

welcoming

friendly

exciting

customer-focused

fun

happy

relaxing
growing

digital

super excitement

colorful

travel
educational
comfortable
innovative
awesome

bright

cheerful

indispensable

joy
caring

warm

creative

imagination

inviting

family-oriented
enticing
pizzazz

inspire

Gloucester County Library System

Gloucester County Library System



EMAIL BASICS



Computer Classes

Check online calendar for classes

We offer computer courses for adults. which include basic computer skills. Our goal is to teach you what you need to know, using patient, experienced and friendly instructors. Classes are small in size with individual attention.

- **Basic Computer Skills,**

Required for all other computer classes, Learn how to use the mouse, opening and closing programs, selecting items and text.

- **Internet Basics** Learn how to use the Internet, click links, navigate sites and print useful information ,

- **Email Basics** Learn about email, create your own email address and get some valuable practice.

- **Overview** of common office software such as Excel, PowerPoint, Microsoft word

Computer Guides

Basic Computer Guide



FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Warren S. Wallace, Ed.D.

Quick Reference Guides:

Computer Basics

Microsoft Internet Explorer 7

Microsoft Windows Vista

Microsoft Windows XP

Adobe Acrobat 8

Microsoft word 2003

Microsoft office 2007

Microsoft Publisher 2007

Microsoft Excel 2007

Microsoft Power Point 2007

Email Glossary



- **Attachments** These are files which you can send along with your email, for example, graphics files, word processing documents, spreadsheets, etc. Any file you want to send along with your email. Most free email providers have a maximum size limit for attachments.
- **Definable Reply-To Address** When you send an email and the recipient clicks "reply," normally the email address that the message was sent from will automatically be used. This feature allows you to specify an address other than the one the email was sent from for replies to be sent to.
- **Download Message** Allows you to save a copy of an email message to your own computer which will be stored as a distinct text file.

Email Glossary



- **Email Address Finder** Service that allows you to search for other people's email addresses by entering their name, address, etc.
- **Filters** Filters automatically move incoming emails into separate folders according to criteria that you specify. These criteria may be based on who the email is from, the priority, the subject, the main message, etc. This is a useful feature if you have a lot of incoming emails that need some way of being automatically organized.
- **Forwards** This feature indicates that the provider in question can also automatically forward incoming emails to another email account

Email Glossary



- **POP3** This is a computing standard that enables emails to be retrieved from a remote mailbox. That is, it allows you to collect emails from an account that you have on another computer (called a server, or host) to your own email software, such as Outlook, Netscape Messenger, Eudora, Exchange, etc.
- **Reminders** Some free email providers allow you to set up reminders, which are messages that will automatically be sent to you on a certain date to remind you of important events, such as anniversaries, birthdays, etc.
- **Search Facility** Allows you find email messages in your folders based on certain criteria that you specify - very useful if you have a lot of messages stored in a large number of folders.

Email Glossary



- **Signature** A small "footer" that is added to the end of your outgoing email messages which contains text that you specify. This is usually used to specify your name, email address, website, address, phone number, etc. or anything else you want to be on the bottom of all the messages you send! When sending a message you can usually specify whether or not you want the signature to be appended to that message. Some providers allow you to set up more than one signature and you can select which one you want to use (if any).
- **SMTP** This is a computing standard that enables emails to be sent through another computer (called a server) from your own email software, such as Outlook, Netscape Messenger, Eudora, Exchange, etc. It is complementary to POP3..

Email Glossary



- **Spell Check** Checks an email message before sending allowing you to correct any spelling errors. This feature is usually similar to the spell checkers found in word processors.
- **Storage Limit** Most free email providers have a limit to the amount of disk space your emails can take up on their computer. This is usually somewhere between 7+ GB of *storage*.

Email Glossary



- **Vacation Reply** This is an email that is automatically sent out from your account whenever an email is received, to the sender of the email. This is also known as an autoresponder. Some systems allow you to set up more than one vacation reply (autoresponder) and it will select which one to send out based on features of the incoming message, which you specify. For example, any messages from your colleagues may receive one message, whereas messages from external clients receive another.
- **Web-Based** An email account accessible by browsing the worldwide web. [Click here for more details.](#)

What is email?

