

Yahoo e-Mail Tutorial

1. Getting to Yahoo email
2. Starting Yahoo email
3. Creating an Account
4. Receiving emails
5. Creating an email
6. Sending an email
7. Settings and Sign Out

This tutorial aims to quickly cover some of the basic elements of web based email using Yahoo - a free email service

Use the Index on the left or the Navigation Buttons on each page to move back and forward through the presentation

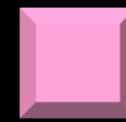


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Getting To Yahoo Mail



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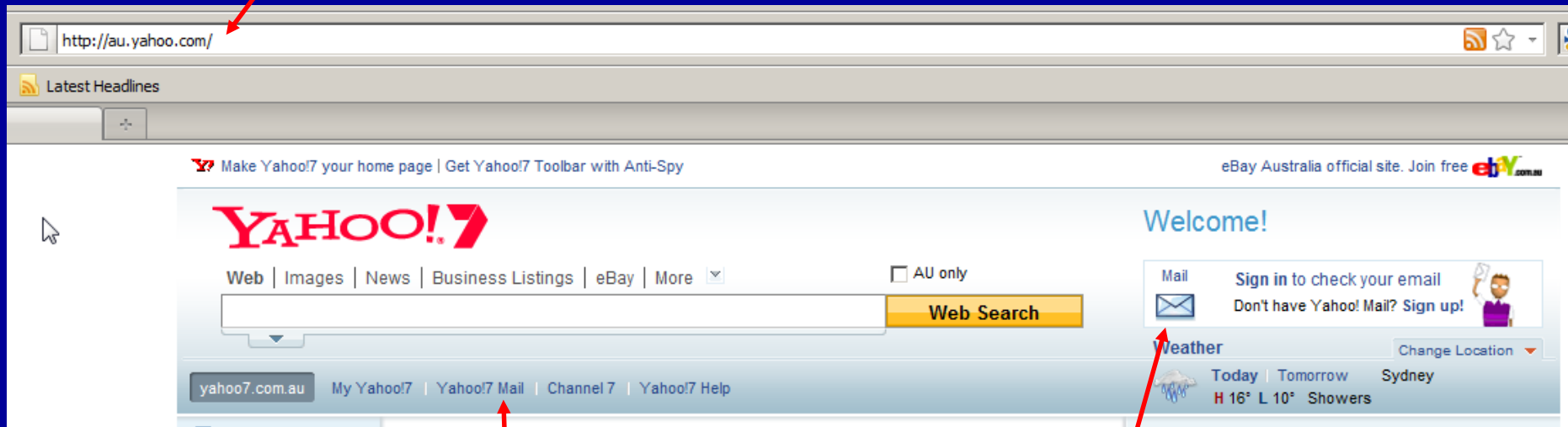
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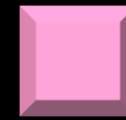
Type www.yahoo.com.au into the address bar of your browser. This will take you to the Yahoo site

Note: the address will appear as <http://au.yahoo.com>



Click on the either the “Yahoo7 Mail” button or the "Mail" icon to begin

Starting Your Mail



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Make sure you have the “Stay signed in” box **UNCHECKED** – especially if you are using a public computer

Sign in to Yahoo!7 with your Yahoo! ID

Are you protected? Create your sign-in seal.

Yahoo! ID

(e.g. free2rhyme@y7mail.com)

Password

Keep me signed in
(Uncheck if on a shared computer)

Sign In

[I can't access my account](#) | [Sign-in help](#)

OR

Sign in with:

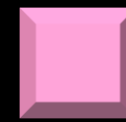
Facebook Google

Don't have a Yahoo! ID?
Create New Account

If you have an account, type your ID and password in here and then click the “Sign In” button

If you do NOT have an account, click on the “Create New Account” button

Creating an Account (1)



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Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.

Name
Gender
Birthday
Country
Postal Code

Select an ID and password

Yahoo!7 ID and Email @

Use 4 to 32 characters and start with a letter. You may use letters, numbers, underscores, and one dot (.).

Password Password Strength

Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

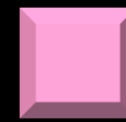
Your Answer

Fill in the required information

Tip: Use the TAB key on the keyboard to move to the next box – this way you will not miss anything

1. Click in the box and type in your first name. Then, in the next box, type your last name: **Tip: for security reasons do not use your real surname – instead, use the first 3 or 4 letters or make something up**
2. Select and type in a Login Name - this will be your Yahoo identity and will form part of your email address
3. Then click on the “Check” button

Creating an Account (2)



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YAHOO!7

Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.

