

Working with Yahoo Beta Email

- After successfully logging into your Yahoo e-mail account you will arrive at your **Yahoo home page**

The screenshot shows the Yahoo Beta Email interface. Annotations include:

- Check Mail**: A red box pointing to the 'Check Mail' button in the top left.
- Your Home page**: A dashed red box pointing to the 'Home' button in the top right.
- Your e-mail address**: A dashed red box pointing to the email address 'patsy51james@yahoo.co.uk' in the top right.
- Address Book**: A dashed red box pointing to the 'Contacts' folder in the left sidebar.
- Folders for storing your e-mails in**: A dashed red box pointing to the 'Inbox', 'Drafts', and 'Sent' folders in the left sidebar.
- Personalised welcome message.**: A dashed red box pointing to the 'Good Morning, Patsy!' message in the main content area.

- Your '**Home page**' has links to top news stories, sport etc if you are interested in these.
- But you may wish to ignore the home page & go and see if you have any new emails, by clicking on '**Check Mail**'.

Click on '**Compose**' to write an email

Click on '**Print**' to print out your message

Click on '**Options**' to change text size etc

Click on your '**Inbox**' to see all your messages

Click on '**Reply**' to reply to a message

Click on '**Forward**' to send a message on to someone else

YAHOO! MAIL UK & IRELAND BETA

patsy51james@yahoo.co.uk Sign Out, My Account, Switch Back

Yahoo! | My Yahoo! | News Search the Web...

Check Mail Compose

Find Messages... Go

Reply Forward Print Spam Delete More Actions View

From	To	Subject	Date
Patsy James	patsy.james@yahoo.co.uk	Hello...	Wed, 21/2/07 10
Marjory Cockburn	patsy.james@yahoo.co.uk	tuesday work jkr	Tue, 13/2/07 11
Isabella Allan	patsy51james@yahoo.co.uk	Re: Hello	Thu, 25/1/07 10
Clark, Maria	patsy51james@yahoo.co.uk	FW: Clinical trials	Mon, 15/1/07 4:
Isabella Allan	patsy51james@yahoo.co.uk	Re: Hello	Thu, 11/1/07 11
Isabella Allan	patsy51james@yahoo.co.uk	Re: Hello	Thu, 14/12/06 1

Get your email on your mobile!

Inbox Drafts Sent Spam Trash

Contacts Calendar Notepad

All RSS Feeds Add Add

My Polders

SCRN

Exclusive Orange Offers

Capital One Click to apply

Options

All Messages show in top pane

Hello... Patsy James <patsyjames@quista.net> View To: patsy.james@yahoo.co.uk

Hello

I hope you are OK. What is the weather like in Edinburgh at present...?

How are all your new learners getting on with their Yahoo email, I'm sure they will like the beta version of Yahoo!

Best wishes

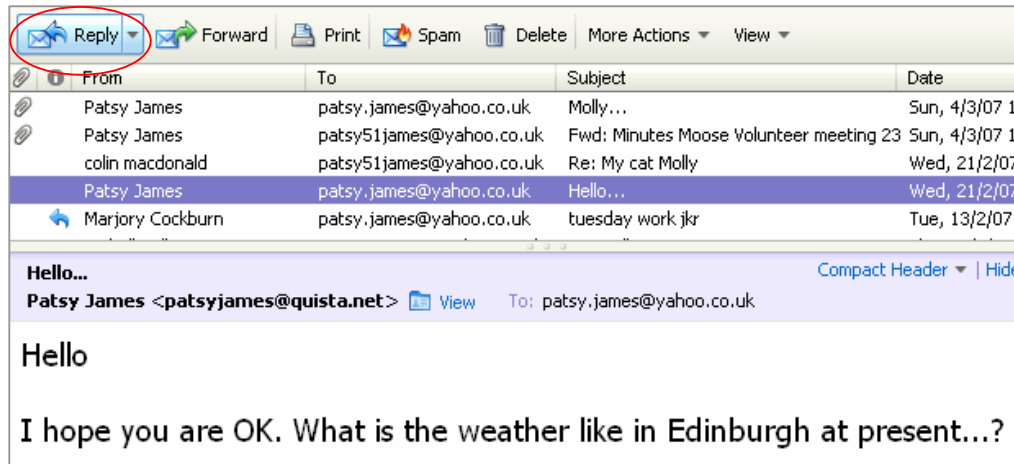
Patsy

Click on a **message** in the **top pane** & you will see its contents in the **bottom pane**

