

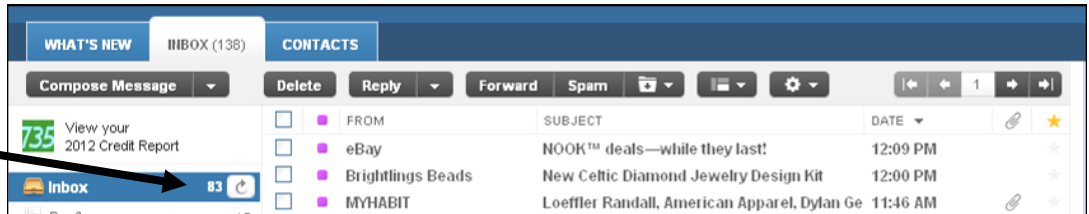
The Computer Compass: Introduction to E-Mail

sponsored by the Middle Georgia Regional Library

✉ Accessing Your E-Mail

- Go to your e-mail account's website: yahoo.com, gmail.com, hotmail.com, etc.
- Click "Sign In" and enter your username and password where prompted.
- After logging in, click "Inbox" to show your listing of e-mails.

This inbox has 83 new messages, as noted by the number beside "Inbox."



✉ Reading an E-mail

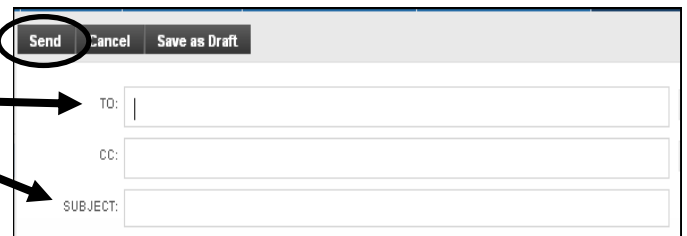
Messages in **bold** text are new, unread e-mails. Click the message to open & read it.

Anatomy of an E-Mail Message



✉ Composing & Sending an E-Mail

- Click **Compose Message** to create a new e-mail
- Enter the recipient's e-mail address in the "To:" line
- Enter information on the Subject line if desired.
- Compose your e-mail in the big white box, then click "Send" to send your e-mail to the recipient.



REMEMBER: E-mail addresses contain **NO** spaces! To make the "@" symbol, hold down the Shift key & press 2.



Deleting E-mails

Delete mail when it is no longer needed. If not, your e-mail account can eventually run out of storage space. Your e-mail account will also move faster if you keep your inbox uncluttered.

- Go to your inbox and place a check mark in the box before the specific e-mail.
- Click the "Delete" button.

Multiple e-mails may be deleted at the same time by checking all boxes of the e-mails and following the same instructions as above.



E-Mail Safety and Etiquette

- If you do not know the sender and/or are not expecting the e-mail, do not open it.
- Do not share your username or password with anyone.
- TYPING IN ALL CAPITAL LETTERS IS CONSIDERED YELLING!
- Don't respond to e-mails threatening to close an account if you do not take immediate action of providing personal information; this is a common scam.

If you are using a public or shared computer, ALWAYS remember to sign out when you're finished using your e-mail account!

To access your e-mail, visit www.yahoo.com. Locate the area that says "sign in" on the right side of the screen. Click it, then enter your username and password on the following page to sign in to your account.



NOTES

Cut out the following reminders and keep them in a safe place!

My e-mail address is:

_____@yahoo.com

My username is:

My password is:

Secret Question #1 Answer:

Secret Question #2 Answer:

My e-mail address is:

_____@yahoo.com

My username is:

My password is:

Secret Question #1 Answer:

Secret Question #2 Answer: