Creating an Email Account Using Yahoo

Accessing the Internet

➢Open a web browser
   ➢Such as:
      ➢Internet Explorer
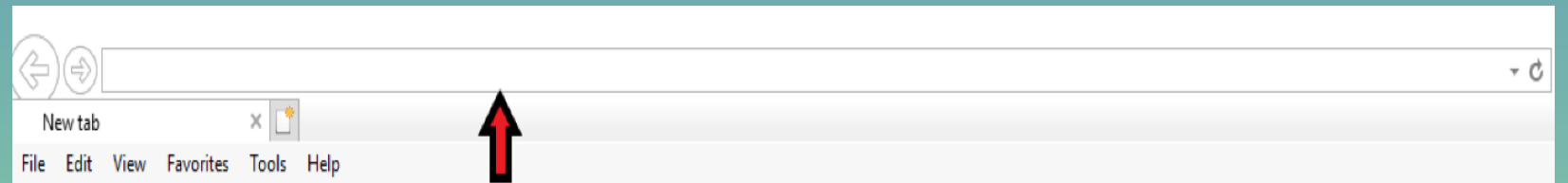   ➢Firefox
      ➢Safari
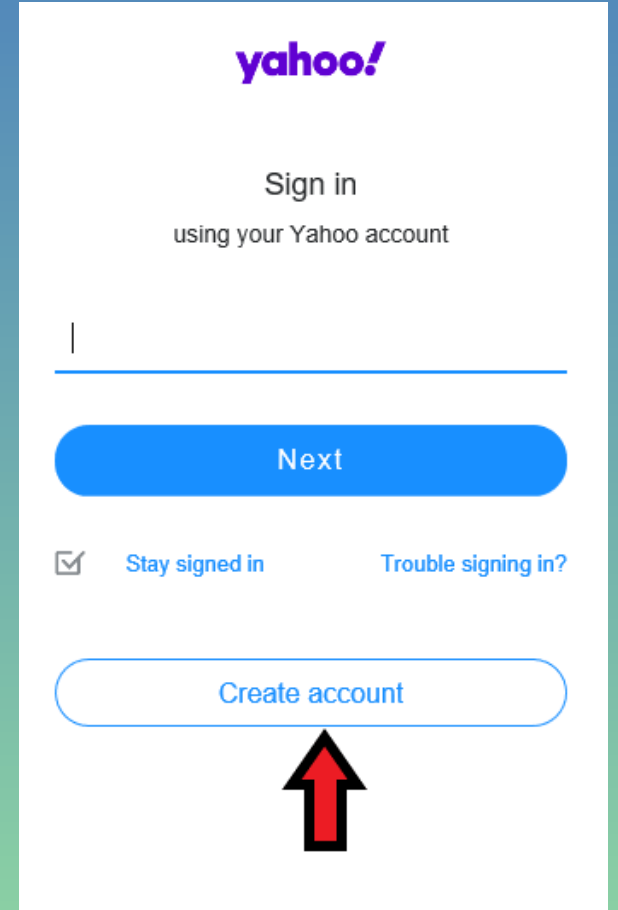   ➢Google Chrome
      ➢Etc.

Locating Yahoo

➢Go to the search bar

➢Type www.ymail.com

➢Press the Enter key

Creating an Account

➢Click Create account

Creating an Account (continued)

➢Enter your information in the boxes
   ➢(Mobile phone number required)
➢Click Continue
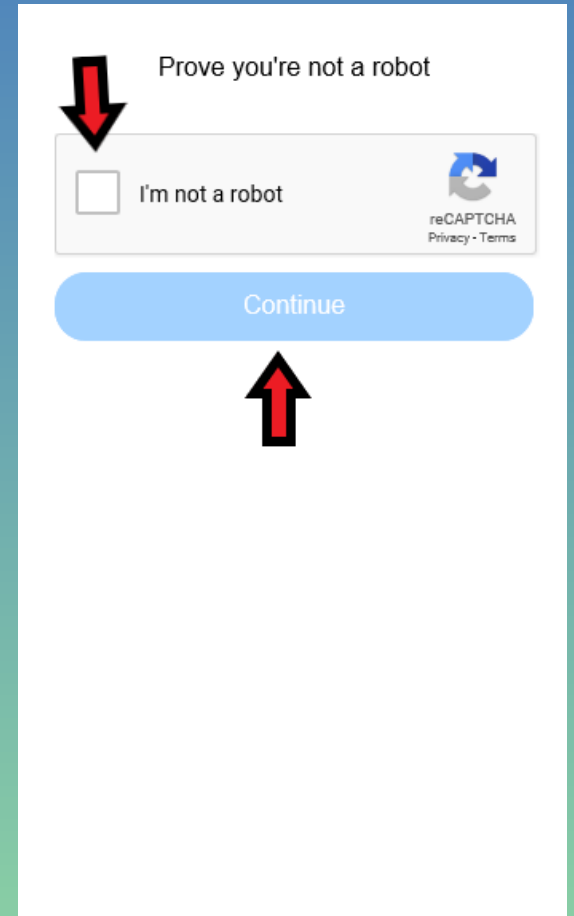
Creating an Account (continued)

➢Click I'm not a robot

➢Follow the prompts

➢Click Continue
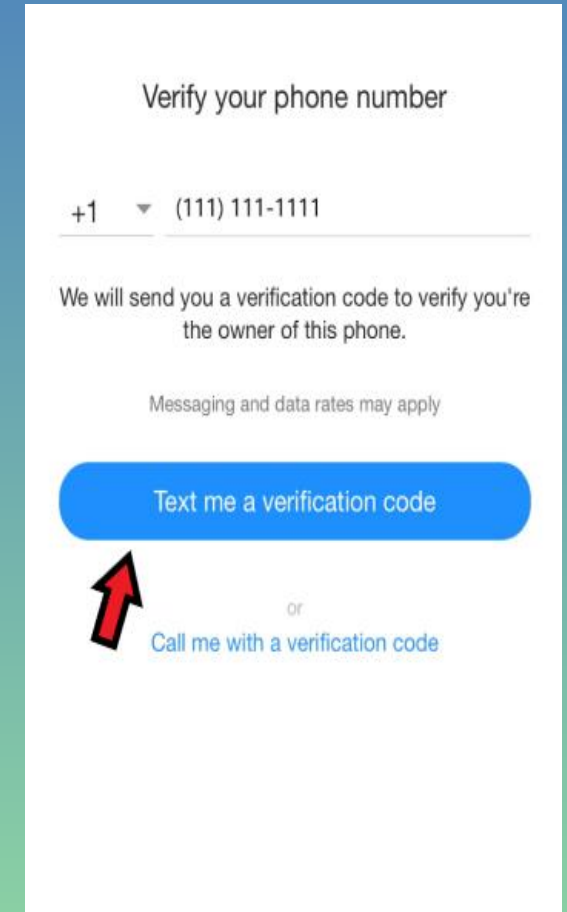
Creating an Account (continued)

➢Devices than <u>can</u> receive text messages

    ➢Click Text me a verification code

        ➢A code will be sent to you

Verify your phone number

+1 ▼ (111) 111-1111

We will send you a verification code to verify you're the owner of this phone.

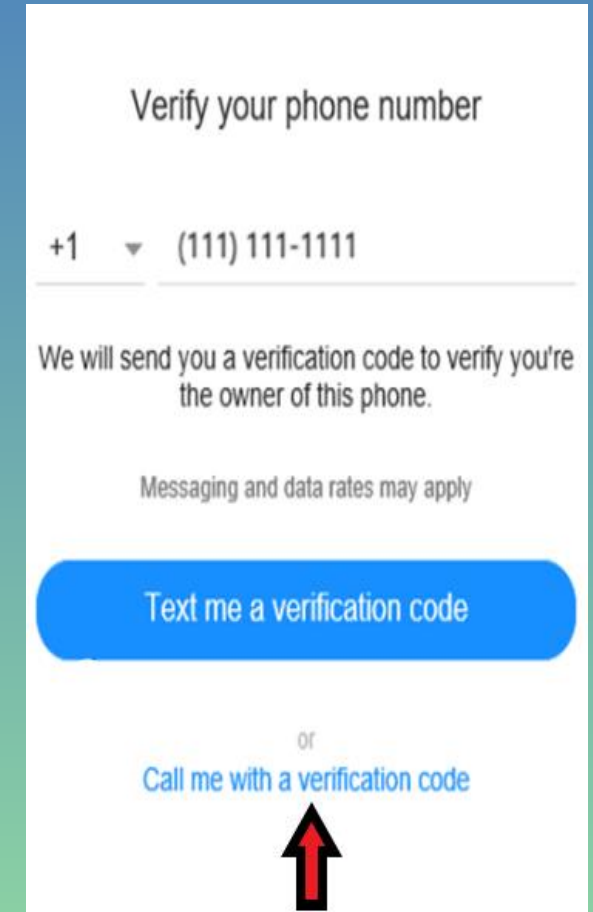Messaging and data rates may apply

Text me a verification code

or

Call me with a verification code

Creating an Account (continued)

➢ Devices than <u>cannot</u> receive text messages
  ➢ Click Call me with a verification code
    ➢ Will receive automated call with code

Creating an Account (continued)

➤Enter the code in the box

➤Click Verify

Creating an Account (continued)
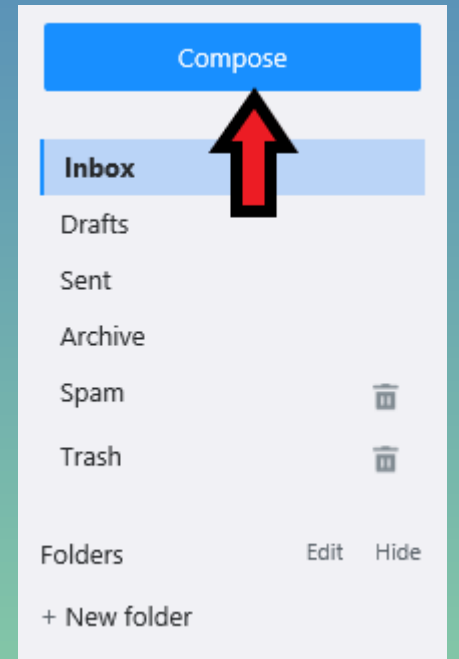
➢Click Continue

Main/Inbox Screen
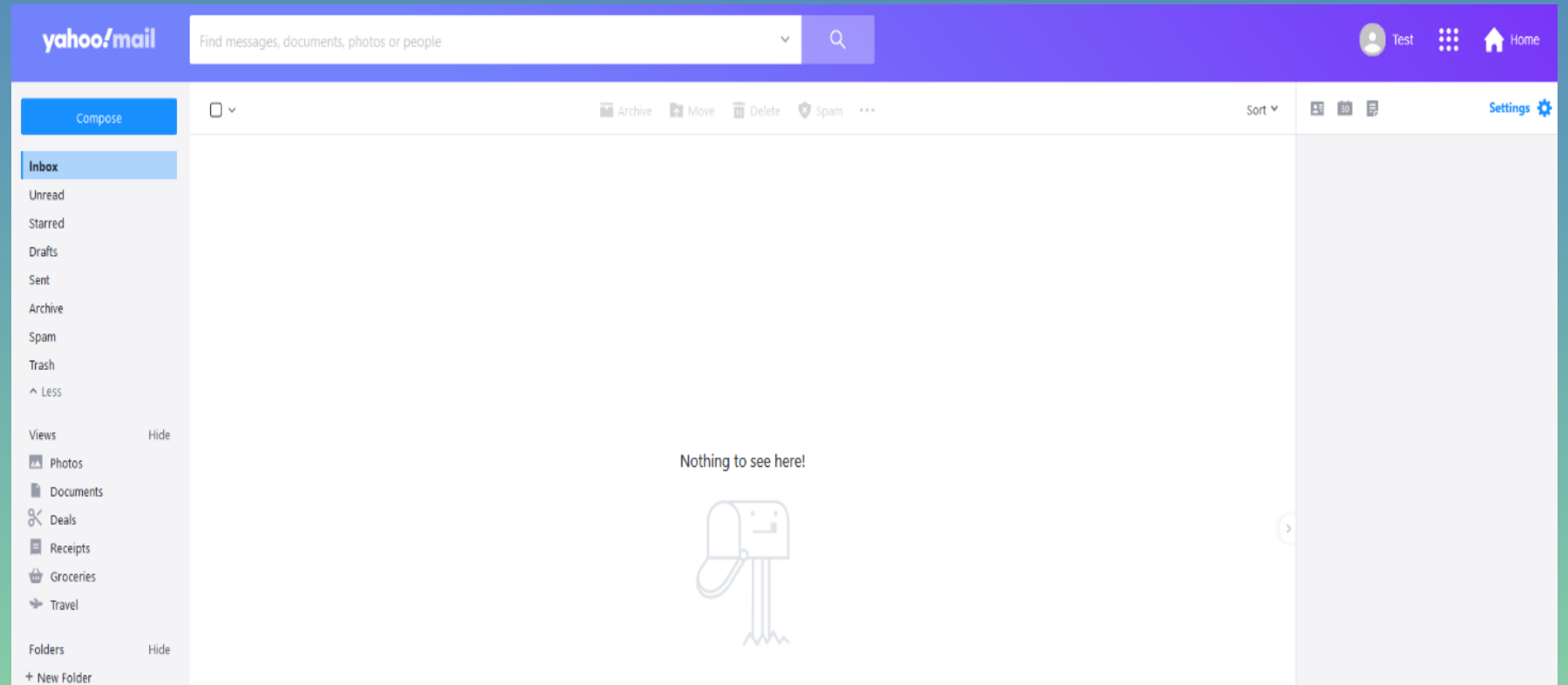
Sending/Receiving/Replying to Emails

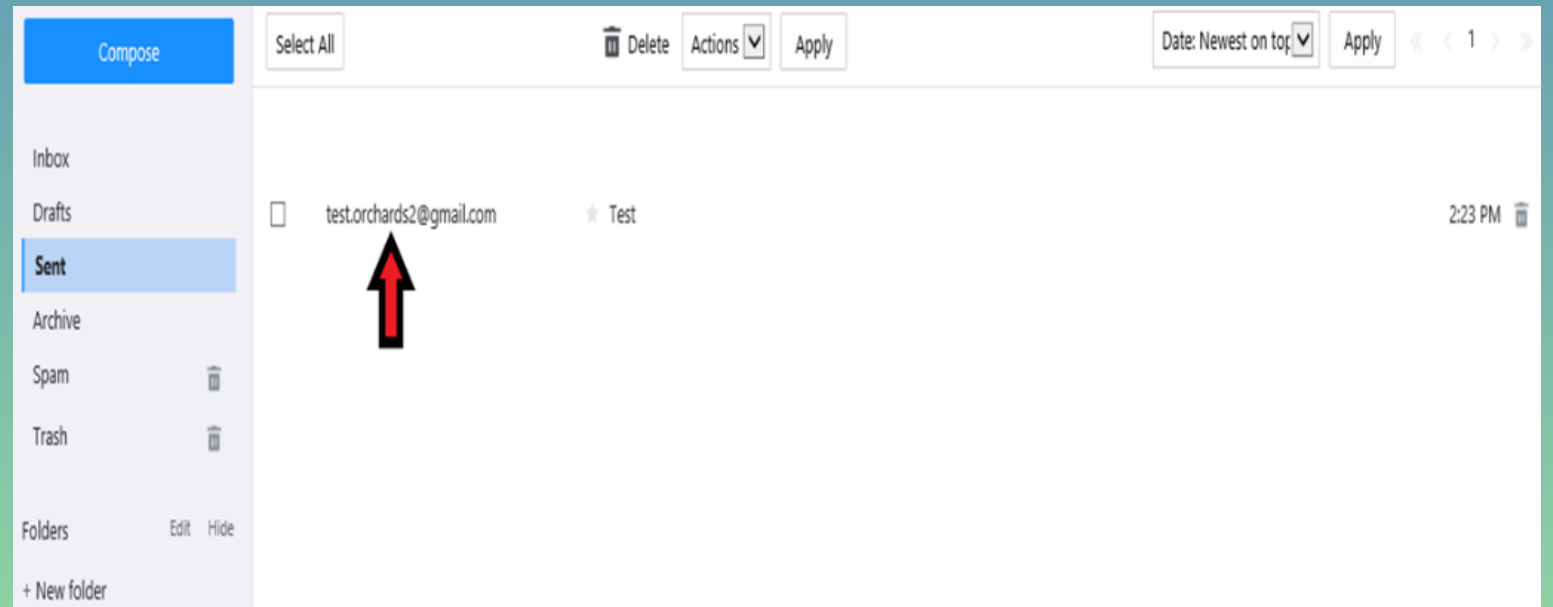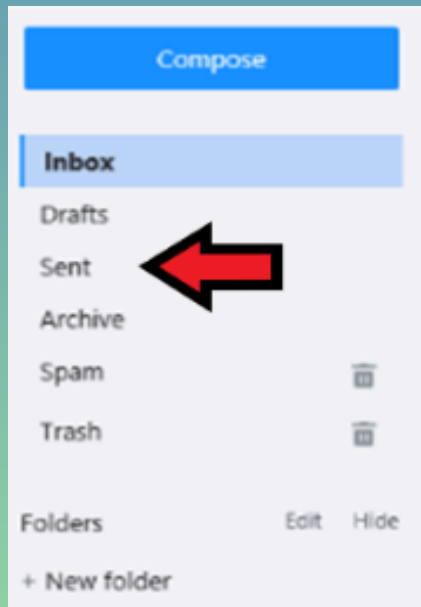# Sending an Email

➤On Inbox screen

  ➤Click Compose button

Sending an Email (continued)

➤New message screen will appear

➤Fill in the boxes
  ➤To –Address email will be sent to
  ➤Subject –Title of email
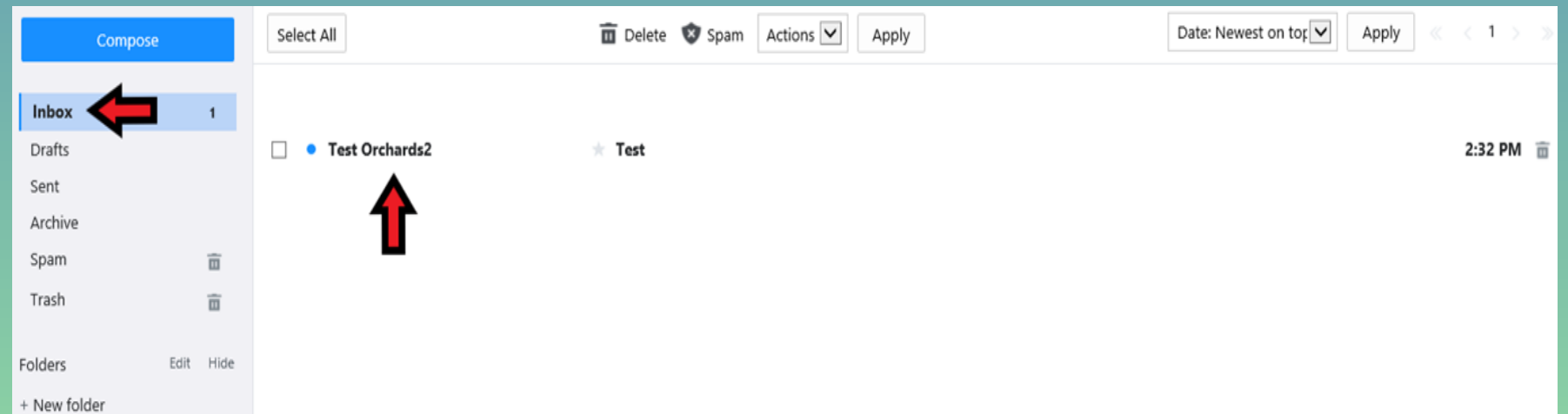 ➤Enter message below Subject box