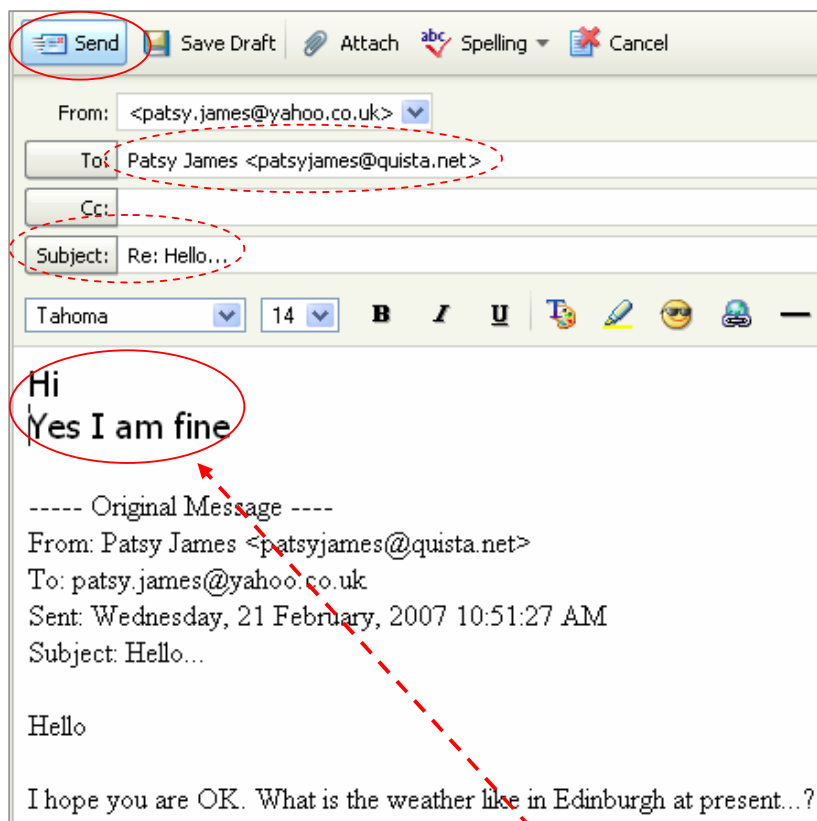
How to open an email

- Click once on any message line in the **top pane** to see the details of the message in the **bottom pane** (see diagram above).

How to reply to an email



- When you want to reply to a message, click on **Reply**



- When the Reply window opens you will see that Yahoo has done much of the hard work for you, by filling in the **email address** of the person you are replying to, the **subject line**, & also a **copy of the message you are replying to**.

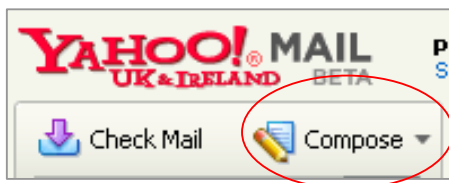
- All you need to do is **type in your reply**, and click on **Send!**

- When you reply to a new contact Yahoo will automatically save the person's email address into your contacts (see below).

