

## Using Yahoo! Mail

### Signing up for Yahoo! Mail

1. Begin by going to the Yahoo! Web site at <http://www.yahoo.com>.
2. Click on the Check Email icon at the top of the page.



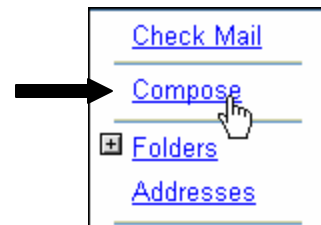
3. Click on the link to “Sign up now,” to create a new Yahoo! account.



4. Fill out the information form that appears and click the SUBMIT THIS FORM button. You may have to be creative when entering a username. It is often difficult to find names that have not yet been taken by other users.
5. A page will appear with your username and password. Please note these items for future reference.
6. Click on the button that says CONTINUE TO YAHOO! MAIL. You are now in your new e-mail box.

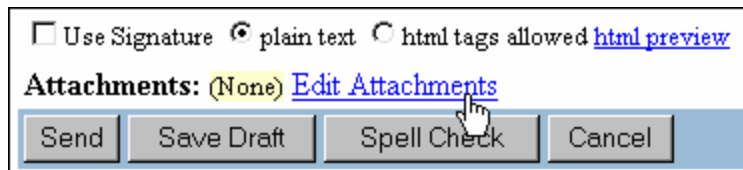
### Composing a message

1. Select the COMPOSE link in the left frame.
2. Enter the e-mail address of the recipient in the TO: field.
3. Enter the subject of the message in the SUBJECT: field.
4. Enter the text of the message in the open box.

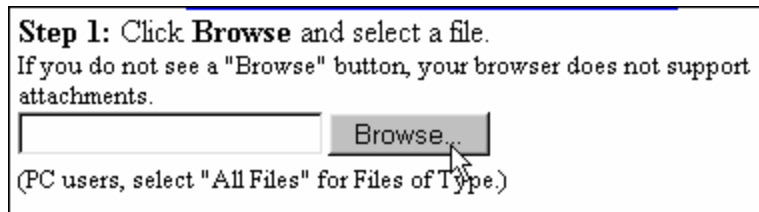


### Adding an attachment to a message

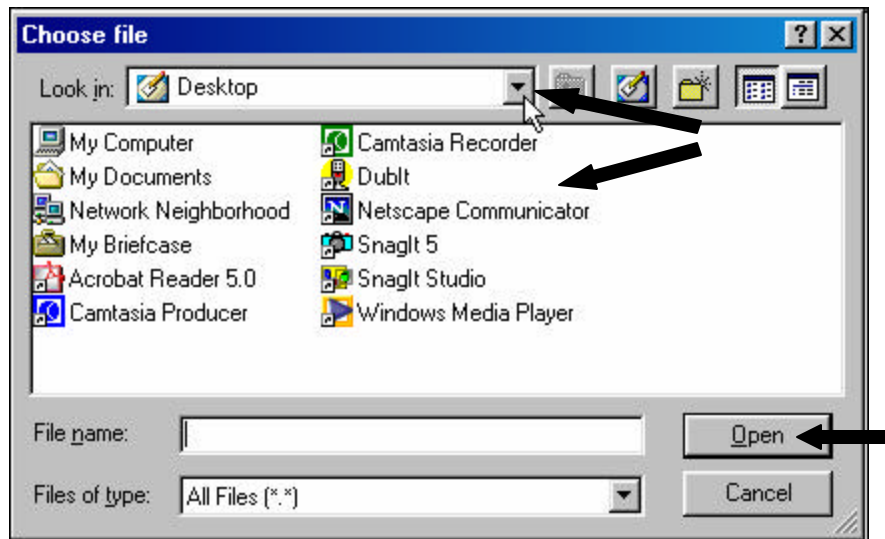
1. Click on the EDIT ATTACHMENTS link.



2. Click on the BROWSE button to find the file you want to attach to the message.



3. Find the file from the CHOOSE FILE box that appears. Click OPEN.



4. Check to see that your file name is displayed in the BROWSE field. Click the ATTACH FILE button.

**Step 1:** Click **Browse** and select a file.  
 If you do not see a "Browse" button, your browser does not support attachments.

X:\CETT\Melanie\Astron

(PC users, select "All Files" for Files of Type.)

**Step 2:** Click **Attach File**.

Attached files	Size	Virus Check
Astronomy Sites.doc	27 K	No Threat Detected

Repeat steps 1 and 2 to attach more files.

Your attachments will be automatically scanned by [Disclaimer](#)

**Step 3:** Click **Done** when you are finished.

5. Your file should now be displayed in the ATTACHED FILES window. Click the DONE button.