

What is Email?

Email, or electronic mail, is the system that allows people to send and receive messages with their computers. The system might be on a large network like the Internet or over a company's own office network.

More people use email on any given day than use any other Internet service. Tens of millions of messages fly across the wires each day. Amazing!



Getting Started

What is free web-based email and how do I get an account?

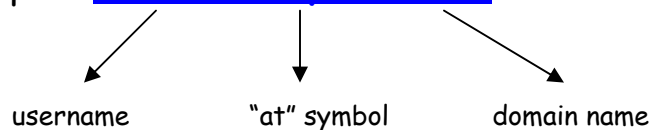
In this class, we will be using Yahoo Mail. Yahoo Mail is a free web-based email service. The service is free because advertisers pay Yahoo money to have their ads displayed on the Yahoo screen. The service is web-based, meaning that it exists on the Internet and is accessible from any computer that has Internet access anywhere in the world. Yahoo mail is not a service provided by the library. We simply provide the Internet access for the web-based email service.



Terms to Know Before You Use Email

Address or Email Address: Your email address is similar to your home address. It identifies you as a unique user on the Internet and allows other people to send you messages. The email address is composed of three parts.

Example: Jane1967@yahoo.com



Username: Your username or account name is the first part of your email address. It is unique to you and allows other people to send you mail. It is also used to gain access to your account.

Password: Your password is a word or combination of letters and numbers that only you know. It will allow you to gain access to your email account. Your password also protects against others gaining access to your account.

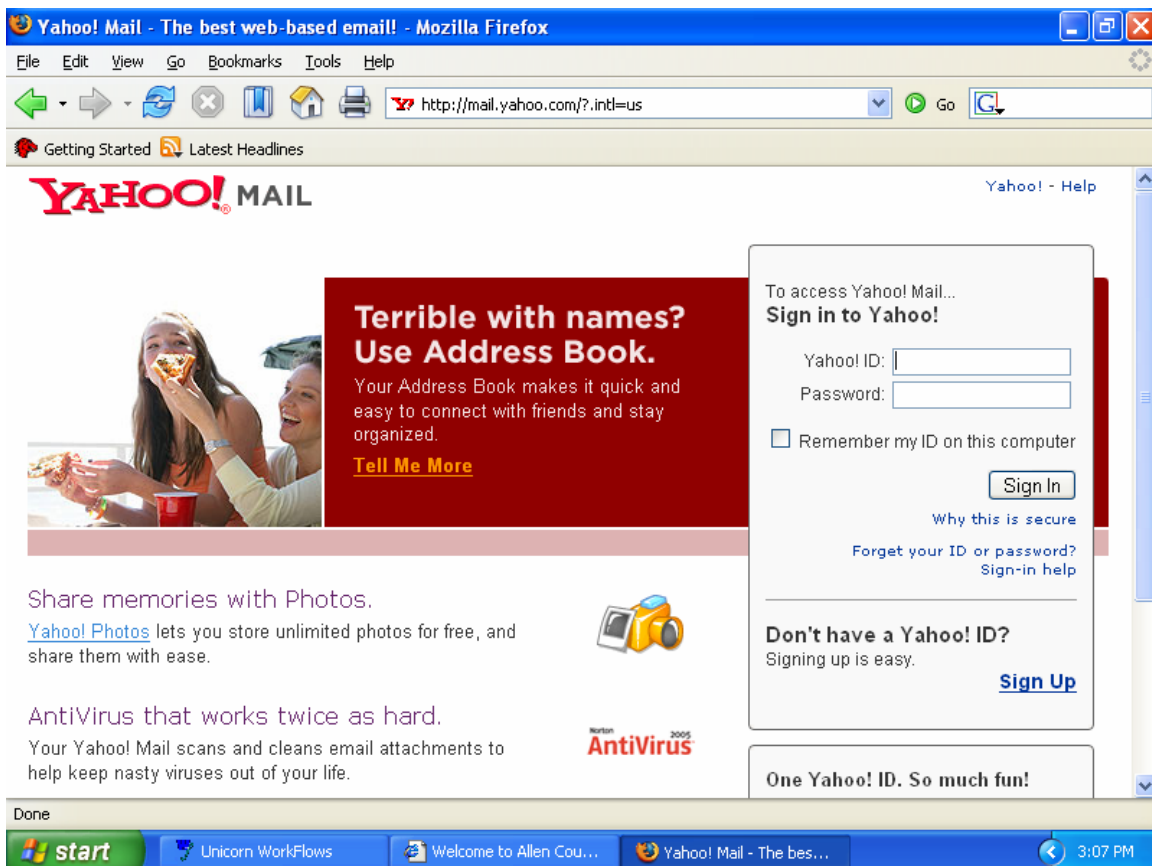
Compose: To compose an email is simply to write an email.

