

# Using your Web-based Email

## Account



**Monroe Township Public Library**

**4 Municipal Plaza**

**Monroe Township, NJ 08831**

**732-521-5000**

\*\*\*Please note\*\*\*

This pamphlet was originally created for an email class offered at the Monroe Township Public Library in 2003. It has been updated periodically but please keep in mind that it may not reflect changes that have since been made to Yahoo! Mail. 12/07



Now that you have set up your e-mail account, the next step is to use it to send and receive email! Don't forget to memorize or have on hand your Yahoo! ID and password as you will need them every time you login to your account.

### Accessing Yahoo! E-mail Account

- Go to the web site [www.mail.yahoo.com](http://www.mail.yahoo.com)
- Under “Existing Yahoo! Users” on the right hand side of the screen enter your Yahoo! ID and password and click on the gray “Sign In” button.

### Checking Messages

You will be brought to a screen that says, “Welcome.” To check the e-mail messages in your inbox, click on the link for either “Check Mail” or “Inbox.” The number of messages in your inbox is indicated in parentheses next to the word “Inbox.”



There are some other things to note about this screen.

1. Ignore the ads!
2. You may receive mail in a folder called Bulk Mail. This is where Yahoo! places messages that it thinks might be Spam, or junk mail. You should check this folder because authentic mail might accidentally end up in bulk mail. **Do not** open anything with an attachment that is from someone you do not know -- it could contain a virus. Check the box to the left of the message and delete it without reading it.)

### Your Inbox

The name of the person who sent you e-mail will be listed under the column entitled “Sender.” The subject or title of the e-mail given by the sender will be listed under the column entitled “Subject.”



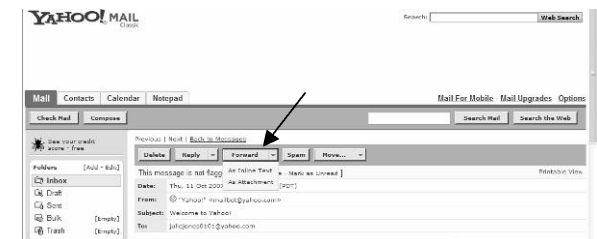
1. Messages with a white background are new; those with a gray background have already been viewed but have not been deleted from the Inbox.
2. Do not open email from an email address or name that you do not recognize – it could be spam. Delete it!
3. Click on the blue highlighted subject of the e-mail to see your message.

After reading the message, you have the following options:

**Delete** Click on the “Delete” button in order to send your message to the trash can.

**Reply** Click on the “Reply” button in order to write a message back to the person that sent you an e-mail.

**Forward** Use the forward option if you receive a message such as a joke or important announcement that you want to in turn send to someone else. Click on the drop down arrow next to the forward button and select “As Inline Text.” This means that the forwarded message will be visible in the message box.



# Monroe Township Public Library

4 Municipal Plaza

Monroe Township, NJ 08831

Phone: 732-521-5000

Fax: 732-521-4766



[www.monroetwplibrary.org](http://www.monroetwplibrary.org)

## Library Hours:

Monday - Thursday

9:30 a.m. - 9:00 p.m.

Friday 9:30 a.m. - 5:00 p.m.

Saturday 10:00 p.m. - 5:00 p.m.

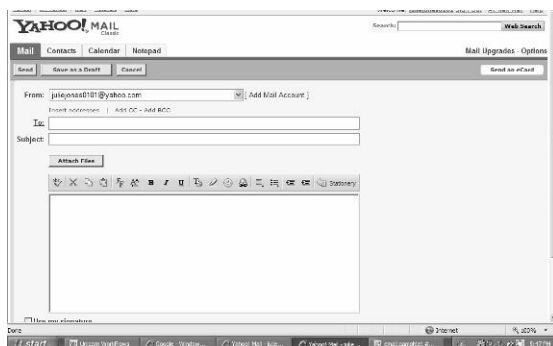
Sunday 1:00 p.m. - 5:00 p.m.

(Sundays between Labor Day and Memorial Day)

Type the e-mail address of the person(s) you want to forward the message to next to the word “To”. To delete all of those addresses that take up so much room, click your mouse at the beginning of the text you want to delete and let up your finger when you have highlighted everything to delete. Hit Delete on the keyboard and the text will disappear. Type any additional text that you wish to add into the message box. Click the “Send” button.

## Compose a Message

- Click on the “Compose” button.
- Type the e-mail address of the person you want to send a message to in the box next to the word “To.”
- Type a subject or title for the message next to the word “Subject.”
- Type your message in the large box below.



- A copy of your email will be saved in your **Sent Items folder.**
- Click on “Send.”
- If the words “Message Sent” appear on the screen, you know that your e-mail was sent successfully. If you do not receive this message, you may want to double check the e-mail address of the person you are sending to.

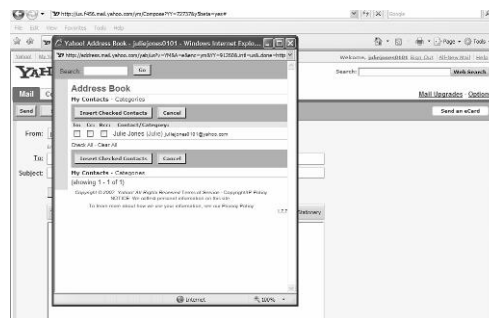
## Adding addresses to your address book

There are several ways to add addresses. When you are reading an email in your inbox, you will see in blue text next to the “from” address “Add to Address Book.” You will also have that option after you reply to a message. In addition, next to the Mail tab, there is one that says Contacts. Click

on the tab to get to the address book.

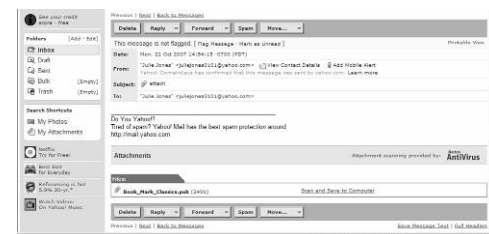
## Using your address book

When you want to send email to someone in your address book, click on compose. Directly above the space for “To” click on “Insert Addresses.” A box will pop-up with the names in the address book. Check the boxes under “To” that you want and then click “Insert Checked Contacts.” Continue writing your email.



## Attachments

Sending attachments - in compose, click on Attach Files. Click on Browse, find your file and then click Attach Files at the bottom. If you see the paperclip you were successful in attaching your file.



Reading or looking at photo attachments is easy. Click on “scan and save to computer.” Click “Download attachment” and choose Save or Open. Remember, DO NOT open an attachment if you do not know who sent it to you.

## Sign out

When you are finished using Yahoo! Mail, click on “Sign Out” on the upper land hand side of the screen. You can then move on to another website or log off of the computer. In the library, these are public computers and this will prevent other users from accessing your e-mail account.