Sign in with an ID you already have

Can't remember your ID or password?

Name


Gender

Birthdate

Country

Postal Code

Select an ID and password

Yahoo!7 ID and Email @  This ID is not available

Here are some suggestions...

- [peterbur26@yahoo.com.au](#)
- [peterbur64@yahoo.com.au](#)
- [peterbur44@yahoo.com](#)

New Yahoo IDs

- [peterbur@rocketmail.com](#)
- [peterbur@ymail.com](#)

Password

Re-type Password

Password Strength

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

It is possible that the name you have chosen may be unavailable

If it is not available you can either:

a) choose one of the suggested names by clicking on the name

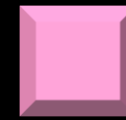
or

b) try typing another name

Tip: choose carefully because this will be the name of your email address

Click the "Check" button again until you find an available name

Creating an Account (3)



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Here we have tried a few alternatives until we have found the name “petbur15” to be available

4. You will now need to create a password for your account

Tip: try to think of a password that you will easily remember

YAHOO!7

Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.

Name

Gender

Birthday

Country

Postal Code

Select an ID and password

Yahoo!7 ID and Email **peterbur15@yahoo.com.au** [Change](#)

Password Strong

Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)

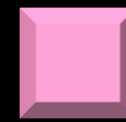
Secret Question 1

Your Answer

Secret Question 2

Your Answer

Creating an Account (4)



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YAHOO!7

Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.

Name

Gender

Birthday

Country

Postal Code

Select an ID and password

Yahoo!7 ID and Email [Change](#)

Password Strong

Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

Your Answer

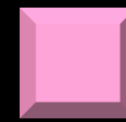
You will need to type a password with a minimum of 6 characters, preferably a combination of letters and numbers.

For security purposes, the characters that you type will not be visible
Tip: write down your password straight away so you don't forget it

As you type your password, Google will tell you whether your password is weak or strong

5. You will need to re-type your password to verify that you typed it correctly the first time

Creating an Account (5)



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Select an ID and password

Yahoo!7 ID and Email **peterbur15@yahoo.com.au** [Change](#)

Password Strong

Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1 **What is the first name of your favorite uncle?**

Your Answer

Secret Question 2 **- Select One -**

Your Answer

[Visual code](#) | [Audio code](#) [Help](#)



Type the code shown [Try a new code](#)

By clicking the "Create My Account" button below, I certify that I have read [Yahoo!7 Terms of Service](#), [Yahoo!7 Privacy Policy](#) and [Communication Terms](#) to receive account related communications from Yahoo! electronically. To do this, I agree to the following: I understand that Yahoo! may use my information to provide features, relevant advertising and abuse protection, Yahoo!'s automated systems may analyze all email, IM and other communications content.

[Create My Account](#)

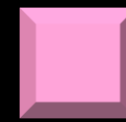
6. You will now have to establish two security questions

This is required to recover either your password or account name should you ever forget either of these

You can choose either a suggested Security Question or you can write your own question(s)

Click on the "selector arrow" for the drop down menu to appear

Creating an Account (6)



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Next

Select an ID and password

Yahoo!7 ID and Email **peterbur15@yahoo.com.au** [Change](#)

Password Strong ■ ■ ■ ■

Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

Your Answer

- Select One -

Where did you spend your honeymoon?

Where did you meet your spouse?

What is the first name of your favourite aunt?

What was your favorite food as a child?

What was the last name of your first boss?

What is the first name of your favourite uncle?

What was the last name of your best childhood friend?

What was your favourite food as a child?

What is the name of your favorite sports team?

What was your first pet's name?

What is the last name of your best man at your wedding?

What is the last name of your maid of honor at your wedding?

What is the name of the street on which you grew up?

What is the last name of your favorite musician?

Who is your all-time favorite movie character?

What was the make of your first car?

What was the make of your first motorcycle?

Who is your favorite author?

- Type your question here -

Type the code shown

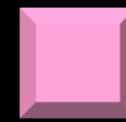
Select the question you would like to use by putting your mouse pointer over the suggested Security question and then clicking the mouse button

or

Click on the "Type your question here" option and type in your own question

Type the answers to your security questions in each of the "Your Answer" boxes

Creating an Account (7)



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Next

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

Your Answer

Use 4 characters or more - not case sensitive.

Click on "Audio code" if you find the writing too hard to understand

Visual code | **Audio code** | Help



Type the code shown [Try a new code](#)

By clicking the "Create My Account" button below, I certify that I have read and agree to the [Yahoo! Terms of Service](#), [Yahoo! Privacy Policy](#) and [Communications Policy](#) to receive account related communications from Yahoo! electronically, including promotional offers, relevant advertising and abuse protection, Yahoo!'s automatic analysis of all email, IM and other communications content.