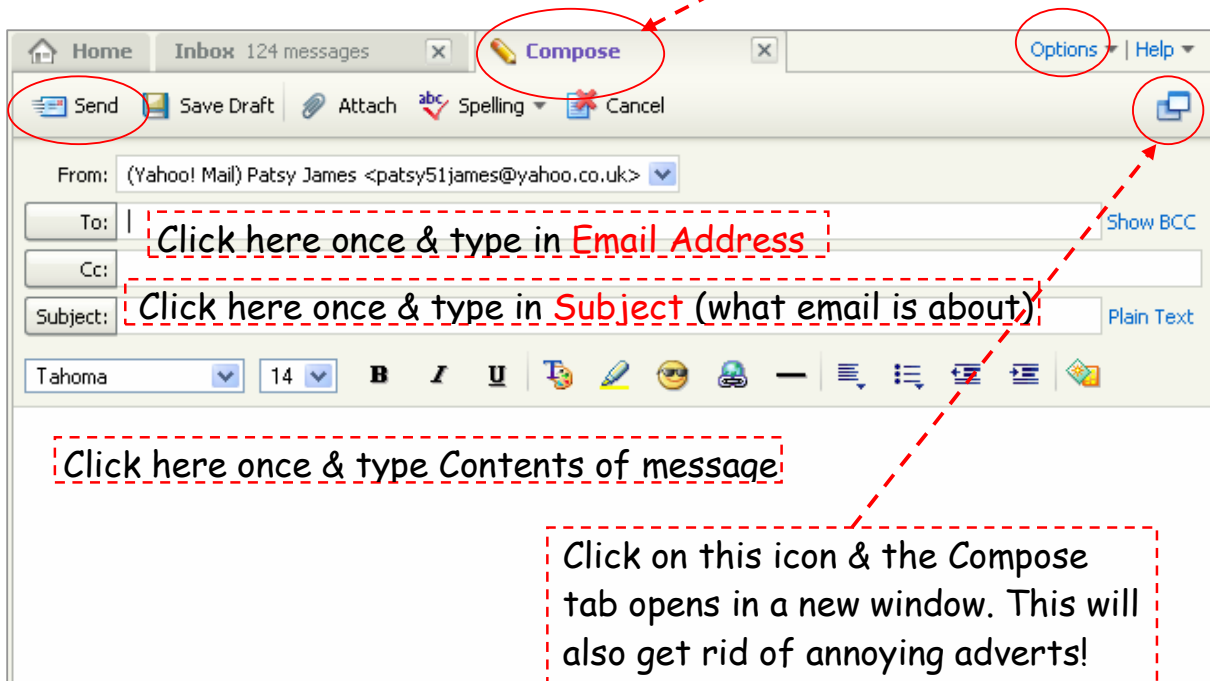
How to forward an email

- When you receive a message that you would like to send to someone else, click on the **Forward** button.
- The email will then open in a new window, where you can type in the person's email address in the **To:** box, then click **Send**

How to write and send an email



- Click on '**Compose**' or press the 'n' key on your keyboard.
- This opens a new '**Compose**' tab



- Type the **email address** of the person you are sending the message to in the '**To:**' textbox.
- Type the **subject** of the email in the '**Subject:**' textbox.
- Type your message in the large space beneath

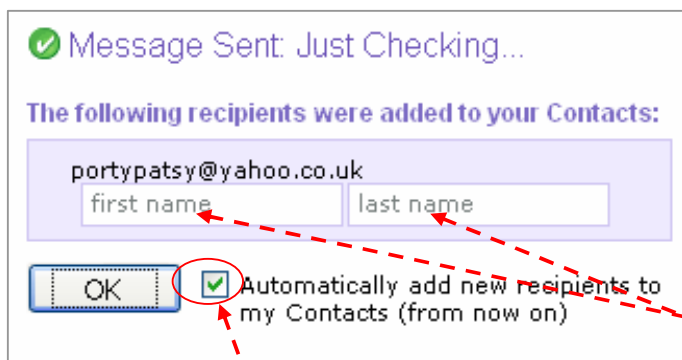
- Click on the 'Send' button (shown at top left of diagram).
- You will then see the following message:
- Click 'OK' to be returned to your 'Inbox'



Note:

- Notice the 'Options' button at the top right of the diagram. You can click here to set **mail options** which will apply to all your messages. You may want to check this out & choose a nice style of text, & make it the colour & size of your choice! See what other options there are too...
- Alternatively, you can choose style, colour & size for individual messages just above the space where you are writing your message.

Adding email addresses to your Contacts (Address Book)

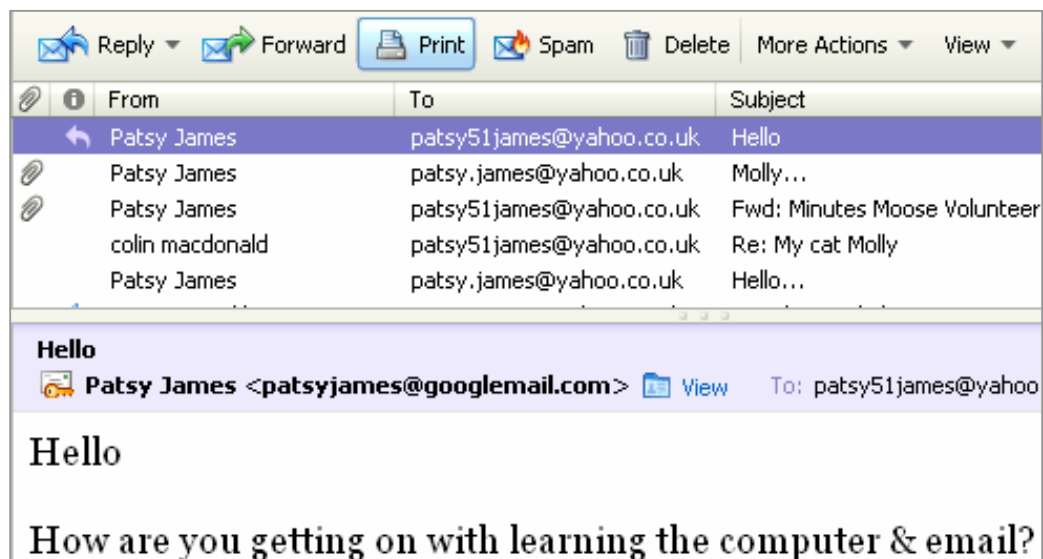


- When you send a message to someone for the first time, Yahoo automatically adds their email address to your contacts, and asks you to provide their **first & last name**.

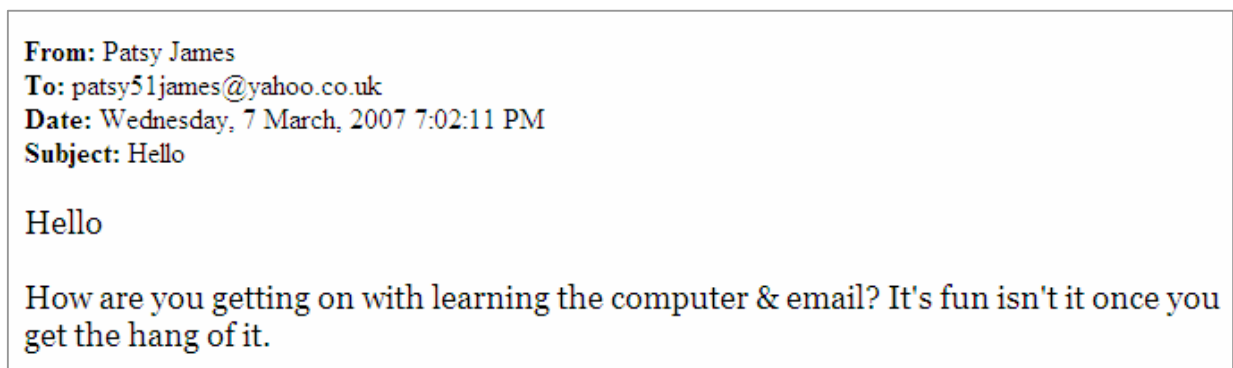
- Yahoo will continue to automatically add all new email addresses to your contacts unless you click in this box to remove the tick.

Printing an email

- To print off an email message click on **Print**

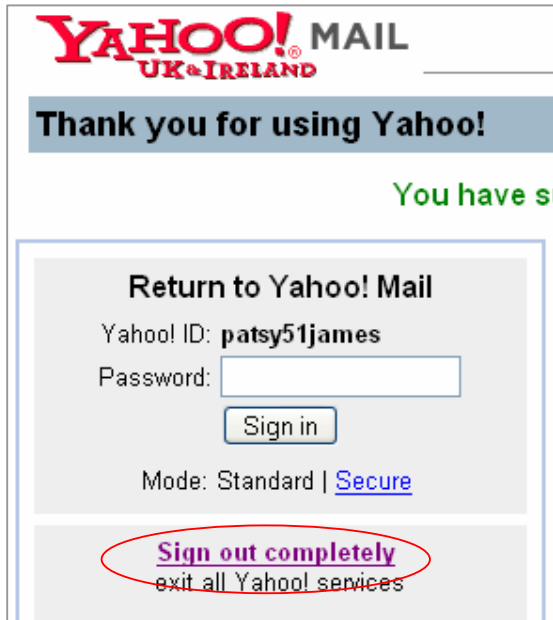
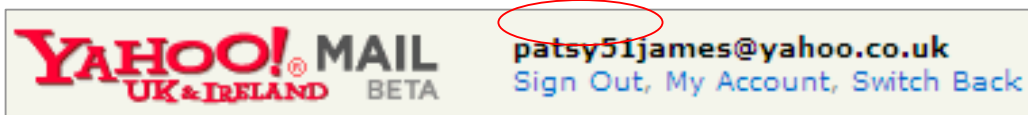


- This will open a print window:



- A print dialogue box will appear over the top of this
- Click **Print** to print out a copy of your message

Signing out of your Yahoo account



- When you have finished using your e-mail it is important that you **sign out** of your account so that no-one else can use it.
- Click on '**Sign out completely**' to finish the process.

Moving between Yahoo & Yahoo Beta

- It is very easy to swap between the 2 versions of Yahoo



- To go back to the older version of Yahoo, click '**Switch Back**'



To return to Yahoo Beta click '**Go to the all new Yahoo! Mail**'