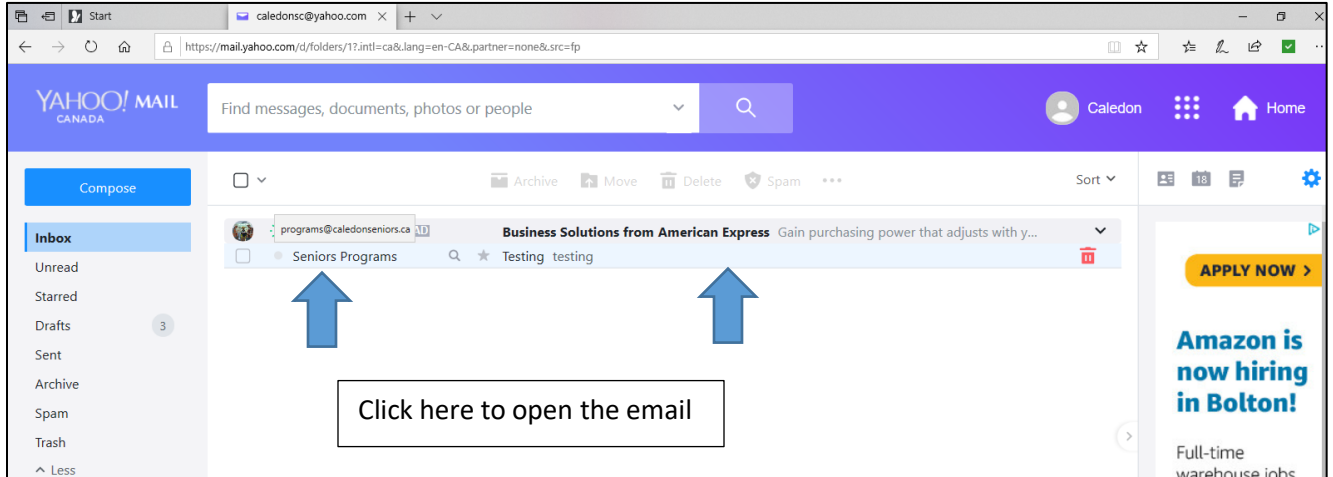


Yahoo Email

This is your inbox screen.



To read an email click on the name or subject line of the email

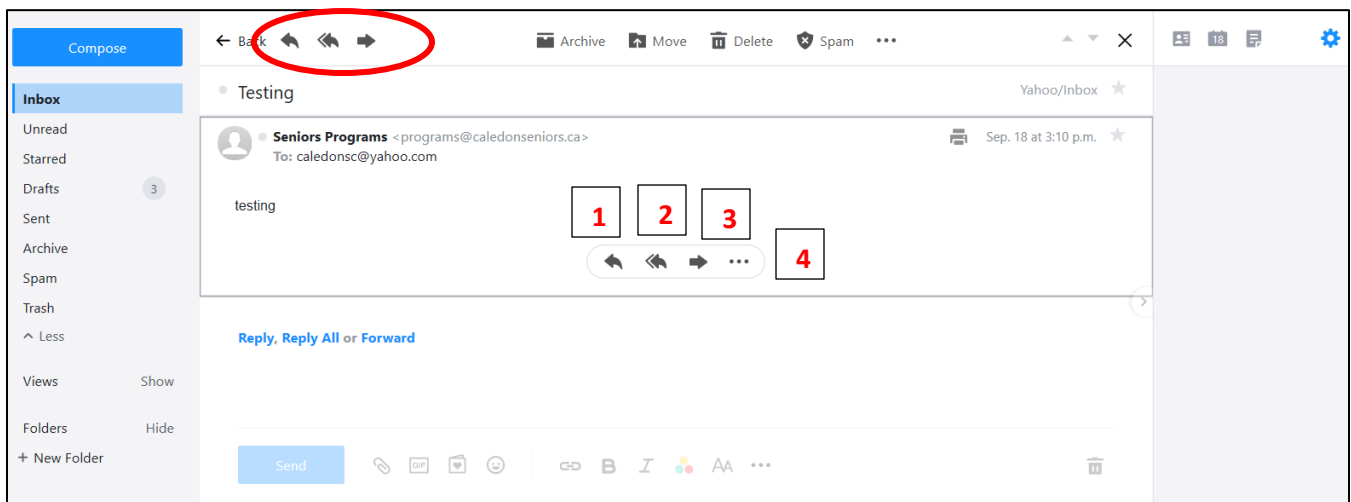
To Delete an Email

- There are 3 ways to **delete an email**
 - From the inbox screen – click the box to the left of the email then click the word “Delete” at the top of the screen (can click as many as you want)
 - From the inbox screen – hover the mouse over the email you want to delete, you will see a garbage can appear at the far right side – click it
 - From the email message – click the word “Delete” at the top of the screen

