

## Intermediate Computing: Email

In this class we'll look at a few things one can do with an online email account beyond simply reading and writing email. This handout will deal specifically with Yahoo's email service, as that's what we use in our Beginners Email class. However, most online email services offer similar options and it shouldn't be difficult to apply what's shown here to another email provider (such as gmail or Hotmail).

### Signing In, Getting Around, and Signing Out

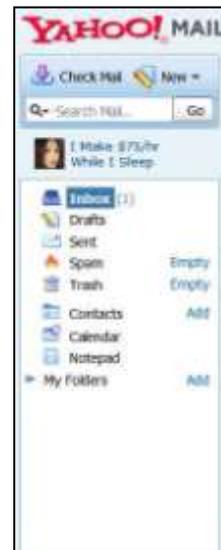
Obviously, the first thing you need to do is log into your email account. From the Desktop, double-click the Internet Explorer icon to access the internet and go to the address [www.yahoo.com](http://www.yahoo.com). This will take you to the Yahoo homepage.



Look on the right side of this page for a link labeled Sign In. When you click this you'll be taken to a page that asks for your Yahoo! ID (which is just your email address) and your password. Once you've

entered these and clicked the Sign In button, you'll be taken back to the Yahoo homepage, but now you'll see that the page no longer has a link to sign in. Instead, you should see your first name and a link to sign out. To get to your email, click the word Mail just below your name. This will take you to the Yahoo email page.

Once you're logged in and at the Yahoo email page you'll see a box along the left side of the window with links to a variety of email functions. These links, which we'll call the Navigation Bar, are your best way to switch between features. Simply click the name or icon of the feature you need. Here's a quick rundown of your options:



- **Inbox:** Click here to see email you've received. Unread messages will be listed in bold type.
- **Drafts:** Click here to see emails you've written but not yet sent. Later on we'll discuss how to save an email as a draft.
- **Sent:** Click here to see emails you've sent.
- **Spam:** Click here to see emails sent to you that Yahoo thinks may be junk mail. You can click the word "empty" to delete everything in your Spam folder.
- **Trash:** Click here to see emails you've deleted. You can click the word "empty" to delete everything in your Trash folder.
- **Contacts:** Click here to see contact information for people you've added to your virtual address book.
- **Folders:** Click Add to create a folder then drag messages to it from the Inbox. You can use this function to create a variety of folders to organize your mail. The small arrow shows and hides the list of folders.

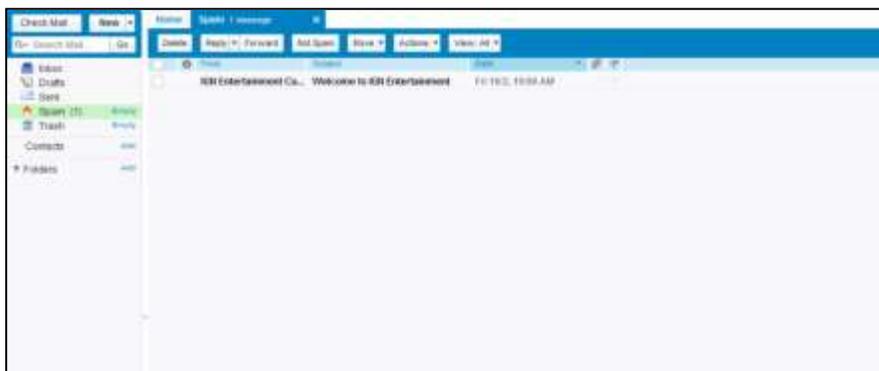


Remember to sign out of your email account when you're done. If you don't, the next person to use the computer

may be able to read your mail, send mail from your account, and generally get up to mischief. On the Yahoo email page the link to sign out is in the upper left.

## Spam and Trash

Sooner or later you're bound to get some junk email, probably an advertisement for a website you've given your email address to. Hopefully,



Yahoo's spam filter will catch it and keep it out of your Inbox. Instead, it will end up in your Spam folder. The Spam folder works a lot like your Inbox. When you

click on Spam you'll see a list of all your spam messages, with the unread messages in bold. You can click a message to read it. Messages that really are junk can be deleted. Messages that aren't really spam can be marked Not Spam, which will move them to the Inbox. You have the option of deleting everything in your Spam folder without even looking at it, but it's not unheard of for a message that isn't really junk to end up in the Spam, so I usually glance through my Spam before I delete it.

