



# *Welcome to the Basic Email Part 2 Guide*

To use this Guide, you must have a working Internet Service Provider. Ask your friends or family members for their email address. You will use it to send them an email.



**This Guide will help you to:**

- 1. Compose and send an email message.**
- 2. Reply to an email message**
- 3. Send and receive attachments.**



**NOTE: We are using Yahoo! Mail as an example. This is not an endorsement.**

Developed by Barbara Ibañez , Judith Stevens and Jon Peterson, No Walls Program at the Center for Development and Disability, a University Center of Excellence on Developmental Disability Research, Service and Education, Health Sciences Center, University of New Mexico

**Funded by United States Department of Education, Office of Vocational and Adult Education,  
Community Technology Centers Program**



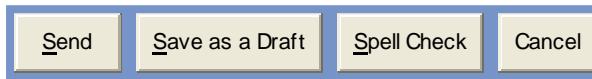
# Writing (Composing) an Email Message

1. Click on "Compose" (see yellow arrow below)



The page that opens looks like this:

**Compose** ( [Plain](#) | [Color and Graphics](#) )





# Writing (Composing) an Email Message (continued)

2. Click on "Insert addresses" (see yellow arrow below)

[Insert addresses](#) or enter [nicknames](#) (separated by commas)

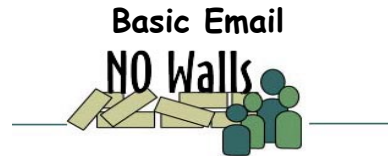
**To:**

**Cc:**  **Bcc:**

**Subject:**

**Attachments:** [ [Attach Files](#) ]

2

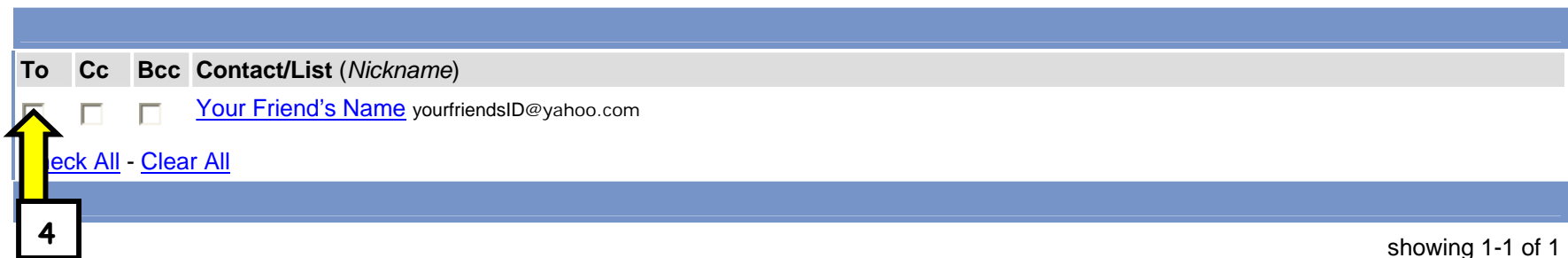


## Writing (Composing) an Email Message (continued)

3. A pop-up window opens with your address book that look like this:

### Address Book

All - ABCDEFGH **I**JKLMNOPQRSTUVWXYZ - [Lists](#)



4. Click in the box under "To" for your friend or family member's address that you want to send an email message (see yellow arrow above). A checkmark "✓" will appear in that box. Cc means a carbon copy and Bcc means blind carbon copy (the person's name will not show up on the message sent).

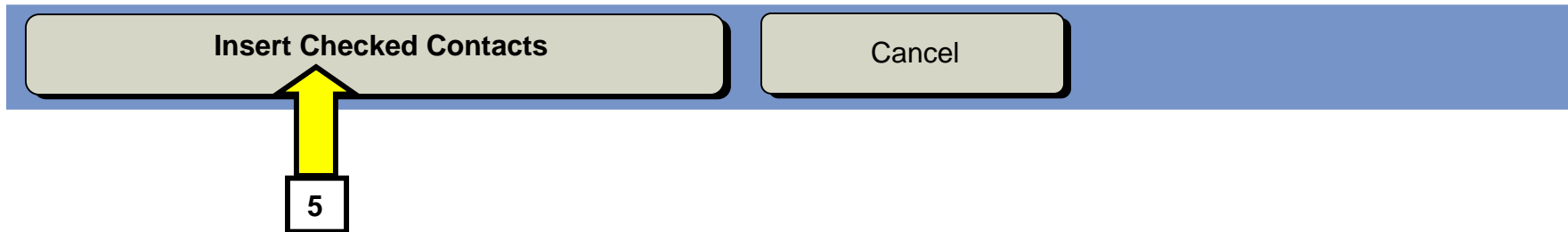


## Writing (Composing) an Email Message (continued)

5. Click on "Insert Checked Contacts" as below (see yellow arrow).

### Address Book

All - ABCDEFGH **I**JKLMNOPQRSTUVWXYZ - [Lists](#)