Inbox: Your Inbox is like the mailbox at your home. This is where new email messages arrive and stay until you open your Inbox to read them.

Send: The Send command on email allows you to "mail" a message to another person from your email account to theirs..

Setting Up Your Yahoo Mail Account

1. Go to the webpage www.yahoo.com
2. Click on the "Mail" icon at the top right of your screen.
3. Your screen will look like this:



***Note:** You will use this same method to access your account *after* it is set up.

The Yahoo Form

The following is a reproduction of the form we will be filling out to set up your Yahoo Mail account. We will go through it step by step in class.



[Yahoo!](#) - [Help](#)



▶ **Already have an ID or a Yahoo! Mail address? [Sign In.](#)**

Fields marked with an asterisk * are required.

Create Your Yahoo! ID

* First name:

* Last name:

* Preferred content:   [More info](#)

* Gender:

* Yahoo! ID: @yahoo.com

ID may consist of a-z, 0-9, underscores, and a single dot (.)

* Password:

Six characters or more; capitalization matters!

* Re-type password:

If You Forget Your Password...

* Security question:

* Your answer:

Four characters or more. Make sure your answer is memorable for you but hard for others to guess!

* Birthday: dd, yyyy [? Why we ask for this?](#)

* ZIP/Postal code:

Alternate Email: [? More info](#)

Customizing Yahoo!

Industry: [Select Industry]

Title:

Specialization: [Select a Specialization]


Verify Your Registration

* Enter the code shown: [More info](#)

This helps Yahoo! prevent automated registrations.



Terms of Service

Please review the following terms and indicate your agreement below. [Printable Version](#) 

1.
ACCEPTANCE OF TERMS Yahoo! Inc. ("Yahoo!")
welcomes you. Yahoo!
provides its service to you subject to the following
Terms of Service

By clicking "I Agree" you agree and consent to (a) the Yahoo! [Terms of Service](#) and [Privacy Policy](#), and (b) receive required notices from Yahoo! electronically.



I Agree

Code verification technology developed in collaboration with the [Captcha Project](#) at [Carnegie Mellon University](#).

