A Step By Step Guide to Use Yahoo Mail
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Yahoo Mail

The world has seen a change in dynamics in the last two decades and technology has taken over communication. Emails enable you to keep in touch with friends and family who live far away. You can use emails to find out about them and share your photos and cherished memories in private. You can send one email to a number of contacts to share a wedding or a birthday invite. They are the go to route for communication over the internet. No one can deny the importance of email in the professional world.

You cannot have a flourishing business if you do not have an online presence and an email account is crucial to keep in contact with your customers as well as for your customers to contact you. Email is the basic tool for sending and receiving work related documents and other communication.

According to a study done in 2007, nearly 97 billion e-mails are sent daily. There are a number of web based email services that are available for you to choose from. Yahoo Mail has a lot to offer in terms of value and is among the top platforms used for emailing. Yahoo email is easy to use and is constantly upgraded to keep up with the changing needs of its users.

Yahoo gives you the option to send and receive emails in over 21 languages and gives you unlimited message storage. The highly efficient functions and sophisticated features allow searching your emails and your contact lists right away. There are many features that enrich your email experience and you can take benefit of a many add on functions that yahoo has introduced over the years. These functions have been added keeping in mind the needs of its precious and valuable customers and are user friendly for simple navigation.

Yahoo Mail was launched by the American company Yahoo in 1997 and is a free email. It was the third-largest web-based email service with 281 million users in December 2011 as per a survey conducted by comScore. Read on to know how to use yahoo mail to its full potential.
**Interface Changes Over Time in Yahoo Mail**

Yahoo has three web interfaces and can be viewed in your setting of choice. ‘Yahoo Mail Classic’ displayed the interface just as it was in 2007. The classic look retained the original look reminiscent of the first yahoo interface. Another version was launched in 2005, which had some changes in terms of drag and drop menus, upgraded search options, key board shortcuts and other changes to improve the user experience. It also removed some features like column width.

The next change in user interface was made in October 2010. A beta version of Yahoo Mail ensured there were improvements in functions and performance and it also enabled yahoo integration with Facebook.

As of 2011, this interface has become the default interface until the new web mail change that was introduced in 2012. You can switch between classic and current interface. Yahoo has also introduced a mobile version of its website for easy access via a smart phone or tablet.
Versions of Yahoo Mail

For the ease of its users and to meet the different needs of an expanding client base, yahoo has maintained two versions of its email services. These are as follows:

Free Version

The more well known of the two versions of email services, the free version of yahoo mail allows you the storage capacity of 1 TB or 1000 GBs. Yahoo mail gives you the most storage among all email services. You do not have to worry about deleting your emails to make space if you sign up for yahoo mail. You can easily keep all the files and reports and emails you receive in your yahoo mail. The interface gives you information about how much space you have used. To check, you can simply click on settings and go to the accounts head. Click on the options and you will get a preview of how much space you have used.

In addition to such high storage, you can send emails with attachments of up to 25 MB. If you want to send an attachment that exceeds 25 MB, you can choose the Attach large files option in your email. This option is feasible for attachments up to 100MB.

This facility enables users to share videos and photos easily and you can also send heavy reports via email without worrying about a system failure.

If you do not use your account for 6 months, your account will expire, but you can retrieve your account when you access it. You will lose the data in your account, including emails, but the account can be revived.

In terms of protocol, the free version of yahoo mail allows you to use the POP3 server in Asia. You can also access via YPOPs and IMAP proxy in some other countries. Yahoo mail provides free spam and virus protection to all its users, so you do not have to worry about getting a virus in your computer if you use yahoo mail. If you have received a message with a virus, you will receive a warning that the link is from a dangerous source so that you do not click on the message. Another added advantage of using yahoo mail is that you can automatically sort messages as it gives up to 100 filters.

The POP3 server is especially beneficial if you are in a country where there are restrictions on web browsers.

