

Checking & Sending Email



To access the Internet, double-click on the blue Internet Explorer icon.

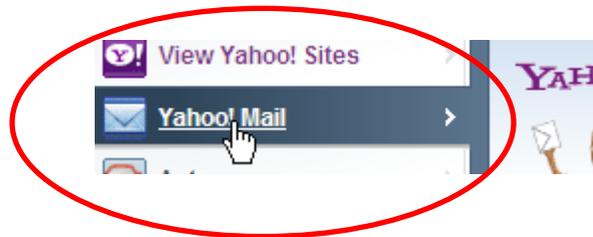
1. Click once in the address box (this will highlight all the words) and press the “**Delete**” key on the keyboard.
2. Type www.yahoo.com in the address bar and press “**Enter**” on your keyboard or click the green arrow button.



To check your email, click [Sign In](#) or [Yahoo! Mail](#)



or



1. In the “**Sign in to Yahoo!**” box, enter your Yahoo! ID.
2. Click in the password box and enter your password.
3. Click the “**Sign in**” button.

Sign in to Yahoo!

Are you protected?
Create your sign-in seal.
(Why?)

Yahoo! ID:

Password:

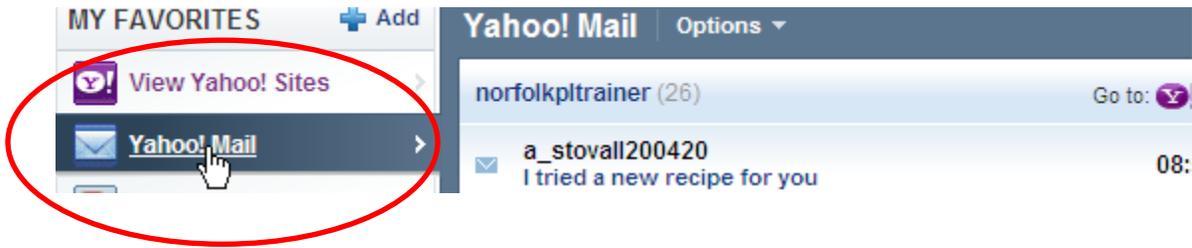
Keep me signed in
for 2 weeks unless I sign out. [New!](#)
[Uncheck if on a shared computer]

[Forget your ID or password?](#) | [Help](#)

VERY IMPORTANT!!!

This box should NOT have a check mark in it if you are using a public computer.

4. Once you're signed in, click the "Yahoo! Mail" icon.

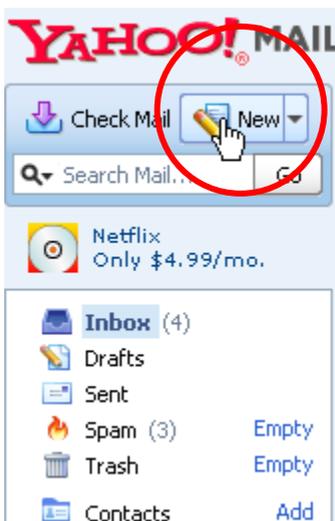


5. Click the "Inbox" or the "Check Mail" button.



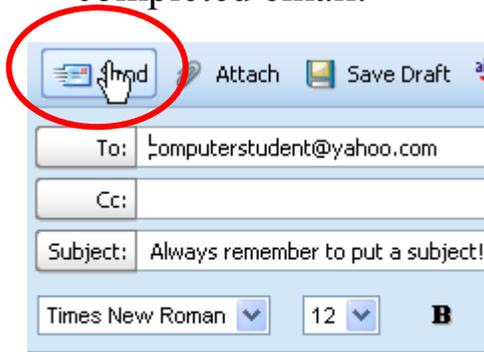
Tip: To make the text larger on the display, hold down the Ctrl key on the keyboard while moving your mouse WHEEL backward (towards you).

To write a new email click "New."



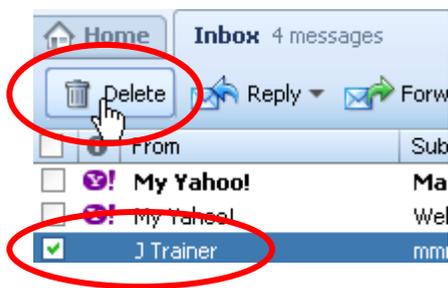
1. In the **To:** box, enter the email address of the person to whom you sending an email.

2. In the **Subject:** box, type the subject of your email.
3. In the message box (the big box below), type your message.
4. When you're done writing your message, click the "**Send**" icon to send the completed email.



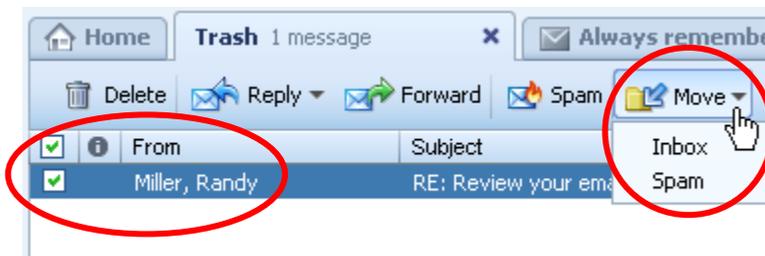
Dear computer students,

To delete an email, click the checkbox to the left side of the email you want to delete, then press "**Delete.**"



To retrieve mail that you've deleted, click the "**Trash**" icon, then click in the checkbox of the email you want to keep.

- Click "**Move**" and select "**inbox.**"



To save an unfinished email to finish later, click "**Save to Draft.**" To access the saved mail, click "**Draft.**"

To sign out on a public computer (always a good idea), click “**Sign Out**” at the top of page.

