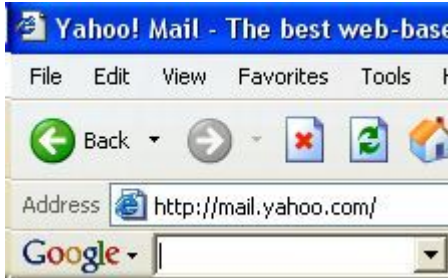


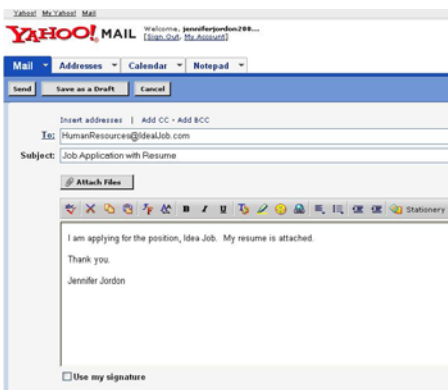
E-Mailing an Attachment with Yahoo!® Mail



- ❖ See Help Sheet No. 6, “Setting Up an E-Mail Account with Yahoo!® Mail” if you do not already have an account.
- ❖ Once you have set up an account, double-click the Microsoft Internet Explorer icon to start the program.
- ❖ In the address bar, type mail.yahoo.com and press <enter>.



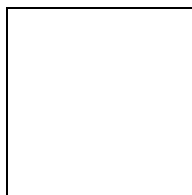
- ❖ Type your Yahoo!® ID and password.
- ❖ Click on Sign In.
- ❖ Do not check the Remember my ID on this computer box if you are using a public computer.



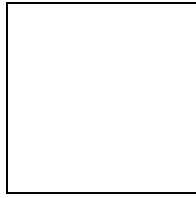
- ❖ To send a message, click on Compose.
- ❖ In the To: box, type the e-mail address of the recipient. This address should have the form: something@emailprovider.com.
- ❖ Type a Subject, such as, “Job Application with Resume.”
- ❖ Type the text of your message.
- ❖ Click on Attach Files.



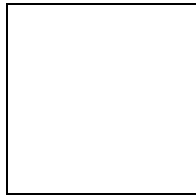
- ❖ Click on Browse to locate the file.



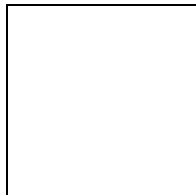
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Look in: list box and locate your drive on the list.
- ❖ Click to highlight the name of your file and click on Open.
- ❖ Repeat this process for each file you want to attach.



- ❖ Click on Attach Files.
- ❖ Wait while Yahoo! uploads the file(s).
- ❖ Click on Continue to Message, when prompted.



- ❖ Review your message, noting the addition of the attachment.
- ❖ When you're ready, click on Send to send the message to the recipient.



- ❖ When you're finished sending messages, click on Sign Out to close your e-mail account. This is especially important if you are using a public computer.