Business Version

You have to pay a fee of $25 for set-up and $9.99 as a monthly fee if you want to avail the brilliant facilities provided by the business version of yahoo mail. This version gives you all the facilities of the free version, but you can have 10 different accounts. You have your own personalized domain name and email address and an administrator can manage the email
accounts. There is unlimited email storage for all your business needs and if you pay an annual fee of $35 you can have an as many as five email addresses and customized domain names.
How to Set Up a Yahoo Mail Account

Yahoo mail is a free service that is very easy to set up. You need to visit the website and register yourself to yahoo email to be transported in a world of easy and simple communication. To register, simply go to the website and you will see the option for new users. Click on that option, give a user name and password along with a few basic answers to questions and you are good to go. The questions are there to ensure new users are genuine entities and not automated services or dubious individuals who will use the email account for questionable activities.

The step by step process to have an account in Yahoo Mail is as follows:

Type www.mail.yahoo.com so the url takes you to the yahoo mail home page. You can also type yahoo mail in your search engine and it will show the yahoo mail home page as a search engine result.

Once on the page, click on the 'sign up now' option. Fill in the questionnaire. You will be asked your full name, gender, country and zip code. The questionnaire also asks for date of birth to ensure that underage minors do not sign up.

You need to select a user ID. This is the name that will be used to address you. Additionally, you will have to provide a name for your email address. You can use any combination but it advisable to have a simple and easy to write email address.
Type in a password. You have to do this twice to make sure you did not type the incorrect password the first time round. Your email name and password are the two important pieces of information that you need to access your email so make sure you remember this information.

First time Yahoo mail users are asked a security question. This is a simple question like your mother's maiden name or a pet's name. In case you forget your password in the future, you will be asked this question before sharing further details. The answer to this question will help you retrieve your account when you forget the login information.

Read the service terms and policy given and click the option as read and you will be ready to success your new account and send emails.

Once this is done, you go to the webpage www.mail.yahoo.com and click on the sign in button. Add the user name and password and you will be taken to your email account.

Right below the button where it says sign in, you have an option that says keep me signed in. If you click on this button, you do not have to enter the user identity and password every time you log into your computer. This practice is however not recommended if you use a shared computer at work or are using a public computer in a library. Clicking this button will give access to your email on such computers.
when they are used by people other than you. For your own safety and security over the internet, it is advisable to click this option only on laptops or phones that are used by you only.

The main page of yahoo mail also shows the option 'I can’t access my account'. This option can be used when you cannot remember the password. The secret question that you answered during registering will be asked and depending on the answer, you will get access to your mailbox.

On the right hand on the upper side of the screen is a button that says sign out. You can click on that when you are done using your email and you will be signed out. The only way to gain access to your email is to put the information again. This is done to ensure your safety.
Yahoo Mail Homepage

You need to make yourself familiar with the yahoo mail home page for a smooth and trouble free emailing experience. The page is designed to ensure simple and easy navigation and all pertinent buttons are visible for easy use.

On the left side of the page, there is an icon that looks like three lines. When you click on it, it is a drop down menu that gives you a snap shot of your inbox. You can see the status of your inbox, spam folder, sent items, draft and trash folder. The contacts are also accessible from this site.

On the right side of the page in the top most corner is a box with a pen icon. This is the symbol that you click when you want to write a new mail. You will automatically be transported into a new compose window and you can add the recipient name, subject and the content and press the send button.

Right underneath the drop down menu is the search icon, you can click on it to search through your email.

The primary purpose of an email account is to send and receive email. Yahoo mail makes sending and receiving emails a very convenient and comfortable activity with no hassle and no clutter. Communicating via email is very easy if you have a yahoo mail account and all the information and icons are easily visible. To elucidate, here is a breakdown of the steps you need to take to send and receive email.

**Sending an Email**

If you intend to send an email, you will have to click the icon for new message. This icon is in the upper most corner of the page, on your right. When you click on this, a new window opens up and you can compose your message.
The newly opened up window gives you the option to write the recipient's name in the 'To' category. You can write the email address or choose from your contact list and it will automatically show up. There is also a category to add cc and bcc (carbon copy and blind carbon copy). You can add recipients' email addresses if you want to copy others in your email.