How to Reply or Forward an Email

From your email message look at the bottom and you will see the words:

1. Reply – click to return a message to the sender
2. Reply to All – click to send a message to everyone who was sent the email
3. Forward – click to send this message on to another person

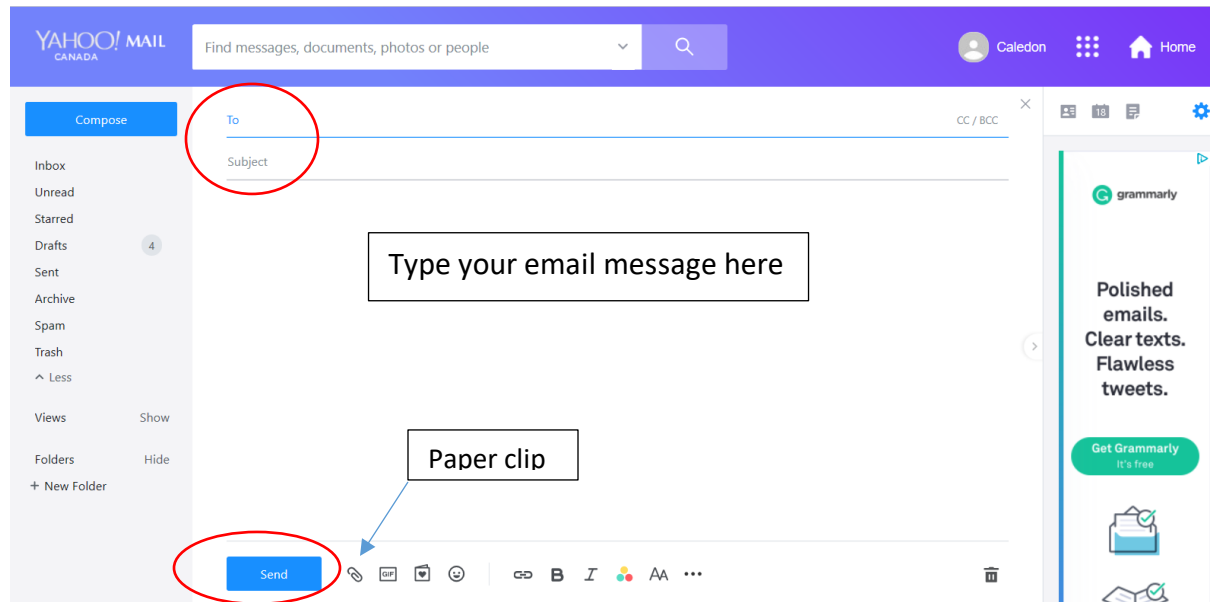


There are arrows at the bottom of the message and at the top of the screen that will reply, reply all and forward messages

4. More (3 dots) – click here to print message, delete message, archive message or block the sender

How to Write an Email

- Click on “Compose” at the top left corner of the screen
- Click “To” to open your contact list, click the person you want to send to then click Done



- Or type the email address of the person you want to send to
- Click on the word “Subject” (the word will disappear) and type your subject eg. Lunch
- Click in the space below the word “Subject” and start typing your message
- When you are done, click the “Send” button at the bottom of the screen
- You will return to your inbox screen

How to Attach a Picture to your Email

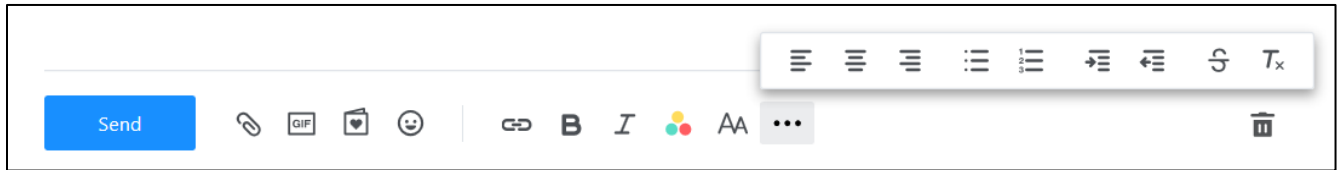
- Click on compose
- Choose your contact to send to
- Type your subject and message
- At the bottom of the screen, click the paper clip (it is beside the word Send)
- A new screen will appear “Choose File to Upload”
- Click on Pictures folder on the left side of the screen
- Choose a picture, then click “Open” at the bottom of the Upload screen, you will return to your email message
- The picture will show at the bottom of the message area
- Click “Send”