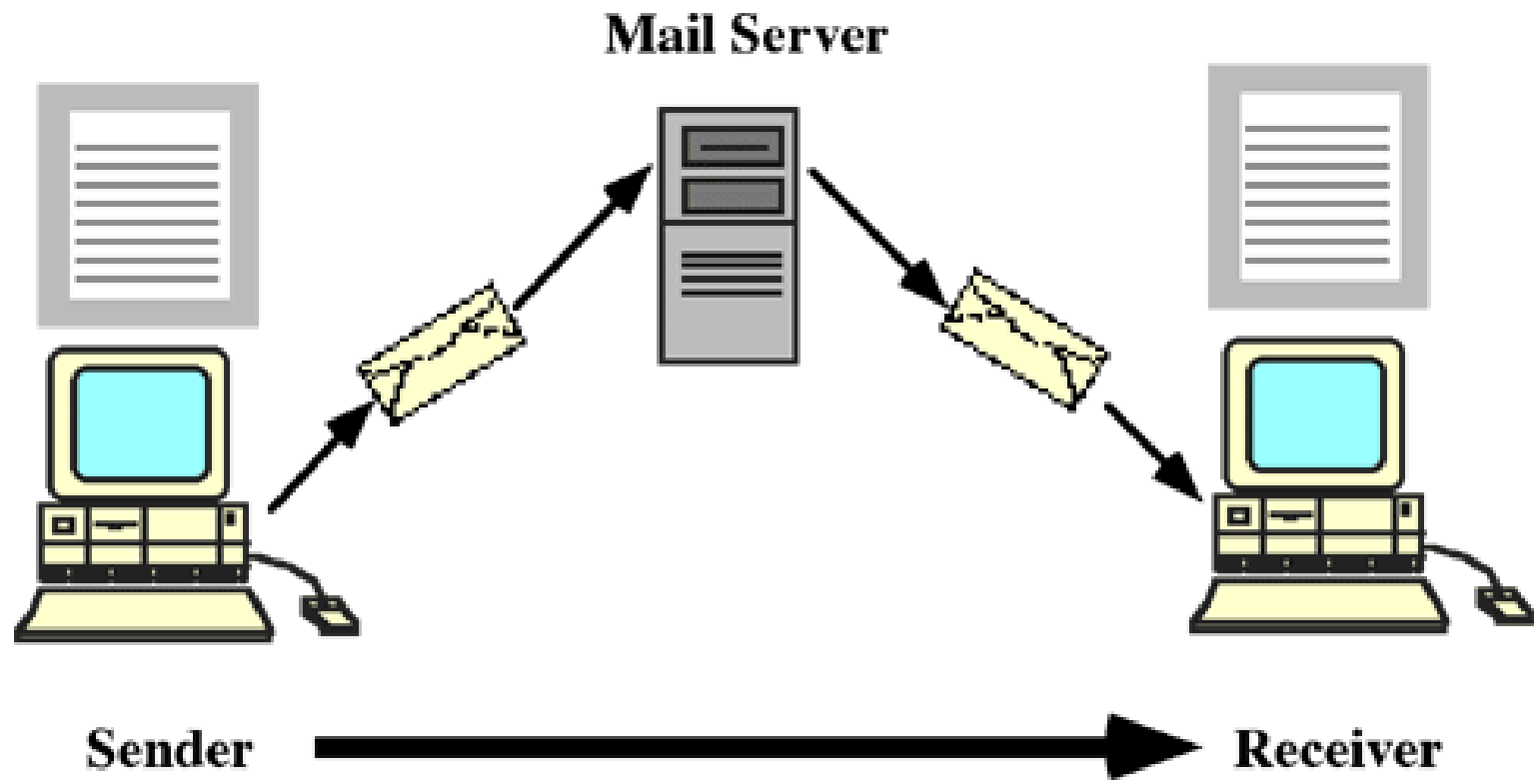


- Email stands for **electronic mail**. While it originated as an after thought to the beginnings of the **Internet** (ARPANET - 1960'S), it is currently one of the **most popular services** of the Internet. Email does not have to be Internet based. It can be an in-house service that reaches only a certain population. Internet email can be sent to anyone in the world who has an Internet email address.
- Email has both similarities and differences with more **conventional postal services**. First, messages are posted electronically to individuals at specific addresses much like conventional mail. The address denotes the computer that the individual employs as a **mail server**. A **mail server** is like a local post office: it is a computer that sends and receives electronic mail for a specific network. Like regular mail, when messages are delivered, the user may read them at his or her convenience and like postal letters, email may be saved or discarded.