If you are putting more than one name in the 'To' category, do so by adding a comma and give space between names. If you do not add the comma and the space, yahoo will be unable to recognise the email addresses and will show an error before sending it.

The next category is 'subject' and you can enter a subject if required. This is up to the preferences of the individual user if they want to add a subject line or not. It is advisable to include a subject if you are emailing someone for the first time or it is professional email or it may get classified as spam by the recipient.

You can type out your message in the compose window. Yahoo mail gives you various options to add a personal touch to your email. The bar right between the subject line and the compose section has a host of options. Click on these options to determine the font, font size, font color. You can also click on the emoticons option and choose a symbol to include in your email depending on the nature of comfort with the recipient.

Once you have finished your email, you can click on the spelling option that is visible on the bar right above 'To'. This will do a spell check on your email and will highlight words that may have been typed wrong or spelt incorrectly. You can fix the spelling errors automatically in your yahoo mail account.
If you do not intend to send a particular message right away or cannot finish it due to other pressing requirements, you can leave the email half finished and press the save draft button. The email will get stored in your drafts. You can attend to it later on and pick up from where you left it, without having to start all over again.

Type your message in the large Compose area. You can use elements from the bar below the subject line to format the message with choices such as typeface, size and color, or adding links or emoticons (faces made of type that show emotions).

If you want to attach a document or a picture, or a file, you will have to click the attach button.

Once you have completed all actions you intended, you can press the send button and the email will be sent. There will be a small message on the screen that confirms your email has been sent. The email gets stored in your sent mail folder automatically and you can refer to it whenever you want to. The emails all go with a date and time stamp and can serve as evidence of communication.
Receiving and Replying

The Yahoo Mailbox refreshes itself every ten minutes to check for new emails. A number mentioned in brackets next to the inbox denotes the number of new emails. You can go to settings and choose an alert, which will make a small beep type noise every time you receive new email.

The inbox is the activity hub of receiving emails. The emails are listed in a date wise format with the most recent emails coming at the top. Emails that have not been read are displayed in bold so they can be easily noticed. The breakdown of how to read and reply to your messages is as follows:

Click on the email you wish to read. The message will open up and appear in a reading pane.

If you intend to reply to the message, you can press the reply button. There is also the option of 'Reply All'. If the email has been sent to more than one recipient, the reply all option will ensure that all recipients on the original list are sent a copy of the email.

If you intend to forward the email to some other recipient, click on the forward option. This is helpful when you have to send attachments. You will have to insert the name of the person you wish to forward the email to. Click on the send button and the email will be sent.

If the email you have just received qualifies as spam, you will see a button on the top that says mark as spam. Clicking the button will take the email from your inbox to the spam folder.

If you want to put the email in some other specific folder, like important or a specific folder you have created, you can choose the option by clicking move.

There is a print option also in case you want to print your email.
If you intend to get rid of the email, press delete and it will go to the trash. The trash is emptied on a regular basis.
Managing Attachments

Sending and managing attachments is very simple in yahoo mail. You can attach files up to 25 MB if you have yahoo mail. You can add word documents or spreadsheets, audio files and images, web pages and power point presentations. Yahoo mail gives you up to 1 TB of storage space which means you do not have to worry about space.

The step by step guide to adding attachments to an email is as follows:

- In the window where you compose your message, you will see an attachment option denoted by a ‘paper clip’.
- When you click on it, you will get the option to choose a file. Locate the file in the file location window and click the ok button when you choose the desired document.
- The name of the file will appear above the window where you compose.
- If you want to add more than one file, repeat the process by clicking on the attachment option.
- If you exceed the limit, your email will not be sent. Remove attachments to stay within the limit and you can send more via another email.