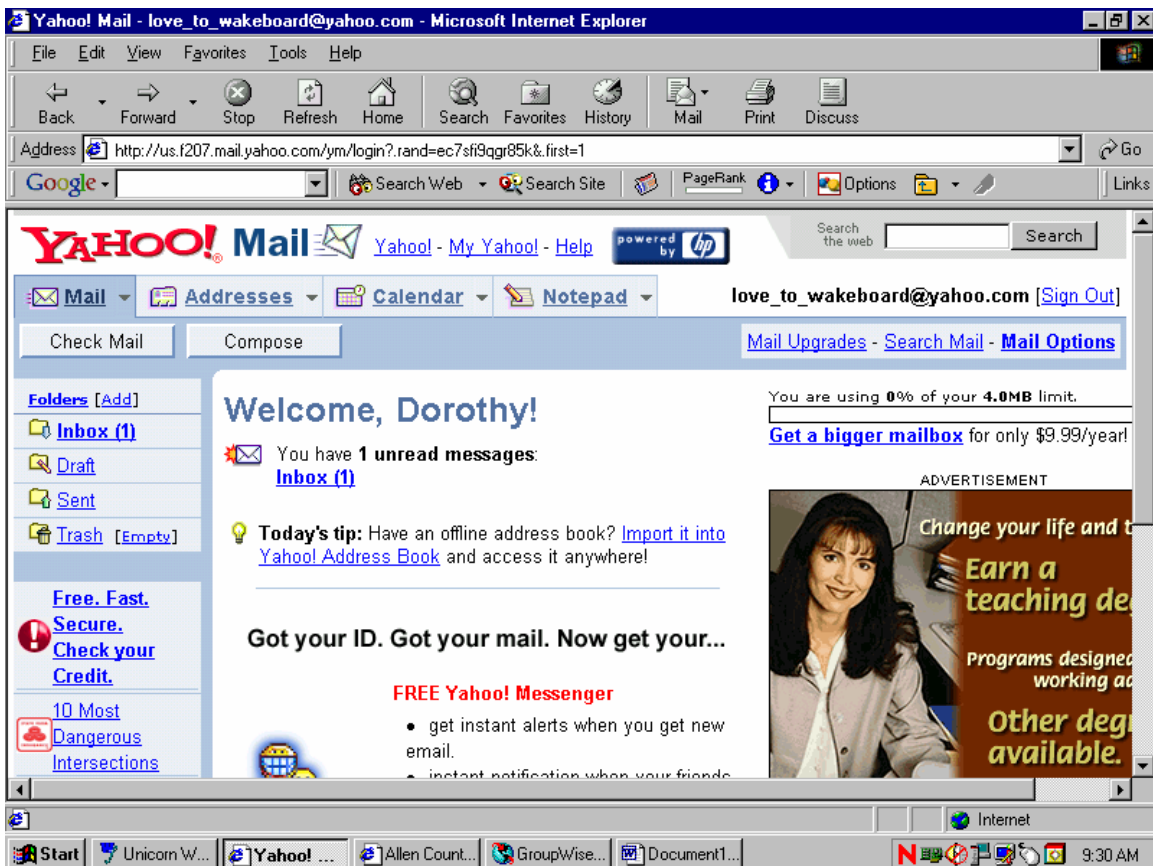
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To learn more about how we use your information, see our [Privacy Policy](#)