Once a message has been deleted, whether from your Inbox or from your Spam, it moves to the Trash folder. Deleted files sit here until either you or Yahoo delete them. This feature is intended to prevent people from losing important

messages; if you delete something you actually need to keep you have some time to realize your mistake and retrieve it. Once you empty your Trash anything that was in it is gone forever. Yahoo will empty your trash for you from time to time, but doesn't say



exactly how often they do so. Their help page only says that they will “occasionally” delete everything in the Trash. Because it's entirely possible that Yahoo may empty your Trash without your input, it's a good idea to keep an eye on what's in there and move important things back to your Inbox or to another folder. If you want to retrieve a message from the Trash you can simply click and drag it to the Inbox (or whichever other folder you'd like to put it in).

## Downloading an Attachment

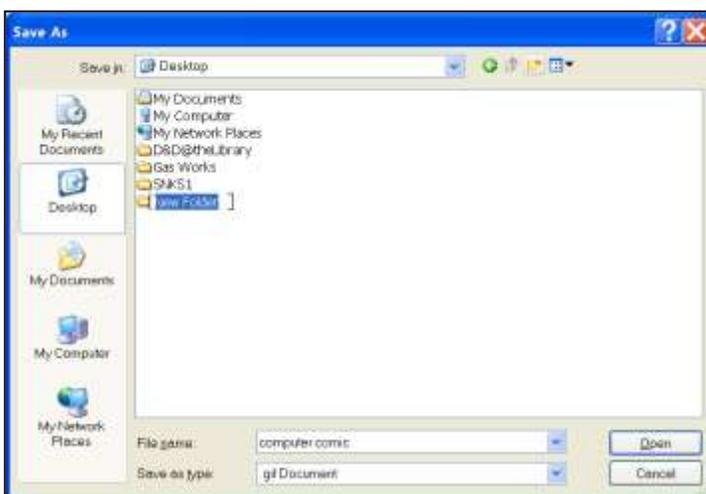
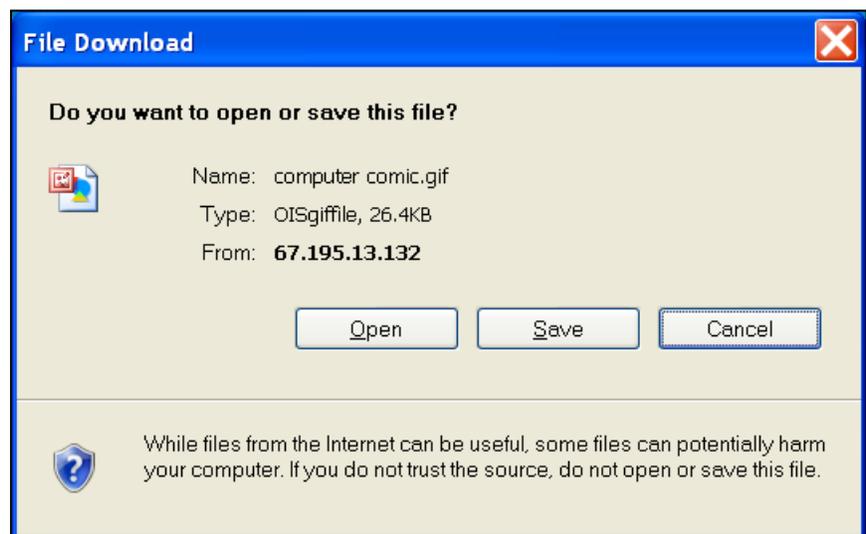
If someone sends you a picture or file it will come as an attachment, which is what we call anything attached to an email. You can tell an email has something attached to it if there's a picture of a paperclip in its line in the Inbox. Once you've opened the email you'll be able to see the attachment's name just underneath the



address information. The file name printed here is also the link you'll click to download the attachment.

When you click to download your attachment the first thing the computer will do is scan the file for viruses. Assuming no viruses are

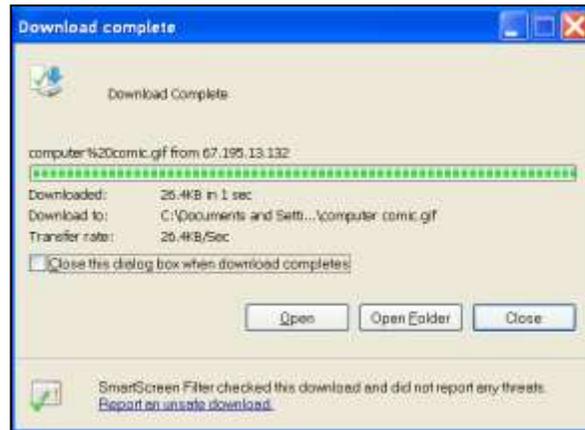
found, a window will appear to tell you that the file is safe. Click the Download Attachment button to continue. Next the computer will open a window asking whether you'd like to open the file right away or just save it to your computer. If the attachment is in an unusual file format the computer may need you to tell it which program to use, but most of the time the computer will be able to figure it out on its own.



If you choose to open the file it will just open. If you choose to save the file the computer will ask you where you want to save it. To do so, you'll be given a window just like the one you used in Word in our last class. As with Word, the best place to save something you'll want to find again will be right on the Desktop. Just select the location you want and click Save. A new

window will open with a bar to display download progress. Once the download is complete you'll have three options: Open, Open Folder, and Close. If you click

Open, the file you've downloaded will open. If you click Open Folder, a window will open showing the location of the file you've downloading and all the other files in that location. If you click Close, the download window will close, returning you to your Inbox.



## Printing an Email

Printing an email is quite simple. In your Inbox, double-click on the email you want to print. This will open the email in its own tab. Now click the Print button at the top of the message. A new window will open, containing your message reformatted for printing. A Print window will also open. From this point on the process is just like printing anything else from the internet.

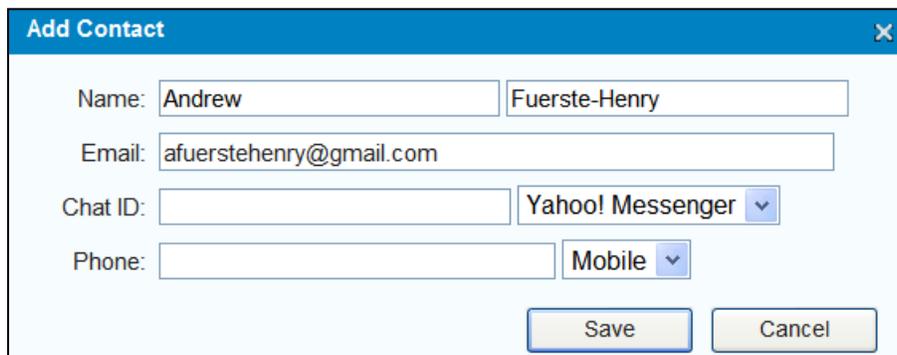
## Contacts

Since email addresses can be quite long and any mistake you make in typing an address will prevent your email from being delivered, typing the address each time you write an email is not ideal. Luckily, Yahoo will let you keep a virtual address book, saving information about everyone you send email to. Yahoo calls this function Contacts (most email suppliers will have a similar function, though they may call it something else).

There are three ways to add a new contact. The first way is to save the address of someone who's sent you an email. In your Inbox, open a message whose sender you'd



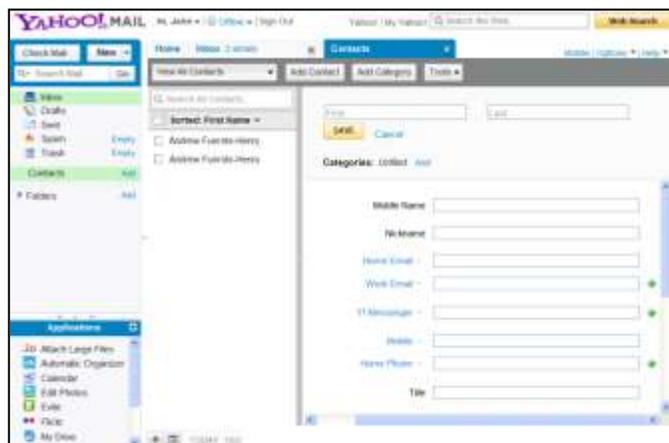
like to save. At the top of the message, underneath the subject line, you'll see the address of the person who sent the email. Just to the right of the address you'll see the words Add to Contacts. You can click here to save this person's email address. When you do, a window will appear asking for a little more information about the person. Add as much or as little as you wish and click Save. If the sender is already saved to your contacts you'll see the words View Contact instead of Add to Contacts.