What is email?



- Unlike conventional mail, email is much faster (conventional mail is sometimes called "*snail mail*" by email users). Bulk postal mailings usually require some effort: email, however, can be broadcast. This means that multiple copies of a given message can be sent to different parties automatically with no more effort than indicating the distribution list of addresses.
- Replies to email can be automatic too. Most mail programs allow the user to reply to the sender and include part or the entire original message. A major difference between email and conventional mail is that while postal letters are not entirely secure, **email is even less secure**. Unless the message has been encoded, it could be intercepted without your knowledge. For this reason, ordinary email should never be used for sensitive communication.



What are the parts to an email?



- **Header** - It contains information about the sender, the routing and the time of the message. The header always contains a
- **Subject line.** This is a **very important part** of the message and you should always include a subject line. Some folks sort their messages by subject, so it is rude to not include a subject! The subject line indicates the purpose or content of the message
- **Message body**, where you write your message
- **Signature**, which identifies the sender. This part is optional and must be set up inside of your email software



The parts to an email look something like this:

The parts to an email look something like this:

Subject: When can we meet?
Date: Mon, 6 Aug 2008 10:04:11 -0500
From Jwinslow@gcls.org
To: Computer Class@gcls.org



When can we get together to work on our project? I am available any time this week after 1.00 PM. But I do have some other appointments next week. I would like to meet before we have our next class so email me and let me know what would work for you.
Thanks!



Jerry Winslow
Children's Services



What do I need to send and receive email?



- **Internet connection**
- **email account**

Is email private?



- **Email is not private!!!** That is the simple answer. Depending on your email provider, your email is **not really your own**. Most employers have specific policies on email and can read your email without your knowledge. Email messages are not simply deleted when you read them. A copy of your email can remain on the server for days, months and even years, depending upon your email provider's policies.

What is email Spaming and Flaming?



- **Spaming** and **flaming** are two types of email abuse. It is important to understand what constitutes email abuse so you do not inadvertently contribute to it yourself. It is also good to know how to respond to email abuse when it happens to you.
- **Spam** Unsolicited email sent to a number of individuals is called **spam** and is a classic form of email abuse. The term spam comes from an old Monty Python sketch.
- **Use the delete key!** This is the easiest and quickest way. It works best if you are getting only the occasional spam message
- **You can use filter and folders** or even shareware packages to help you direct your spam into one folder
- **To prevent spam**, learn more about the various ways that spammers obtain email addresses. Never post your email address on a public web page. Make sure you read all privacy agreements when you purchase something on the web.



- **Flaming** is like spamming - it is also an abuse of email. A Flame is an email or newsgroup message in which the writer **attacks another person** with uninhibited hostility. A flame war is an exchange of flames between two or more participants. Flames can be contagious.
- Emotions have a way of generating more emotions, so it is a good idea to wait for a while before responding to an email that looks like a flame. You may have misinterpreted the original email message. The best way to stop a flame war is to **not respond**. If you are angry or upset about something, deal with it face-to-face. Email is not suitable for all types of communications!

Types of Email Accounts



If you want to send or receive email you need to establish an email account for yourself. There are several different types of email accounts. The two most common are:

- * **Web-based email account**
- * **POP3 email account**

Types of Email Service



Web-Based Email

A **web-based email account** is most often free, does not require you to have your own Internet account and can be accessed from any computer with a browser and an Internet connection. Messages are stored on a remote server. Disadvantages of web-based email might include: limited storage space for messages and fewer features like message rules, signature files, message forwarding and selecting different sized text, etc.