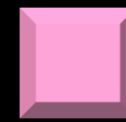
Create My Account

7. You will need to complete the Verification process
This is required to ensure that you are actually a real person completing the form

This involves typing the distorted characters in the image into the box beneath
Tip: Be careful to type the characters correctly otherwise your submission will be rejected and you may have to fill the entire form again.

8. Finally, when you are sure everything is alright - click the "Create My Account" button

Creating an Account (8)



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Name
Gender
Birthday
Country
Postal Code This information is required

Select an ID and password

Yahoo!7 ID and Email [Change](#)
Password Strong
Re-type Password The passwords you entered do not match. Please try again.

In case you forget your ID or password...

Alternative e-mail (optional)
Secret Question 1
Your Answer
Secret Question 2 This information is required
Your Answer This information is required

Visual code | [Audio code](#) [Help](#)



Type the code shown

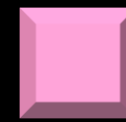
[Try a new code](#)

If your application is rejected like this example, don't worry. This often happens on the first attempt. Yahoo will highlight, in red writing, the parts which need to be corrected

The verification characters are sometimes hard to recognise. They are meant to be difficult to recognise for security reasons. Don't worry, just try typing them again.

Note: the verification characters will change upon every re-try.

Creating an Account (9)



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YAHOO!7 Yahoo!7 | Help

Congratulations, Peter!
A confirmation message has been sent to you via e-mail.

Below are your account details
You will need this information to sign in to Yahoo!7 and to reset your password in case you forget it. Please print and keep this information in a safe place for future reference.

Yahoo!7 ID and Email: peterbur15@yahoo.com.au
Birthday: 03 November 1982

1. Security Question: What is your oldest cousin's name?
My Answer: peter

2. Security Question: What was the make of your first car?
My Answer: morris 1100
Postcode: 3044

Transfer your contacts to Yahoo!7 Get started

Ready to experience Yahoo!7 Mail?

Continue

Contact me occasionally about special offers, promotions and Yahoo!7 features. More information here.

Copyright © 2011 Yahoo!7 Pty Limited. All rights reserved. [Copyright/IP Policy](#) | [Terms of Service](#) | [Guide to Online Security](#)
NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#).

This page reports back all the information that you have provided

CHECK IT CAREFULLY

and make sure that you have indeed typed what you thought - especially your Yahoo ID

When you are satisfied that everything is correct, click on the "Continue" button

Uncheck this box if you do not want to receive advertising emails

Note: your email address is your_yahoo_id@yahoo.com.au

Receiving emails



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Next

Click on "Inbox" to view a "list" of emails you have received

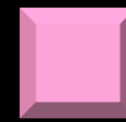
This row of options will help you "manage" your emails

The screenshot shows the Yahoo! Mail interface. At the top, there are navigation tabs: "WHAT'S NEW", "INBOX (4)", "CONTACTS", "UPDATES", "can you please check", and "this is confirmation". Below the tabs is a row of action buttons: "Compose Message", "Delete", "Reply", "Forward", "Spam", "Move", and "Actions". The main area displays a list of emails with columns for "FROM" and "SUBJECT". The first email is from "and dum" with the subject "what's happening". The second email is also from "and dum" with the subject "this is confirmation". The third email is from "and dum" with the subject "can you please check". The fourth email is from "Yahoo!" with the subject "Welcome to Yahoo!". A red arrow points to the "Compose Message" button. Another red arrow points to the "Spam" button. A third red arrow points to the "this is confirmation" subject line. A fourth red arrow points to the "Delete" button below the email list.

These are the emails you have received. They can be opened by clicking on any of the text

Note: any darkened text indicates that the email has not yet been opened.