How to Check if Message Was Sent

- From the inbox screen, click the word “Sent” on the left side of the screen
- All the messages you have sent will be there
- You can also delete the old message if you want (click the boxes and click delete at the top)


Formatting Your Email Message

- You can change the size of the text, bold, change to italic and change the colour of the text
- These are on the bottom of the compose email screen



B: click to make letters bold

I: click to make letters italic

 click to change font colour or add a highlight

AA: click to change font and font size

Click the More Button (3 Dots) to get:

 Click to make bullets with dots or numbers

 Click to indent paragraph

 Click to change alignment – centre text, align to the left or right margin

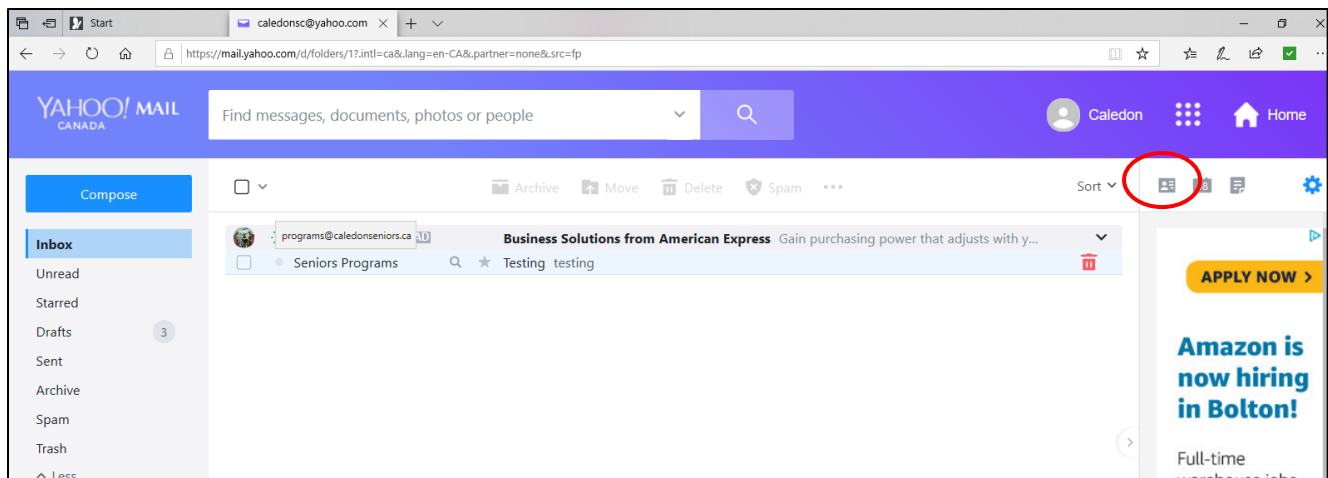
 Click to get quick videos to put in the message

 Click to add emoticons to the message

 Click to add stationary to your message

How to Create Contacts

- Click on the small icon with the head on it in the top right corner of the screen

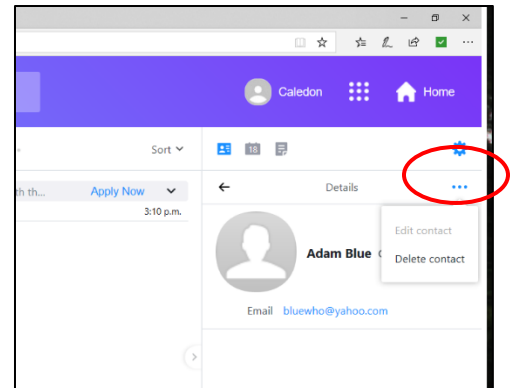


- Your list of contacts will show on the panel at the right side of the screen

- Click on “New contact” at the bottom right corner of screen
- Fill in the boxes
 - Name
 - Nick Name (if you want)
 - Email
 - You can also add personal details like phone numbers and birthdays if you want
- Then click “Save” at the bottom of the screen
- You will see your new contact in your contact list

How to Delete a Contact

- From your Contact list, click the name you wish to delete
- Click the 3 dots at the top right corner
- Click the “Delete Contact”
- “Are you sure you want to delete” screen will appear, click “OK”



How to Edit a Contact

- From your contact list, click the name you want to edit
- Click the 3 dots at the top right corner
- Click “Edit Contact”
- A screen with contact’s details will appear, change email address or spelling of name
- Click “Save” at the bottom of the screen

To remove the contact list on the right side of the page, click on the head icon again