Types of Email Service



•**POP3 email account** Your mailbox is on another computer (called a 'server'), which you can access .It usually requires email software to be installed on your computer, like Microsoft Outlook Express, Eudora or Pegasus. You generally access it from one specific computer and your mail is downloaded to that computer. Many Internet service providers now provide web access to these type of accounts.

Choosing Your Web-Based Email Provider



- There are thousands of web sites that provide free email services. The hard part is deciding which one to choose. Points to consider are:
- Reliability of the service (how long has the service been in business?)
- Do they have a good reputation for maintaining "24/7" access?
- What special features do they offer that are particularly useful to you?

- **Reliability of Service and Access**
- Some of the more well know free email services have been around a long time. This is good if you are worried about your service closing down and having to notify everyone that you have a new email address.

Features to Consider



When you choose an email provider it often helps to understand the features that are available. This will allow you to pick a provider that works best for your email use. Some common features include:

- **Address Book** - Most e-mail programs have an address book where you can store names and e-mail addresses of people you send -mail to often.
- **Auto-responder** - this feature allows you to send an automatic reply to people who send you e-mail. This is useful when you are on vacation or you have a mailbox set up just to send information back to the sender.
- **Attachments** - most programs allow you to send and receive files that you attach to your e-mail such as images, sounds or programs. Large attachments can fill up your mail box in a hurry and can take a long time to download. They can also contain software that can damage your computer called viruses. So be careful about using attachments. Don't ever open an attachment from someone you don't know. It might even be a good idea to call them and ask what the attachment is before opening it.

Features to Consider



- **Clickable URL and e-mail addresses** - some programs allow you to click or double-click on URLs in messages, which opens the URL in your browser, or click on e-mail addresses contained in messages, to open up a new e-mail window.
- **Consolidation** - some e-mail programs allow you to handle mail from several e-mail accounts in one convenient place.
- **Custom signatures** - most programs let you have one or more standard signatures that get automatically attached to the end of your e-mails
- **Discussion list threading** - a few programs allow you to manage discussion lists
- **Draft Box** - a place to store e-mail that is still in progress or not yet ready to send.

Features to Consider



- **Filters** - this feature allows you to block e-mail from people you don't want to hear from including unsolicited advertisements called SPAM. You can also have mail automatically filed into folders.
- **Folders** - some programs allow you to store your e-mail in convenient folders that you set up to file your e-mail in (i.e., personal, work, mom, humor, etc.)
- **Forwarding** - All programs let you forward email to someone else. Some will automatically send email with a particular subject, on to another email address.
- **Free trial offer** - sometimes you can try out the software for a limited time before having to purchase it.
- **Groups** - Most e-mail programs allow you to set up groups of e-mail address to send e-mail to such as a group of co-workers or friends.

Features to Consider



- **HTML compatible** - some browsers can display HTML, others only can display unformatted text. MIME HTML (MHTML) messages actually include graphics, Java applets, and other objects.
- **Languages** - some programs are available in several languages
- **Multiple accounts** - some programs will allow you to switch between several accounts
- **Newsgroups** - some e-mail programs let you read and write to newsgroups.
- **Offline editing** - most programs will let you write, store and file e-mail offline so you only need to be connected to the Internet when sending and receiving e-mail.

Features to Consider



- **Scheduling** - some programs let you designate when an e-mail will be sent. This can be used to send reminders to yourself or others about meetings, etc. Many programs allow you to set up a connection schedule which allows your computer to check for e-mail on a regular basis.
- **Spell checker** - a few programs have spell checkers built into them.
- **POP3, HTTP, IMAP4 & SMTP support** - protocols for sending e-mail over the Internet

Choose from this brief list of well-known and popular providers:



Gmail - <http://mail.google.com/> If you love Google then try their email service. Rave reviews and LOTS of storage space for messages.

Yahoo Mail <http://mail.yahoo.com> Well known and a good reputation.

Mail.com <http://www.mail.com> Gives you a choice of domain extensions, seems to ask for more information than necessary, good selection of features, can pay to upgrade for such things as no ads, more space, etc)

Windows Live ®Hotmail <http://login.live.com> NOT necessarily the best but probably the best known.

