



Wayne Public Library  
461 Valley Road, Wayne NJ 07470  
Phone: 973-694-4272  
Website: <http://www.waynepubliclibrary.org>

## Learning to use Email

### *Account Set-up*

- Go to [www.yahoo.com](http://www.yahoo.com)
- Create a unique user ID and password. – write it down so you do not lose it.
- Look for the Sign up button & complete the form.
- Type in the security word and click submit.

### *How to Sign in to your email account*

- Go to the webpage of your email provider
- Look around the page for a Sign In Box
- Enter your User Id and your password
- Do not use *Keep Me Signed In*.

### *The Email Inbox*

- Contains incoming email messages
- To retrieve your messages click the **CHECK MAIL** Button
- Open the message by placing your mouse pointer over the message link. The mouse pointer will change to a hand when placed over a link.
- Click one time to open the message.
- Return to the INBOX by clicking one time the INBOX link

### *How to send an email message*

- Click one time with the left mouse button on the **COMPOSE** or **NEW** button.
- In the **TO:** (Box) type in the exact email address of the person you wish to send a message to.
- In the **SUBJECT:** (box) Type a brief description of what your message is about.
- In the **MESSAGE:** (box) Type your message
- Click the **SEND** button one time when done.
- You will receive a confirmation page that your email has been sent.

### *How to Reply to a message*

- Click on the message link to open the message.
- Click the **REPLY** button
- The **TO:** (box) and the **SUBJECT:** (box) are already filled out
- The cursor is blinking in the message box.
- Type your reply
- Click the **SEND** button one time when done.



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### *Your Address Book*

#### **How to add names directly to your address book.**

- Click **CONTACTS** tab
- Click Add a Contact
- Type in the name and exact email address
- Click **ADD**

#### *How to Delete an Email Message*

- Put a Check in the box next to the message you want to delete by using one click of the left mouse button.
- Click the **DELETE** button one time.

#### *How to rescue a deleted message*

- On the *Side menu* Click one time on the **TRASH** folder.
- Select the message by putting a check in the box next to the message.
- Click **MOVE** on the above menu
- Select the **INBOX**

#### *How to save a picture that is sent to you*

- Attached photos show a preview of the picture that is called a Thumbnail
- Click one on the Thumbnail picture
- Yahoo Scans the picture for viruses
- Click Download Attachment
- The file download screen appears
- Click **OPEN** to view the picture or **SAVE** to save the picture to your computer
- **To SAVE the picture:**
- Pick a location to save in computer
- Name the picture
- Click **SAVE**

#### *How to send a picture or other file*

- Compose a message (See How to send an Email Message)
- Click the **ATTACH FILES** button
- A new window appears
- In the Look in Box Click the Black arrow to the right and select the location of your picture
- Click one time on the file name
- Click **OPEN**
- Yahoo will scan the attachment for viruses and then attach the file
- Click the **SEND** button