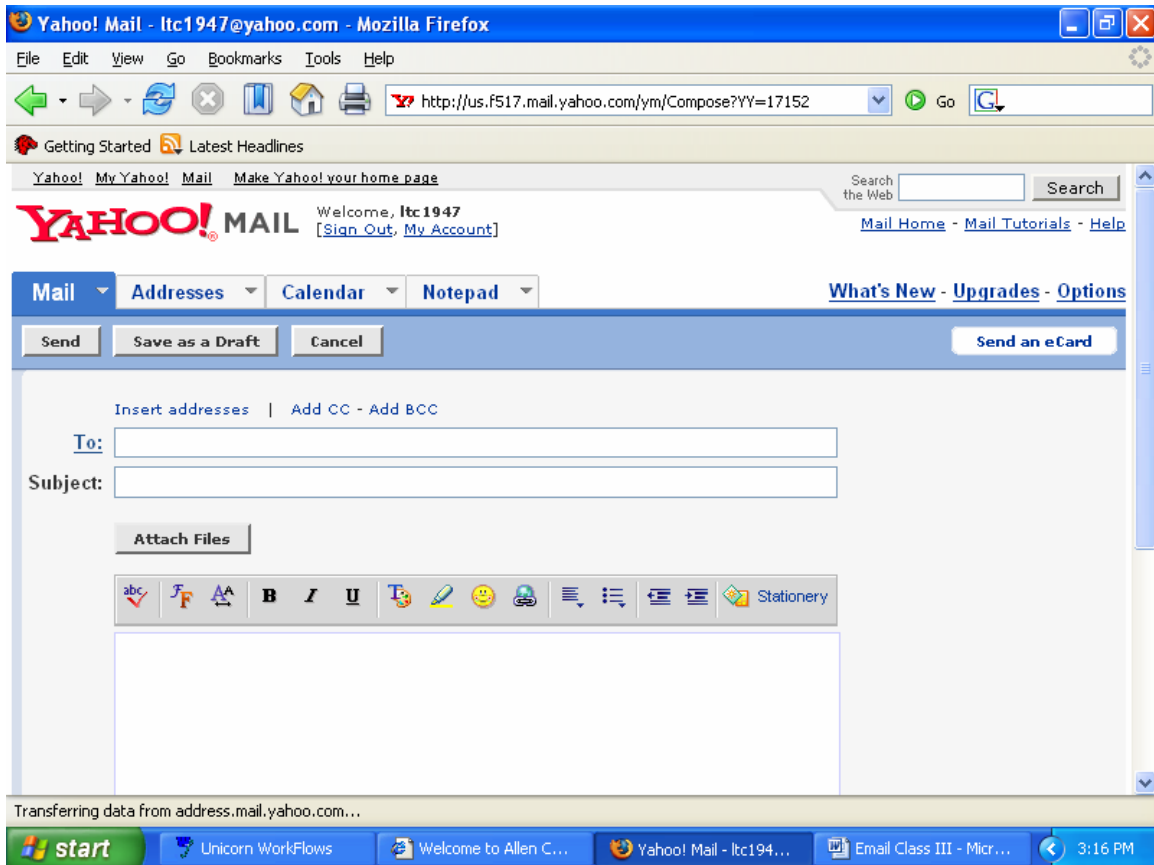
Once You Have Registered

After you have successfully registered for a Yahoo Mail account, your screen will look similar to the one below. Note that there is 1 new message in your Inbox. This is from the Yahoo staff. To read this message, click on "Inbox." Then, click on the message (it will be in blue). This is how you will read all of the e-mail that is sent to you.



To Compose a Message

In order to compose a message (send an e-mail to a friend), you will need to click on the "Compose" button. Your screen will look like this:



On the next page, we will go over the parts of this page.

Composing a Message

The following is an explanation of some of the things you will see when you compose a new e-mail message.

To: This line is for the address of the person you are mailing to.

From: Not all mail programs show this line, but it shows your email address, which is included in the message header. It lets the recipient know whom to reply to.

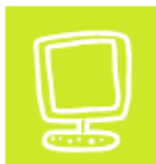
Subject: This line is a sort of message title -- a few words summarizing the contents.

Cc: You can enter an address here to send a copy to someone other than the person whose address you placed in the To line.

Bcc: This means "blind copy." As with the Cc line, a copy of the message will be sent to the address you place in the Bc line, however, the recipient of the original message won't be able to tell that the Bc address received a copy.

Attachments: This option is for sending computer files along with the message.

The big blank area: This is where you type your message.



Emoticons and Online Shorthand

Now that you have entered into the exciting world of email, you may want to familiarize yourself with some of the common abbreviations and symbols.

Emoticons -- The electronic emotions.

- :-) Smile
- :-(Sadness, disappointment
- ;-) A wink
- :-O A look of shock

Online Shorthand

- BTW By the way
- FYI For your information
- IMO In my opinion
- LOL Laughing out loud



Signing Out of Your Account

After you are finished using your Yahoo Mail account, it is important that you sign out. To do this, click on the blue "Sign Out" link. After doing this, your screen will look like this:



An Important Note on Email Safety

Email is not a secure mode of communication. It is possible for others to read the information sent from you or to you through email. Even if you are sending an email to someone you know well, that email can be intercepted by someone you don't know.

As a general rule, never send any personal information such as credit card numbers or social security numbers via email. Also, it is a good idea to not send your home address and phone number. Always be aware of who sent you an email. Do not open an email message from someone you don't know. Email viruses are often spread through the opening of unfamiliar mail. Simply delete the message before opening it if you do not know the sender.

Finally, be sure to always log out of your email account. This will prevent others from gaining access to your account. Logging out is especially important when you are using public computers such as those at the library.

