

Yahoo E-mail

To Put people in a group (such as a department or faculty)

1. Go to Addresses
2. Click on Add List
3. Give the list a Name
4. It will list all your addresses on the right.
5. Select a person and click on Add
6. You can Select more than one by clicking on one name with Shift held down and then on the last name. (these would have to be a list of names in a row)
7. Click the Save button.

To Add a picture or other file attachment.

1. File must be on the computer somewhere. It could be on a disk or the hard drive.
2. Open Yahoo Mail.
3. Compose your letter with the address of the person you are sending the file.
4. Click on Add/Delete Attachments Link (bottom of the letter you composed)
5. Click on Browse button
6. Find the file Tell it to Open it
7. Click on Attach it Button
8. Do this for any other files you want to attach (You can only do up to 3 attachments per e-mail)
9. Click Done
10. Yahoo takes you back to your letter with your attachments indicated underneath the letter.
11. Send your e-mail.

Yahoo Briefcase

Important to know: files **MUST** have extensions. Word processing documents must end in .doc; PowerPoint is .ppt; Pictures from the digital cameras at school are .jpg. IBM compatibles usually put those extensions in for you but Macintosh do not. If you want to use this feature you may want to get into the habit of always putting extensions on the file.

You should be signed into Yahoo.

From the Yahoo.com page Click Briefcase (in row of Personal links)

To Add a file

1. By My Documents Click Add
2. Browse to find the file (don't forget it needs an extension)
3. Give it a name.
4. When you are finished adding files click upload. Be sure to read whether it uploaded successfully.

To Get a File that's already been uploaded

1. Go to the briefcase
2. Click on the folder name that you placed the document in.
3. Click on the file you want
4. It will bring ask you what you want to do click on Save As
5. Watch where the document is going to be saved to (I like to download to the Desktop so that I can find it easier.)
6. The document should be on the desktop.
7. Be sure to log out if the computer is in a classroom or lab.
8. Quit Explorer