

# Creating a Free YAHOO E-Mail Account

(You may follow a similar process to sign-up with other free e-mail providers such as Hotmail, Juno, Gmail, etc.)


## Log-in to the library computers

- Log-in with your library card or visitor number (all 14 digits) – press **TAB**
- Type your 4-digit **PIN** (password) - press **ENTER**↵
- For new library users: when prompted confirm your 4-digit **PIN** by retyping it.
- Click **Accept Library Policy** button (bottom of the page)
- Minimize **SAM Personal Session Timer** by clicking **MINIMIZE** button

## Access Yahoo's Website

- Click into the **Address Bar** in the Browser
- Type **mail.yahoo.com** then press **ENTER**↵
- Double-click on **Sign Up for Yahoo!**


## Creating a Yahoo Account

- Fill-in the necessary fields (those indicated with a **\*orange asterisk**)
- Use the mouse or TAB key to move cursor from one field (fill-in box) to the next
- Use the drop-down menus in the fields to choose options such as Male or Female (by clicking on the arrow  button in the field box)
- Where it prompts for a **Yahoo ID**, type in the user-name you would like to have, such as your nickname or first name and last name **Do not include spaces**. The **"underscore"** symbol **\_** is okay to use. Example: Todd\_Beamer
- Click on **Check Availability of this ID**. If name is taken, keep trying different names or select an option suggested by **Yahoo** until you find the one you like.
- User-name is confirmed with **"Congratulations, the ID \_\_\_\_\_ is available"**
- Click on **Continue Registration with this ID**
- Create a secure password – use numbers, lower case and upper case letters
- Confirm password by retyping it when prompted
- Write user name and password down. Store in a secure place. Make sure to have this **exactly** right—including capitalization. Remember **No Spaces!**
- If you do not have an alternate email, leave this field blank

## Confirming Registration of Yahoo Account

- To verify registration, type in the indicated field the funny looking letters and numbers displayed in the shadowed box – if unsure on a letter, GUESS until you get it right.
- Look over the **Terms of Use** contract then click the **I Agree** button to accept terms
- Registration completed! **Print this Page**. Save this sheet for your records
- Congratulations! You now have a Yahoo email account and can begin using it immediately. Click the **Continue to Yahoo! Mail** to use your account

## E-mail Security and Junk Mail Filter

- To avoid receiving **Junk Mail** click on **Edit Marketing Preferences**
- Click on each box to clear the check marks and click on **Save Changes**
- To return to your email, click on **Yahoo** at the top, and then on  **Mail** button.

# Using Your Yahoo E-Mail

## Check for new e-Mail and Read Messages

- Click on **Check Mail** button to go to your Inbox
- Click on the text under the **Subject** link of a new email to read the message
- Click on the [Back to Messages](#) link to return to the message list in the Inbox

## Compose a new E-mail

- Click on **Compose** button to write a new e-mail
- Click on **To:** to get an address from the address book
- Check the **To**  box next to a contact to select an address
- Click on **Insert Checked Contacts** to move address to compose page
- Click into the **Subject:** bar and enter a few words to specify email “aboutness”
- Click into large text box and to compose message
- When finished composing message, click the **Send** button to deliver message

## Reply To an E-Mail message

- After reading the message, click on **Reply** to respond to sender
- Yahoo inserts the **To:** address for you when you **Reply** to a sender
- Yahoo also inserts a **Subject** with an **Re:** before the subject to indicate it as a reply
- Click into the large text box and begin composing the reply
- Type your response above the original message sent
- When finished with response, click the **Send** button

## To Delete a Message

- To delete the message from your Inbox while the message is open click on the **Delete** button located just above the message
- To delete the message from your index of messages in your Inbox click into the button  next to the email to be deleted to put a checkmark in its box, then click the **Delete** button.

## Address Book – adding contacts

- Click on **Addresses** tab to access address book [top of screen]
- Click on **Add Contact**
- Enter contact name and email address where indicated
- Click on **Save** to save contact information then **Done**
- Click on **Mail** tab [located at top of screen] to return to the Inbox

## Exit Yahoo Mail

- Click on the [Sign Out](#) link [located in the upper left corner]

## Log-off Library Computers

- Double click **Personal Session Timer** located on Task Bar to open the SAM window
- In the SAM window, click **End Session**
- Click **Yes** to confirm End Session