Creating an email (1)



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Next

Click on the “Compose Message” button to create a new email

Insert the Subject (or Title) of your email in this space

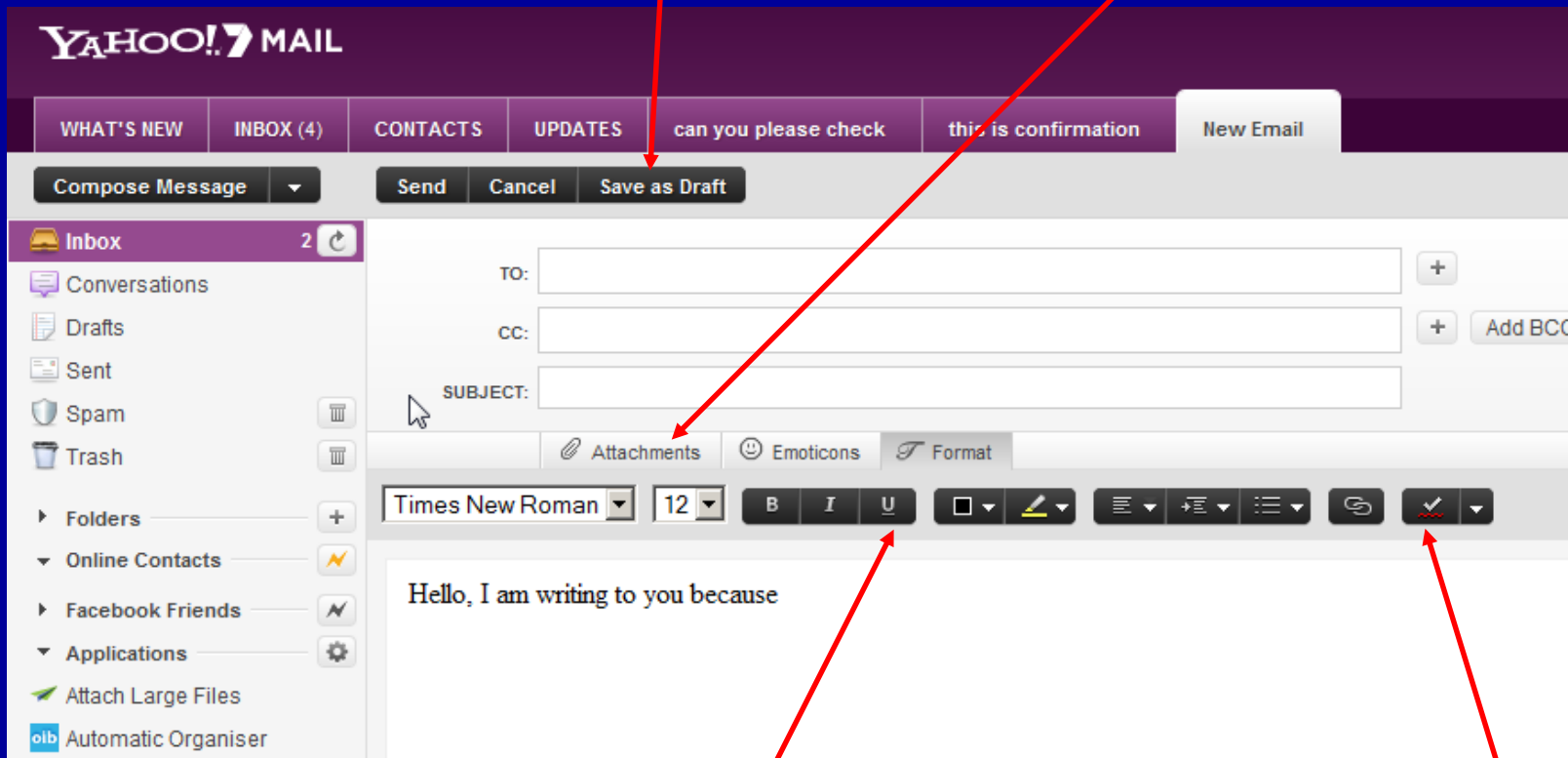
Start writing your email by clicking in this area

Creating an email (2)



Use the “Save as Draft” button if you need to leave an unfinished email to complete later