Signing up for an Account



Terms of Use

All free email providers require you to read and accept extensive terms of agreement. You CAN read them BUT the bottom line is either you accept the terms or you don't get an email account.

Email Addresses

- An email address is like your postal address. It's how people know where to send you mail.
- Email addresses have two parts separated by the @ sign. For example:
- `yourname@webemail.com`. To the right of the @ sign is the name of the email provider, such as `yahoo.com` or `hotmail.com`.

Selecting a User Name



- Have a user name and some alternatives in mind before you start the online registration process. Millions of people use these services and your first choice user name may already be taken.
- Consider that anyone in the world can see your email address. Make sure your user name isn't something that will embarrass you. While email addresses are easier to change than your boyfriend's name tattooed on your arm it is inconvenient to notify everyone that you have a new address.
- You will have to type your email address frequently - make it simple to type and easy to remember. It is not necessary to use capital letters.

Selecting a Password



- All accounts require a password. Having one in mind before you register will save time. Again, remember to keep it short, simple and easy to type and remember. Pay attention to the instructions about the number of characters required, where you can use numbers, or whether it is case sensitive (does it recognize capital letters?)
- Most services provide help if you forget your password. When you set up your account they ask you to supply a question (or choose from a list of questions) and an answer that only you will know. If you forget your account password they will prompt you with this question and IF you supply the EXACT correct answer that you gave them originally they will either let you into the account or give you your password. REMEMBER: the answer to the question SHOULD NOT be the your password!!

Using Your Account



- Remember the web site address of WHERE you have your email account. This is what you type into the browser each time you want to check your email or send email.
- The account information you MUST know to use your account:
- Web site that issued your account: <http://www.yahoo.com> or the more direct link <http://mail.yahoo.com>
- Your email address or user name: `yourname@yahoo.com`
- Your password: `*****` (For privacy the password doesn't show when you type it.)
- If you don't use your account regularly it may be "purged" from the system and you will have to reapply. Required usage can vary from once a month to once every 90 days. Check your account for details.

Using Your Account



Most accounts have many of the same basic components.

- Log in screen for user name and password. (ALWAYS remember to log out and close the browser when you are using a public computer.)
- Inbox or folder for new incoming mail.
- Sent folder for outgoing mail (you often have an option to save a copy of each message you send)
- Address books to store frequently used email addresses
- Options - where you can customize your account. This is where you might indicate you want each message to which you reply to include the original message. Also this is where you can create a signature file, set up your account to pick up email from another account, send out an auto respond message, etc.

What is basic email Netiquette?



- **The immediacy of email has made it a more informal form of communication.** Senders often write on the fly, with little thought of how the message might be interpreted. Receivers are more detached and read the message in a context that is often more formal than intended (since it is written in text). The point is: always consider how a message might be construed before you send it! Edit and reread your messages. Once it is sent it cannot be retrieved!
- **Make sure you know whom you are replying to.** In some cases the email is sent to several different people. You can use the reply or reply All function in your email. Also be careful when replying to email from list serves. Usually list serves have a preset reply to the entire list serve. You might only want to reply to the individual who sent the message, but clicking reply will send the message to the entire list serve --- and that can be embarrassing.

- **Written messages do not convey the differences between fact, opinion or emotion.** It is a good idea to label opinions, reactions, or emotions. ***Emotocons*** (or "smileys") are sometimes used to assist the writer in getting his or her message across. Some examples include: (Turn them sideways to see the "faces"):
:-) traditional smile :-D Toothy grin ;-) winking

- **Email packages let you reply to a message and keep parts (or all) of the original message in your reply.** This assists your reader in understanding what you are replying to.

- **Ask permission before forwarding someone's email** - especially if you are sharing it with a group or listserv.

- **Use the BCC (Blind Carbon Copy)** feature when you send information to a group of people. This feature prevents others from seeing who you mail to, preserves their privacy, and prevents the potential misuse of their email address.