Yahoo Mail has an inbuilt function, which checks and scans all outgoing email attachments for viruses so you do not run the risk of spreading virus via email.
Receiving Attachments Via Yahoo Mail

When you get an attachment in your email, there is a small icon, a paperclip to imply that you have received an attachment. This is how you download attachments:

- Click on "Full Message View" so the received email opens up. You will be able to see the name of the attached file, type and size.

- When you click on the attachment, it will automatically scan the document for viruses. In case the scan detects a virus threat, you will get a window, which tells that it has detected a virus threat.

- You will get a window giving two options. One option is to download and one option is to close.

- If you do not want to open the attachment, click cancel.

- If you want to see the contents of the email, click on the download and yahoo will download the attachment.

Another pop up window gives the option to open or save the attached document on your computer or laptop. Click on open and you will be able to view the file. If you want to save the attached document to view later, click save and feed the desired location for storing the file.

It is highly advisable to open attachments from recognised sources only. If you do not know the sender, refrain from opening the attachment as it increases your risk of virus.
Adding a Personalized Signature or Setting up a Vacation Response

Emails have replaced letters, which means the personal touch has gone missing from our communication. However, Yahoo mailbox gives you the option to add a personalized touch to your emails. In addition to changing fonts and colours of your outgoing mail, you can add a personal message like a saying or a signature to your outbound communication.

For professional communication, Yahoo mail saves you the hassle of typing out often repeated information. Yahoo mail allows you to add your contact information automatically to all outgoing emails, which can be new messages or replies to sent emails. Your signature is added to the bottom of the outgoing page.

**Adding a Signature**

The options button is on the right hand of the upper side of your home page. Click options and select mail options from the menu that gets displayed.

Click on signature. This will lead you to a small window where you can easily type in the information you want to come as signature in your sent emails. Once you have typed in the information, click on save changes so the information gets saved.

Likewise, if you are travelling or unable to check your email and would like senders of emails to know that you cannot reply to them, you can add a vacation response. Every time your inbox receives an email, Yahoo mail automatically generates a vacation response to the sender so they know you are unable to reply to them at the moment. You can add information like when you will be available to communicate and whom they can contact in your absence for urgent queries.

To add a vacation response, follow step 1 from above. Instead of the 'signature' option, click on the option 'vacation response'. Click on enable an auto response option, which means the system will automatically send the email. A small box will appear and you can type the
information that you would like to be sent. Don’t forget to click on save changes to make sure the changes are noted in your yahoo mail settings.

**Setting Up Folders In Yahoo Mail**

We all get different types of messages in our mail. If you have one account for personal and professional email, you might want to sort them accordingly. If you are using yahoo for business, you may want to separate your email based on individual projects or you may want to sort your email based on functions like budgeting related emails should be in one place whereas human resource related information could be in a different folder. With yahoo mail, you can easily sort your email by setting up folders.

The yahoo mail box comes with some in built folder options. These include inbox; sent items; drafts; spam; trash; contacts and all feeds. If you want to add folders in your mailbox, you can do it very simply by going to the end of the list of folders. You will see a section that says create new folder. If you click on the add button which is right next to the folder icon. A new folder will be added to the list. To name the folder, click on the folder twice and a small box will open whereby you can type in a folder name of your choice. Repeat the process if you want to add more folders.

If you want to move emails to specific folders, you can click on them and then click the move option. You can also drop and drag them in respective folders.

**Search Option In Yahoo Mail**

With time and depending on your reliance on email as a means of communication, you can have many emails in your mailbox. These could range from hundred to thousand in a very short time if you are using yahoo for professional purposes. This makes it very cumbersome if you have to look for a specific email in your mailbox. If you have to search for information like an address or a contactumber, and you do not know the name of the sender or the date it was sent on, when searching can be a tough job. However, yahoo mail uses top rated technology to filter through thousands of emails within seconds. This sophisticated yahoo search tools make it possible to find the information you are looking for no matter how old it is.

To search for information in your yahoo mail, follow these steps:

- On the upper left side, on the top of the page you will see a magnifying glass icon, which denotes the search option. Click on that icon and a small window will open.