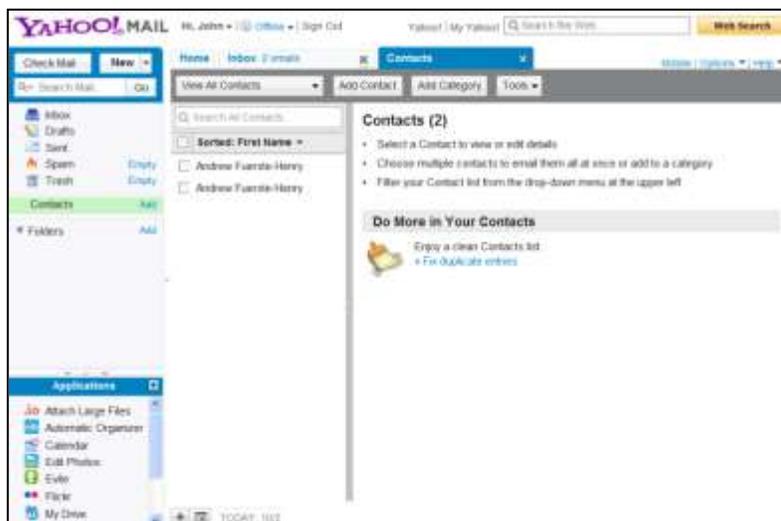
The second way to add a contact is to save an address you've sent mail to. When you send an email to someone who's not in your contacts, Yahoo will

ask if you'd like to save their address. If you say yes, a window will appear asking for more information about the person you're sending a message to. Enter as much or as little information as you'd like and click Save. You can also go to your Sent folder to look at older emails you've sent. You'll see a link to Add to Contacts just like you did in the Inbox.

Finally, you can make a new contact from scratch. Next to the word Contacts in the Navigation Bar you'll see the word Add. Click this to add a new contact. When you do, a window will appear asking for information about the contact. Enter as much or as little information as you'd like and click Save.



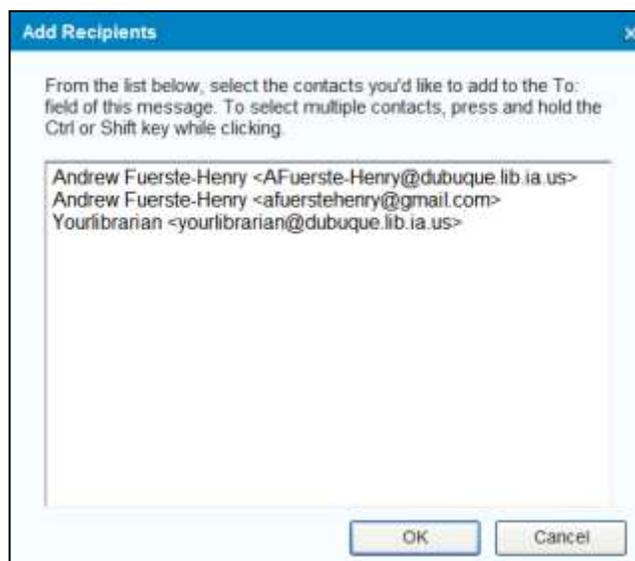
You can click Contacts in the Navigation Bar to see a list of all the contacts you have saved. In this list you can click a contact's name to see their details. Once you've got a contact selected you'll see an Edit button you can click if you want to change the contact's information and a trashcan icon you can click if you want to



delete the contact. You'll also see the contact's email address. If you click the address here, Yahoo will start a new email addressed to your contact.

There's another, more direct, way to address mail to your contacts. Click New in the Navigation Bar to start a new email. At the top