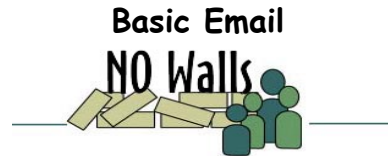
The pop-up window will disappear and you will see the inserted email address in the "To" field on the "Compose" page.



## Writing (Composing) an Email Message (continued)

6. In the "Subject" field, type in "Reply Back Please" (see yellow arrow below).

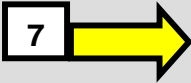
A screenshot of an email composition interface. At the top, it says "Insert addresses or enter nicknames (separated by commas)". Below this are fields for "To:" (containing "Your Friend's Name"), "Cc:" (with a dashed line), and "Subject:" (containing "Reply Back Please"). A yellow arrow points to the "Subject:" field, and a box with the number "6" is next to it. Below the "Subject:" field is an "Attachments:" field with a "[ Attach Files ]" button. At the bottom is a large text area for the email body with scrollbars.



## Writing (Composing) an Email Message (continued)

7. In the "Text" field, type in the message below (see yellow arrow below).

Attachments: [ [Attach Files](#) ]


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Hi (Your Friend's Name),  
This is (Your Name) and I'm learning how to use email.  
Please reply to this message so I can practice. Thanks,  
(Your Name)

8. Click on "Send" (see yellow arrow below).

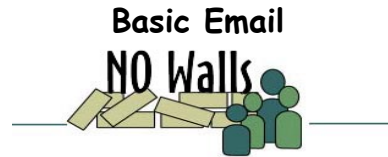
Compose ( [Plain](#) | [Color and Graphics](#) )



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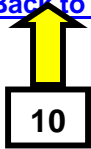
## Writing (Composing) an Email Message (continued)

9. The page that opens will look like this:

### Message Sent



[Back to Inbox](#)



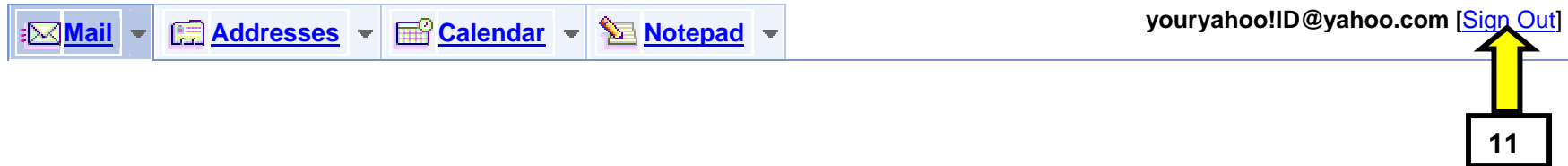
This shows that your message was sent to your friend or family member.

10. Click on "Back to Inbox" (see yellow arrow above).



## Writing (Composing) an Email Message (continued)

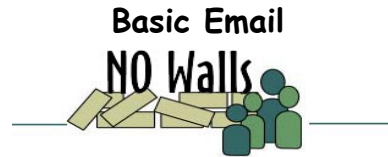
11. Look for a toolbar that looks like this. Click on "Sign Out" (see yellow arrow below).



12. The page that opens up look like this:



This shows that you have signed out from your email.

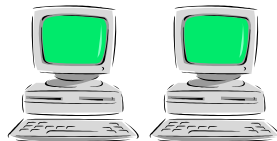


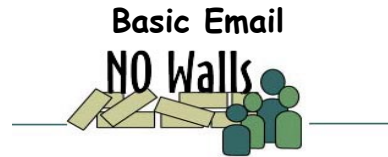
## Turning Off the Internet

It's important to make sure that you hang up or turn off the Internet when you are done using it. If not, you are still "online" while you are working on something else. This ties up your phone line and you are charged by your Internet Service Provider for those minutes or hours (if you do not have unlimited use).