➤Click Send

Viewing Sent Emails

➢Click Sent from Inbox screen
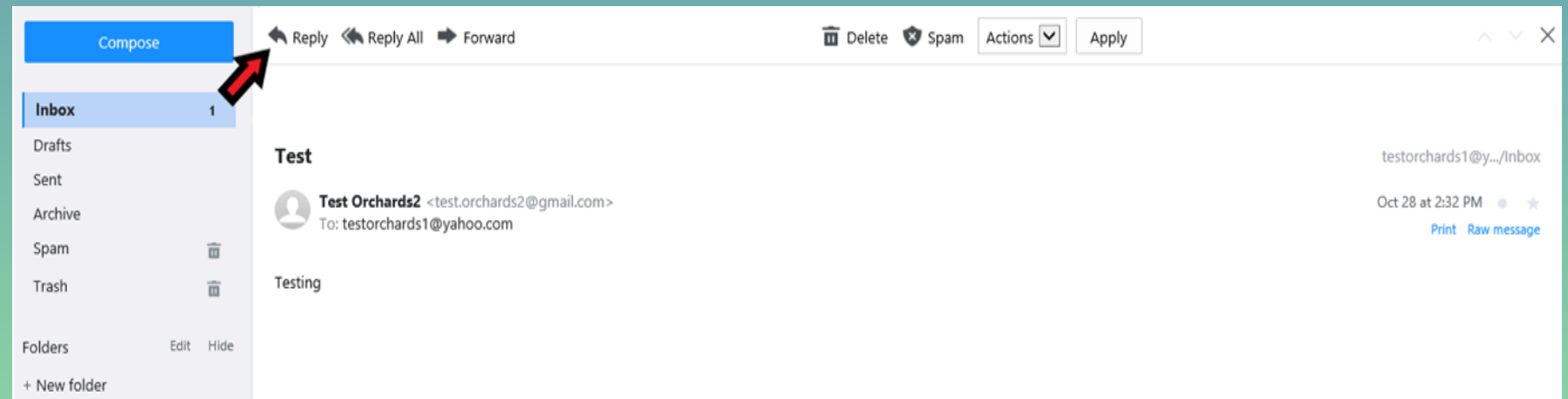   ➢Sent box screen will appear
   ➢Click on an email to view

Receiving an Email

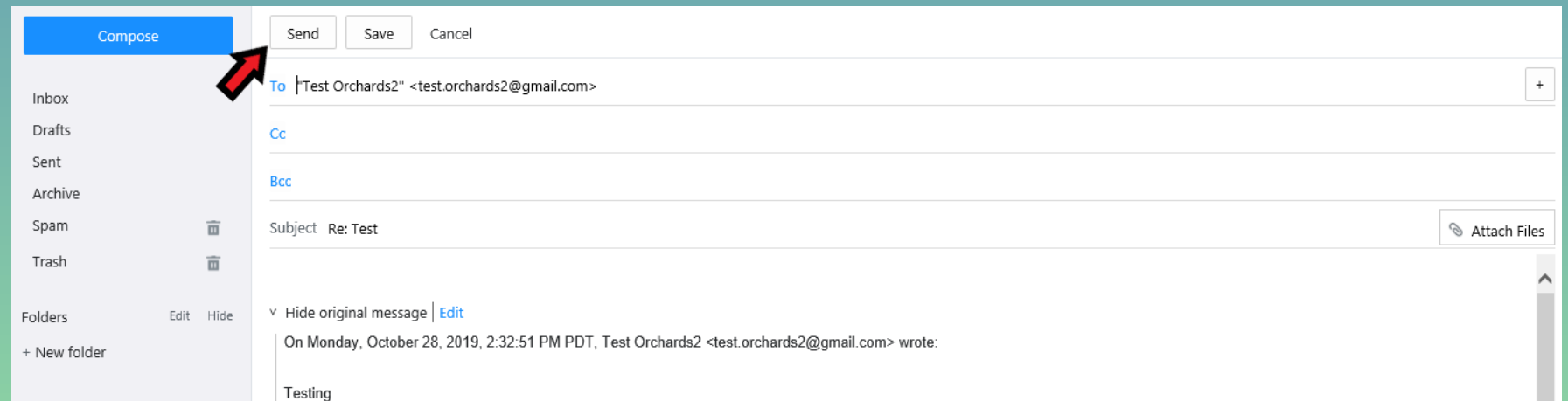➤Emails appear in your Inbox
    ➤Click on an email to view

