

Creating Inbox Folders in Yahoo!® Mail



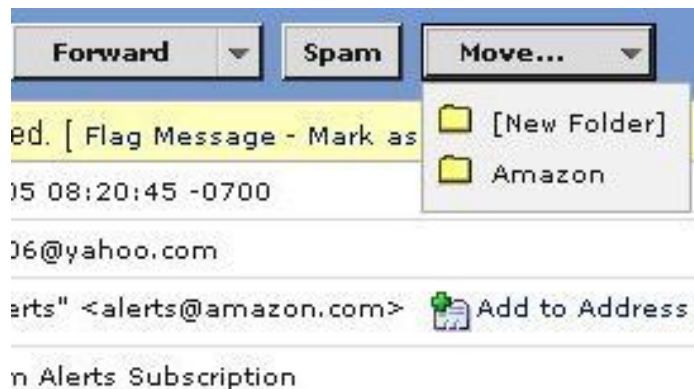
- ❖ See Help Sheet No. 6, "Setting Up an E-Mail Account with Yahoo!® Mail" if you do not already have an account.
- ❖ Once you have set up an account, double-click the Microsoft Internet Explorer icon to start the program.
- ❖ In the address bar, type mail.yahoo.com and press <enter>.
- ❖ Type your Yahoo!® ID and password.
- ❖ Do not check the Remember my ID on this computer box if you are using a public computer.
- ❖ Click on Sign In.



- ❖ You can use folders to sort the mail in your Inbox that you want to keep. By using folders, you clear out your Inbox so that it is easier to read new messages.
- ❖ On the left side of the screen click on Add to add a folder.

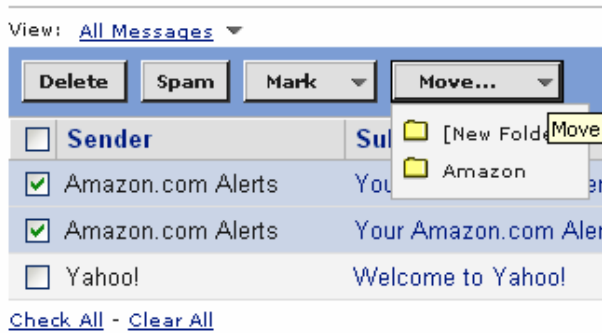


- ❖ Type the name of the folder.
- ❖ Click on OK.
- ❖ The new folder appears under My Folders.



- ❖ Click on the Inbox to view your mail.
- ❖ Click on a message to read it.
- ❖ If you want to keep the message, click on Move.
- ❖ Click on the folder where you want to store the message.
- ❖ Or, you can click on New Folder to add another folder to your list.

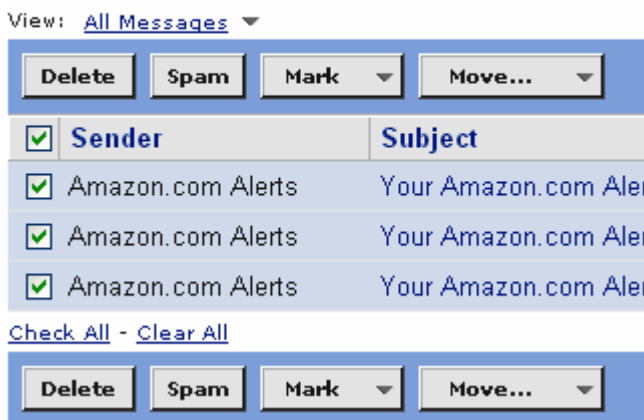
Inbox



- ❖ You can also move multiple messages at the same time.
- ❖ From your Inbox, click on the box to the left of each message that you want to move. Or, if you want to move all of the messages, click on Check All.
- ❖ Click on Move.
- ❖ Click on the folder where you want to store the messages.

- ❖ To rename a folder, click on Edit on the left side of the screen.
- ❖ Find the folder you want to rename.
- ❖ Click on Rename to the right of the name.
- ❖ Type a new name.
- ❖ Click on OK.

Amazon



- ❖ To delete a folder, you must first remove the messages from the folder.
- ❖ To open the folder, click on the folder name.
- ❖ Click on Check All to select all of the messages in the folder.
- ❖ Click on Move to move the messages to a different folder.
- ❖ Click on Delete to remove the messages.
- ❖ If prompted, click on Delete to confirm the removal.

Folders



- ❖ Once your folder is empty, click on Edit on the left side of the screen.
- ❖ Find the folder you want to delete.
- ❖ Click on Delete to the right of the name.