers via email. **DO NOT** click on the links in these emails. **DO NOT** provide any information about yourself. If you have any doubts at all about the veracity of an email, contact the company directly.

**Nigerian Scams:**

You may receive an email/letter/fax that asks for your help to access a large sum of money in a foreign bank account. The message says that you will get a percentage of the funds in exchange for your help.

In all probability, the message is an example of the type of scam known as a Nigerian or "419" scam. The "large sum of money" does not exist. The messages are an opening gambit designed to draw potential victims deeper into the scam. Those who initiate a dialogue with the scammers by replying to the scam messages will eventually be asked for advance fees supposedly required to allow the deal to proceed. They may also become the victims of identity theft. The scammers use a variety of stories to explain why they need your help to access the funds.

For example:

They may claim that political climate or legal issues preclude them from accessing funds in a foreign bank account.

- They may claim that your last name is the same as that of the deceased person who owned the account and suggest that you act as the Next of Kin of this person in order to gain access to the funds.
- They may claim that a rich merchant, who has a terminal illness, needs your help to distribute his or her wealth to charity.

If you receive one of these scam emails, it is important that you do not respond to it in any way. The scammers are likely to act upon any response from those they see as potential victims.

**Lottery Scams:**

You may receive an email/letter/fax that claims that you have won a great deal of money in an international lottery even though you have never bought a ticket. The email may claim that your email address was randomly chosen out of a large pool of addresses as a "winning entry". Such emails are almost certainly fraudulent. In some cases, the emails claim to be endorsed by well-known companies such as Microsoft or include links to legitimate lottery organization websites. Any relationships implied by these endorsements and links will be completely bogus.

There is no lottery and no prize. Those who initiate a dialogue with the scammers by replying to the messages will be first asked to provide a great deal of personal information. Eventually, they will be asked to send money, ostensibly to cover expenses associated with delivery of the supposed "winnings". They may also become the victims

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of identity theft. **DO NOT** respond to these messages. **DO NOT** supply any personal information what so ever to the scammers.

This is not in any way designed to frighten you from using email or having fun on the internet, its just important to be aware that there are people looking to take advantage of the unsuspecting.