Here is how you hang up or turn off:

Close the browser using the "X" and then double-click on the two computers icon (bottom right of desktop) and select "Disconnect" OR You can "Right Click" and select "Disconnect." Disconnect means you are hanging up.





## Replying to an Email Message

1. Get on the Internet by double-clicking on the dialer icon. Type in your password, click on "Connect."
2. Type in: <http://mail.yahoo.com/> in your address toolbar.
3. Type in your Yahoo!ID, password and click on "Sign In."



[Yahoo!](#) - [Help](#)

Welcome to Yahoo! Mail

You must sign in to read or send mail.

Existing Yahoo! Users  
Enter your ID and password to sign in

Yahoo!ID:

Password:

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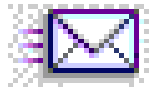
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## Replying to an Email Message (continued)

4. Click on "Inbox" and see if your friend or family member replied your email message.

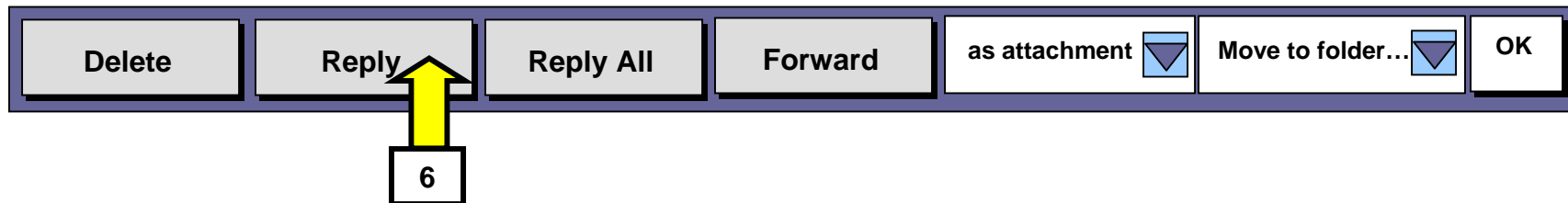
*Welcome, Your Name !*



You have 1 unread messages:

[Inbox \(1\)](#)

5. If your friend or family member replied to your email, read the message by clicking on the "Subject" link.
6. After reading their reply, click on "Reply."



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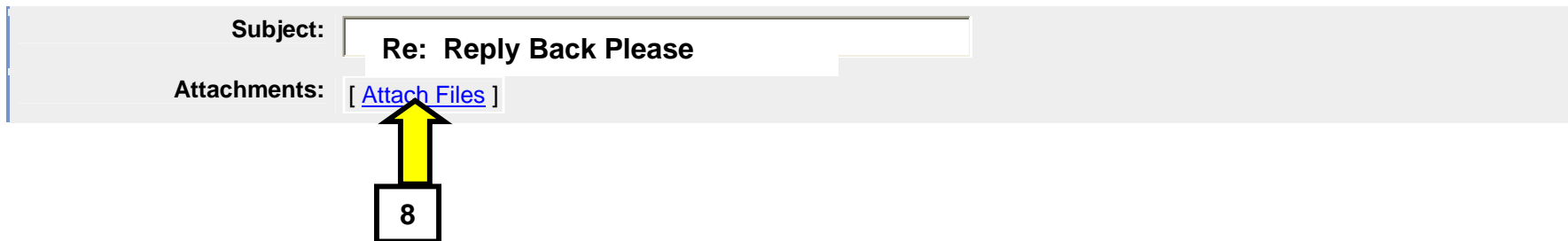
## Sending an Attachment

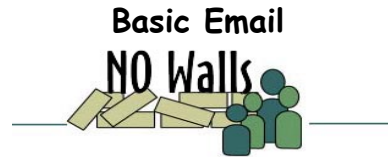
### 1. Type the following message in the text box:

Hi (friend or family member's name),

Thanks for replying to my message. I need your help. Please open and look at the attached document, "My Dreams." Please type at least one sentence at the end of it. Write what you think about my dreams. Please "save as" "My Dreams+" and email it back to me. Thanks for helping me learn how to use email! (Your Name)

### 2. Click on "[Attach File]" under the "Subject."





## Sending an Attachment (continued)

3. Click on "Browse" on the right side of "File 1" (see yellow arrow below)


### Attach Files

#### Select Files

Click "Browse" to select a file. You can attach up to 3 files for a total of 3.0 encoded megabytes [\[What's this?\]](#).

💡 Want to see a progress bar when you upload your file? Make Yahoo! Mail your [default email program](#).