- In the window, type the word or words that you are searching for.

- Press go once you have entered the relevant information.

- A new tab will open up with a list of relevant messages that contain the keywords you entered.
If the email you were looking for appears, click on it to go to the message. In case the results do not have your desired email, refresh the search and try to refine the information you have shared.

Yahoo mail allows you the option to search in two different categories.

You can search for an email by name, which means if you want to find emails from a specific person, you simply need to type out his name and all communication with this person or involving this person will show in your result list.

Yahoo mail also enables you to search by keyword. If you know the content or the email you are looking for but do not know the name of the sender, then you can type in a keyword. You can type in any word that you think is in the email and yahoo mail will display all emails containing that specific word. To make it easier, it is better to add a keyword, which is likely in that email only to limit the results you get.

Yahoo mail also allows you the option to search the web by simply clicking on a button. If you are in the process of writing an email and need some information that is available on the web, you can simply click on the search option and look it up on the web. It saves you the hassle of moving from one window to another and opens a search engine browser.
Yahoo Contacts

Just like an address book, which stores your contact information, your Yahoo Contacts is a place where you can save all information regarding your contacts. Simply click on the contacts folder in your yahoo folder list and you will be taken to your contacts.

If you want to add a contact's information, click on the add button next to the contact icon. Enter the information in the space displayed and click 'save' so that the information is entered. If you want to make changes to the information, click on the contact's name twice and click edit on the menu that is displayed. Make the changes that you would like to make and click on save.

By adding names in your contact list, you can avail the auto complete action. This simply means that when you are writing a new email, you can simply type the first few words of the email address and yahoo mail will give you a list of name options to choose from. Click on the name and you will not have to type in the full email address.

Yahoo contacts can be easily printed by clicking on the print option. Additionally, you can use the information to send emails to single addresses as well as lists of contacts by making group lists.

If you want to add a contact that has sent you an email, simply click on the add contact option that appears next to the email address in the received email window and you will be able to
add all the information you want to add to that particular email address. Do not forget to click save once you have added the information and the contact information will be added to your yahoo contacts.

**Additional Features of Yahoo Contacts**

In addition, to maintain a contact book, yahoo mail offers you the option to enhance your contact list by two features that yahoo mail offers. This makes it possible for you to synchronise your contacts from other social media and email accounts.

**Enhanced Contacts**

Yahoo email enhances your contact information by giving an overview of all interactions with the contact with the click. This means you can see all recent communication done with a particular sender. It all gives a preview of information sent like files, photos or word documents. If you have received a number of emails from one individual, you can click on the individual's name and yahoo mail will give a preview of the last email exchanged and the contents of the email.

**Import Contacts**

Yahoo has compatibility with other web based channels and it is very easy to import contacts from one platform to another. If you want to include information about your Facebook friends in your yahoo contacts, you can simply go to contacts, click on the import contact option and select the platform from which you want to get the contacts. You can do this for Google, outlook and other yahoo accounts. This is very helpful when you are switching emails. It also puts all your contacts in one place, making it easier for you to navigate.
Features of Yahoo Mail

Yahoo Mail has upgraded its look and has added features to match with your fast paced life. The following features are available, free of cost if you have a Yahoo account.

Security

Keeping pace with the rapid increase in abuse of internet and email related facilities, email users are often threatened by spam and virus causing emails. Yahoo has a very strict policy regarding security. Yahoo Mail uses top rated security technology to ensure your online safety. It employs SSL encryption to make sure that the commute between two computers, the sending end to the receiving end, is safe and secure. With yahoo mail, you can check your email from any corner of the world and you will experience the same world class security in a coffee shop in your neighbourhood to a hotel in a land far away.

Yahoo ensures that your information is safe. You can access yahoo mail from your phone or mobile or on a laptop or any of the servers, it is all hundred percent encrypted. The information in your other yahoo features like calendar is also covered.

