

Creating and Using Web-Based E-Mail Class Handout

Important Terms

E-Mail

- Electronic mail sent over the Internet.

E-Mail Address

- You need to know the e-mail address of the person that you are sending e-mail to (example: baseballfan@yahoo.com)

User ID

- This is your unique identification that you need to produce in order to use your e-mail account. (examples: frankenstein1981, libraryfan200, etc.)

Password

- A series of numbers and/or letters that you will remember and enter to complete the log in process.

Using Your Yahoo! Mail Account

Check Mail

- Enter this area to check your inbox for new e-mail messages that have been sent to you.

Compose

- Create a new e-mail message here.

Folders

- Folders enable you to organize your e-mail messages. Normally your list of folders will include your Inbox, Drafts, Sent Mail, Trash, and other folders that you have created.

Addresses

- Your list of e-mail addresses for all of your contacts (friends, relatives, business associates, etc.)

Help Desk

- Online support if you need assistance using your e-mail account.

Sign Out

- Clicking this link will log you out of your e-mail account. Click "Sign Out Completely" to exit your Yahoo! Account entirely. To return to your Yahoo! Mail account, simply type in your password again.

Accessing Your Yahoo! Mail Account

1. Go to <http://mail.yahoo.com>
2. Enter your User ID and password in the appropriate areas. Do not enter @yahoo.com after your User ID. Click "Sign In."
3. Click "Go to Inbox" to read new e-mail messages.
4. To send a new e-mail message, click "Compose."
5. When you are finished using your e-mail account, click "Sign Out."

Your Yahoo! ID: _____

Your Password: _____