File 1:  **Browse**

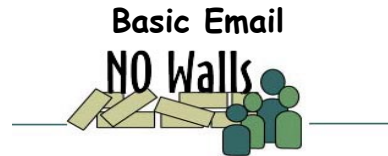


4. The "Choose File" window opens up. Using the "Look in" pull-down menu, find and select your "MyDreams" document located in My Documents or the Local C Disk. Click "OK" and that window closes.
5. Now, you are back to this "Attach Files" window (as in #3 above). Click on "Attach Files." Wait as Yahoo attaches file to email.



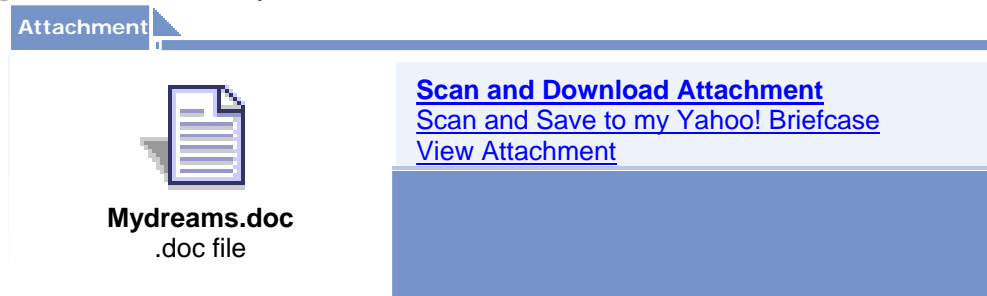
## Sending an Attachment (continued)

6. While waiting, a window opens that says, "Attaching File. Please wait while we attach the file(s) to your message."
7. After it is attached, a window opens that says:  
Attachments. The following file has been attached:  
 My Dreams.doc (25K) [Remove]  
No virus threat detected  
[Attach More Files](#)
8. Click on "Done" which will take you back to the "Compose" window.
9. Click on "Send" right under the word "Compose" and the message will be sent to your friend or family member.
10. Click on "Sign Out" - upper right corner.



## Receiving an Attachment

1. Check your email later to see if your friend or family member has replied.
2. When they have replied, open and read the message. To review and save the attachment, scroll down to the end of the message where you will see a box like this:

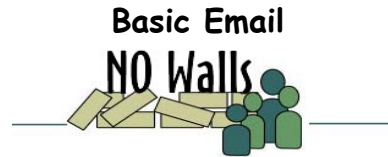


3. Click on "Scan and Download Attachment" and wait for Yahoo to scan it for viruses.



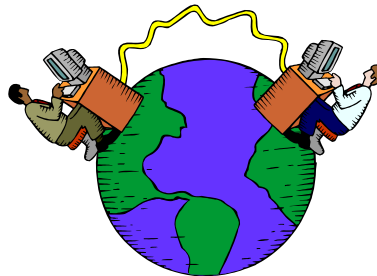
## Receiving an Attachment (Continued)

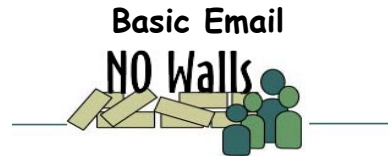
4. Check your email later to see if your friend or family member has replied.
5. A window opens that says, "Scan Results." If the scan result is, "No virus threat detected," then, click on "Download Attachment."
6. A pop-up box opens called "File Download" and click "Save."
7. A "Save As" window opens up. Using the "Save in" pull-down menu, find and select "My Documents" in Local C Disk. Open "My Documents" and select "My Stuff" folder. Open "My Stuff" folder and click on "Save."



## Receiving an Attachment (Continued)

8. A pop-up box opens called "Download Complete." Click on "Open" to review the comments from your friend or family member.
9. After you reviewed it, close the document, which takes you back to "Scan Results" window.
10. Click on "Back to Messages" and email a thank you back to your friend or family member and "Sign Out."





## What is next?



- Practice, practice, practice.
- Get email addresses from other friends and family members.
- Add them to your address book and send them email messages.
- Try using the Yahoo! toolbar where you can highlight your message text and make it bold, etc. You can also insert pictures and symbols.
- Try using the "Reply All" and "Forward" buttons.
- Be sure to "Delete" email messages from your "Inbox" and "Empty" your "Trash" on a regular basis. You need to keep the amount of memory used down to a minimum. You can track it with the bar that look likes this:

You are using 60% of your 4.0MB limit.



- Have fun!

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