Spam Policy

A message that is sent to more than one person without them asking for it is considered spam as per yahoo mail policy. Spam is usually advertisement of goods and services that you do not wish to use. Yahoo mail has filters in place to recognize spam mail and many emails are blocked right away. Questionable emails are pre classified as spam and placed in a separate folder that is called the spam folder in your mail box. In case an email may be from a legitimate source, but the yahoo mail box does not recognize it and places it in the spam folder, you have the option of shifting it by simply clicking on the email and clicking the move to inbox folder easily visible on the top. If the emails are spam and unwanted, you can delete them or yahoo mail will automatically delete them after a specific and regular interval.

Despite controls in place, some emails can make their way to your inbox. You can simply block those emails by going to option and choose the mail options category. Once you click mail options, you will see a spam option. Clicking that will shift the email from inbox to spam folder and if you block the address, future emails from that sender will automatically be blocked. You can also block emails from a specific individual sender and from a complete domain, depending on your preferences.

Over 15 million spam messages get blocked on an average, on a daily basis. This translates into a healthy and spam free experience for yahoo mail users. Signing up with yahoo provides you the protection from online nuisances that consume time and energy and can expose your computer or laptop to a virus.
Delayed Email Delivery

Another facility to provide spam control is referred to as grey listing. Some emails experience a delay in delivery to ensure proper spam control. Instead of blacklisting the sender, Yahoo Mail engages in grey listing whereby the email gets delayed. The delay can sometimes be a short duration but can also extend to several hours depending on the spam control mechanism. Neither the sender nor the recipient is aware of this delay but it is done to ensure spam control.

Mobile Access

More and more people are beginning to access the internet from their smartphones and other devices. To stay on top of the game and to bring convenience to users of Yahoo Mail, Yahoo has a dedicated service for mobiles, which allows you to send and receive emails, access your mailbox and attachments as well as contact lists. If you have the Yahoo application, which is easily downloadable, you will get notifications on your cell phone as soon as you receive a new email. Yahoo mails on the mobile gives a smart view of your inbox and it is very simple to use, just like your mail box.

Calendar

With life on the go and our busy schedules, it is easy to lose track of our many appointments and events. Yahoo Calendar is a tool you need to help manage and organize your busy schedule. You do not have to worry about forgetting important events like anniversaries and birthdays, appointments and meetings if you have Yahoo Calendar. Simply make an entry and set a time and day and Yahoo Mail will make sure you get a reminder email as prescribed.

The calendar entry can have a specific title, locations and other details that you would like to add. If you have a pending report, you can also add an alert reminder. Yahoo gives you the option to invite other people. Simply go to calendar and click on other options.

Multiple Calendars

A Yahoo account allows you to have multiple calendars. You can have an account for your personal appointments and a separate one for your work or even your school schedule. You can make multiple calendars and Yahoo makes sure it is easy for you to track your multiple entries and manage the many facets of life. If you want to create a new calendar, just click on the gear icon. You can also customise your calendars and choose different titles and colours for different calendars. Do not forget to save the changes you have made to your account details.
Weather Integration

Yahoo tracks your location because of your URL. Based on the information, yahoo identifies your location and share the weather situation in your area. You can get a daily, weekly and even a monthly overview of the weather forecast for your region. To make sure you do get the picture right away, yahoo mail displays the weather conditions via a beautiful Flickr photo. The photo depicts the local weather conditions and gives a high and low weather forecast. If you would like to get more information like sun and moon phases or wind pressure etc., you can simply click on the picture and all the information will be available right away.

You can also get more information on Yahoo weather, which is service specially to share weather reports and forecasts. With yahoo mail, you get access to weather reports and you will not find yourself unprepared for difficulty weather conditions.

Link up with Dropbox for Yahoo Mail

Yahoo Mail has built in links with Dropbox. This means you can attach files directly from Dropbox and save attachments in Dropbox. You do not even need to sign in to Dropbox. Yahoo users simply need to click on the link with Dropbox option when registering and they will be automatically connected every time you sign in to your yahoo account.