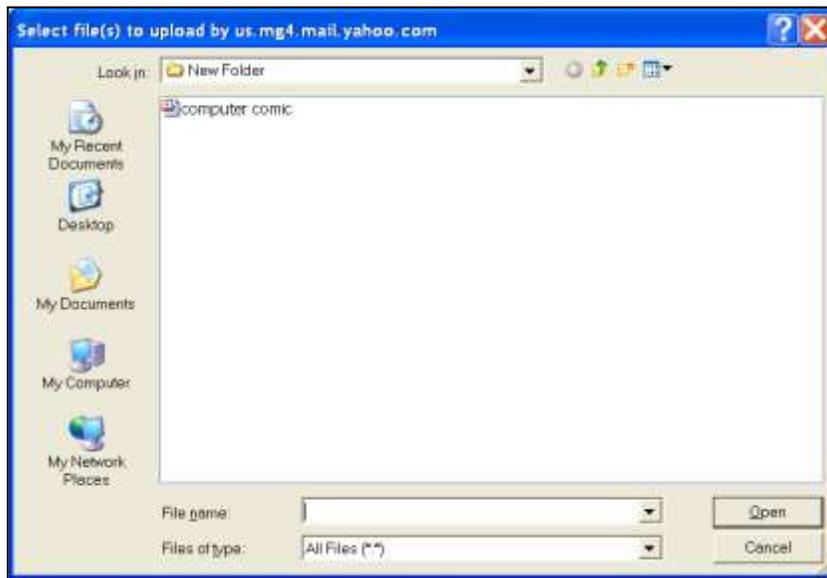
of your new message, you'll see the To: field where you would type in addresses you want to send email to. It's not obvious, but To: is actually a button. When you click it a window will open with a list of all your contacts. Select who you'd like the email to do to and click OK. You can click on CC: to select contacts you'd like to CC on the email (CC stands for carbon copy, to CC someone on an email is to send them a copy). Subject: is also a button, by the way. Clicking on it will supply a random subject for your email.



## Sending an Attachment

If you want to send a file to someone else over the internet you can attach it to an email. Write your email just as you would otherwise: click New to start it, put an address in To: and a subject in the subject line, and write your message. To attach a file, click the Attach button at the top of the message (right next to Send). Yahoo will open a window for you to select the file you want to attach. This window looks a lot like the Save As window you got when telling the computer

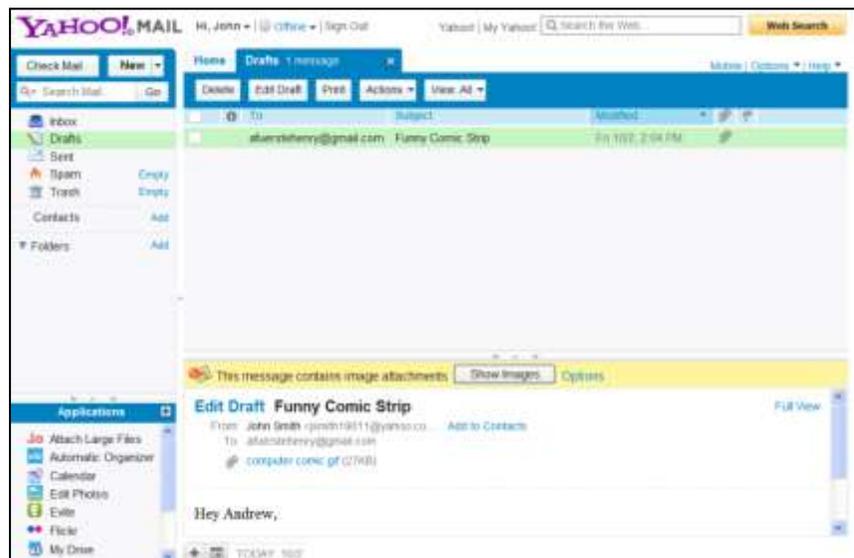
where to save the attachment you downloaded, but this time you're using the same interface to find a file on your computer. Once you've found the file you want to attach, click it once to highlight it and then click the Open button. Yahoo will take you back to your message, but now it will have a box at the bottom of the screen



listing the attached files. You can attach more than one file to a single email; just repeat this process for each file you want to attach. However, most email providers do have a limit on how big a single email can be, so attaching too many files may keep the email from sending.

## Saving an Email as a Draft

If you've started writing an email but don't have time to finish it, you can save it as a draft and finish and send it later. The Save Draft button is at the top of the message, just to the right of the Attach button. You can click it at any time to save what you've written. In fact, while you're writing an email, Yahoo will periodically save your progress for you. Once you send your email the saved copy is deleted, but if you end up leaving the computer before you get the email sent, the draft will be waiting for you



when you log back in.

To return to a draft to finish and send it, start by clicking Drafts on the Navigation Bar. This will take you to a list of all of your saved drafts. Clicking once on one of the drafts will let you see it underneath the list. Double-clicking one of the drafts will open it so that you can continue writing and, ultimately send it. At this point the draft is open as a regular email.