Click on “Attachments” to add any documents you wish to send with your email



Use these buttons to format your email

Click on “Check Spelling” to word check your email

Sending an email



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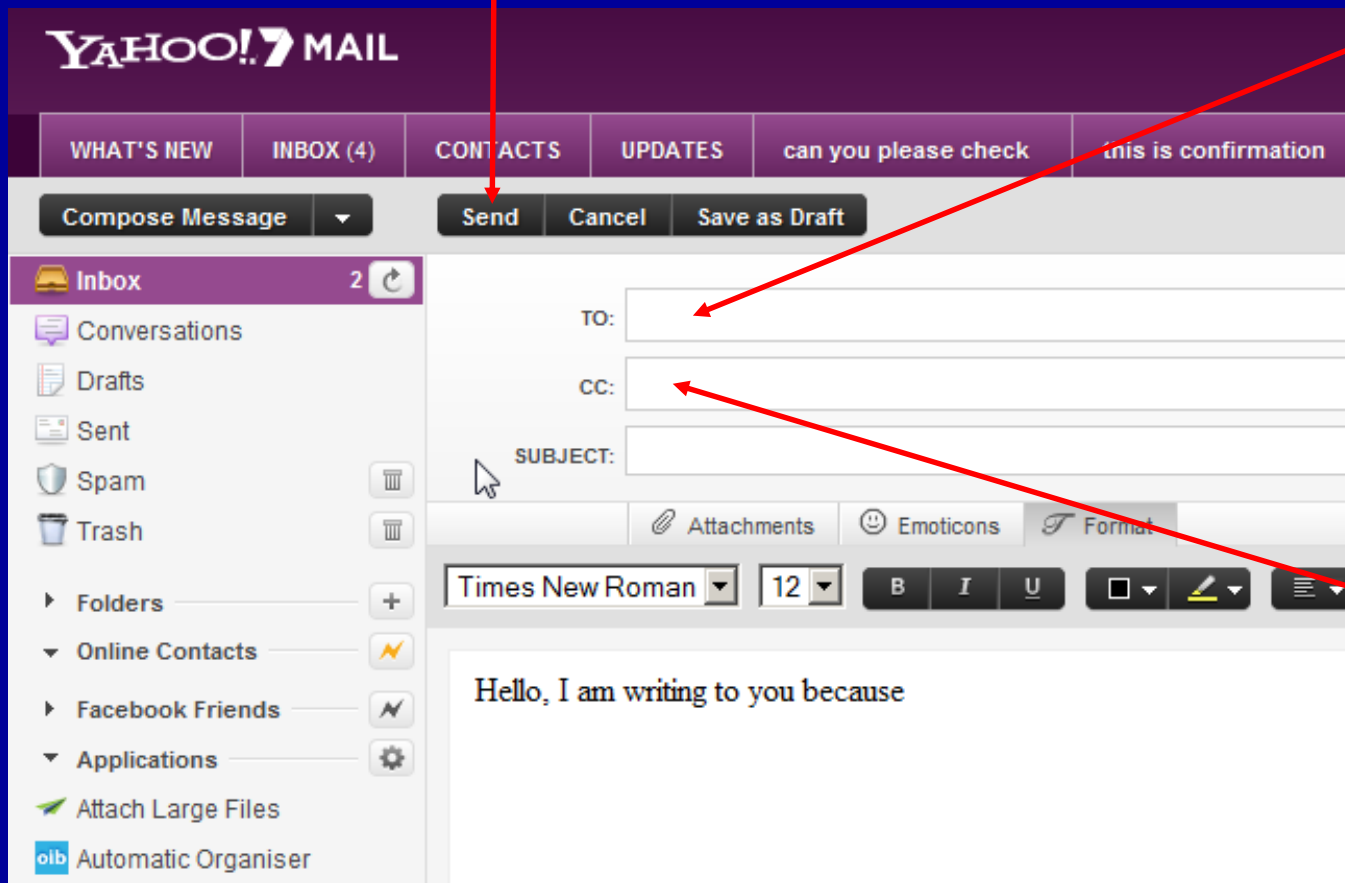


Next

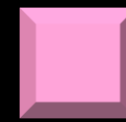
Click the “Send” button when you have completed and checked everything

Insert the email address of the person/s you wish to send an email
Tip: Do this at the very end to ensure that you do not accidentally send the email before you have finished

Use the “Cc” and “Bcc” buttons to add other recipients for your email



Settings and Sign Out



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It is wise to click on the "Sign Out" option when you are certain you are finished, especially if you are on a public computer

Click on the "Options" button to modify your email settings

The screenshot shows the Yahoo! Mail interface. At the top, there is a navigation bar with a green status icon, a greeting "Hello, Peter", and navigation links for "Sign Out", "Options", and "Help". The "Options" dropdown menu is open, showing "Themes", "Mail Options", and "Messenger Options". Below the navigation bar, there are tabs for "WHAT'S NEW" and "INBOX (4)". A row of action buttons includes "Compose Message", "Delete", "Reply", "Forward", "Spam", "Move", and "Actions". The main content area shows an email list with columns for checkboxes, status icons, "FROM", and "SUBJECT". The email list includes messages from "and dum" and "Yahoo!". A second row of action buttons is visible at the bottom of the email list.

FROM	SUBJECT
and dum	what's happening
and dum	this is confirmation
and dum	can you please check
Yahoo!	Welcome to Yahoo!

Have Fun

Experiment

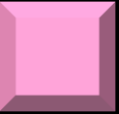
Enjoy



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