Replying to an Email

➢While viewing an email

➢Click the Reply button shown below
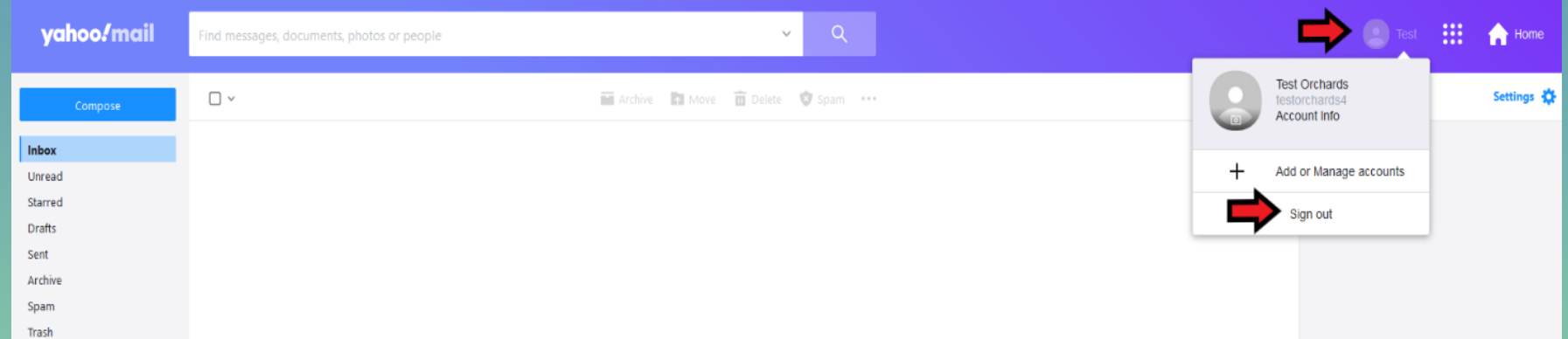
Replying to an Email (continued)

➤The message screen will appear
  ➤Type your message
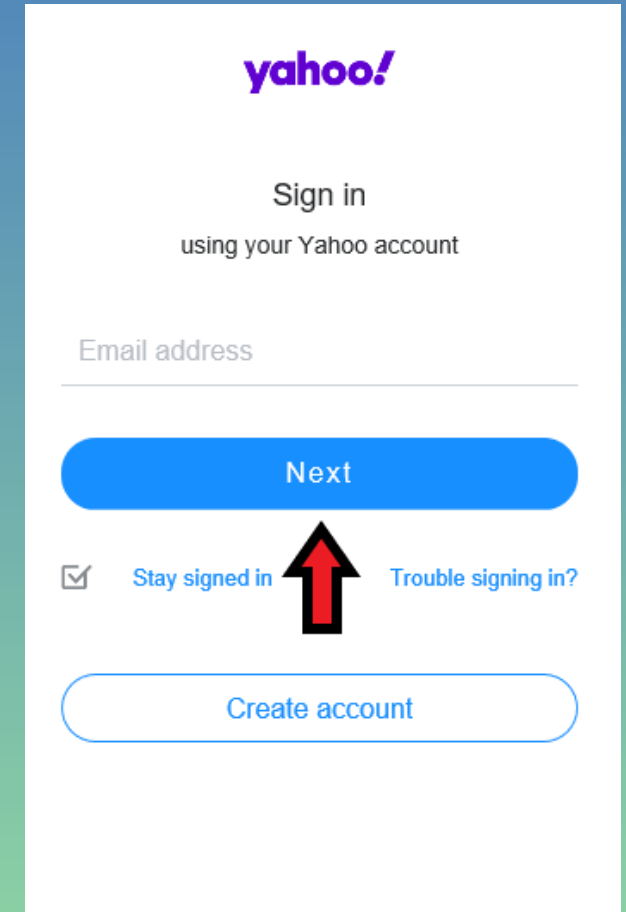➤Click Send

Logging In and Out of Yahoo

Logging Out of Yahoo

➢Click on your account name

➢Click Sign out

Logging In - After Account was Created

➢Go to www.ymail.com

➢Enter your email address

➢Click Next

Logging In - After Account was Created
(continued)

➢Enter your password

➢Click Sign in

    ➢This takes you to your Inbox