- **Always use the subject line.**
- **Always include a signature that is informative.** Avoid cute little pictures and text images. They take up server space and annoy readers.
- **Never type in all upper case** - IT MEANS YOU ARE SHOUTING AT THE READER! - it is very rude!
- **Abbreviations are frequently used** in email communications and texting. Some of the more common abbreviations can be found at NetLingo <http://www.netlingo.com/emailsh.cfm>
- **Email messages are like conversation, but they can be quite permanent.** Your message can be forwarded to third parties!
- **Don't send junk email!** It annoys the receiver and takes up space on the email server. You might think an idea is cute or interesting, but don't broadcast to receivers unless you know they want it!

Gmail Email



ACCOUNT SET-UP

Create a Google Account - Gmail



You need a Google Account to access Gmail. Google asks for some personal information when you create a Google Account, including your alternate contact information and a password, which is used to protect your account from unauthorized access. A Google Account allows you to access many of our services that require registration.

Gmail stores, processes and maintains your messages, contact lists and other data related to your account in order to provide the service to you. When you use Gmail, Google's servers automatically record certain information about your use of Gmail. Similar to other web services, Google records information such as account activity (including storage usage, number of log-ins), data displayed or clicked on (including UI elements, ads, links); and other log information (including browser type, IP-address, date and time of access, cookie ID, and referrer URL).

Google Account



Welcome to Gmail

A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:



Less spam

Keep unwanted messages out of your inbox with Google's innovative technology.



Mobile access

Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com>.

[Learn more](#)



Lots of space

Over 7483.886114 megabytes (and counting) of free storage.

Sign in with your
Google Account

Username:

ex: pat@example.com

Password:

Stay signed in

Sign in

[Can't access your account?](#)

New to Gmail? It's free and easy.

Create an account »

[About Gmail](#)

[New features!](#)



Create a Google Account - Gmail

Change Language: English ▼

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

Choose a password: [Password strength:](#) _____

Minimum of 8 characters in length.

Re-enter password:

Stay signed in



Default Homepage Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Security Question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:**Recovery email:**

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:**Birthday:**

MM/DD/YYYY (e.g. "8/5/2010")

Word Verification:

Type the characters you see in the picture below.

 &

Letters are not case-sensitive

Terms of Service:

Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)

[Printable Version](#)



Email for Beginners



- **Sign in to your email account**
- Open a web browser (i.e., Internet Explorer)
- In the address box, type in **gmail.com**, and then hit the Enter key on your keyboard
- Type in your username and password Note: If checked, click to uncheck the box by Remember me on this computer.
- Click on the Sign In button

Sign in to Gmail with your
Google Account

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

Read your email



- you have unread (new) emails, they will appear in bold
- To view a list of your emails, click on Inbox
- All your mails, unread and read, in your Inbox will appear
- To open an email, click on the line of the email you wish to read

The screenshot displays the Gmail web interface. At the top left is the Gmail logo with 'by Google' and 'BETA' text. To the right are search boxes for 'Search Mail' and 'Search the Web', along with links for 'Show search options' and 'Create a filter'. A yellow notification bar states 'Your message has been sent. View sent message'. Below this is a navigation bar with 'Compose Mail' and a sidebar with 'Inbox (1)', 'Starred', 'Chats', and 'Sent Mail'. The main content area shows an email from 'NYT Travel' with the subject 'Bites: Osaka, Japan: Kogaryu' and a timestamp of '20 hours ago'. Action buttons include 'Archive', 'Report Spam', 'Delete', and 'More actions...'. A 'Refresh' button and '1 - 1 of 1' indicator are also present. The email body shows the start of a message: 'Select: All, None, Read, Unread, Starred, Unstarred' and a line with a checkbox, a star icon, and the text 'me Hello there! - This message is se... 10:08 am'.

Delete an email



- To delete an email message, click on the checkbox next to that email
- Note: You can delete several emails at once by selecting multiple checkboxes.
- Click on the **Delete button to delete the selected email**

Archive Report Spam Delete More actions... Refresh 1 - 1 of 1

Select: All, None, Read, Unread, Starred, Unstarred

<input checked="" type="checkbox"/>		Jerry	HI ! - This message is se...	11:00 am
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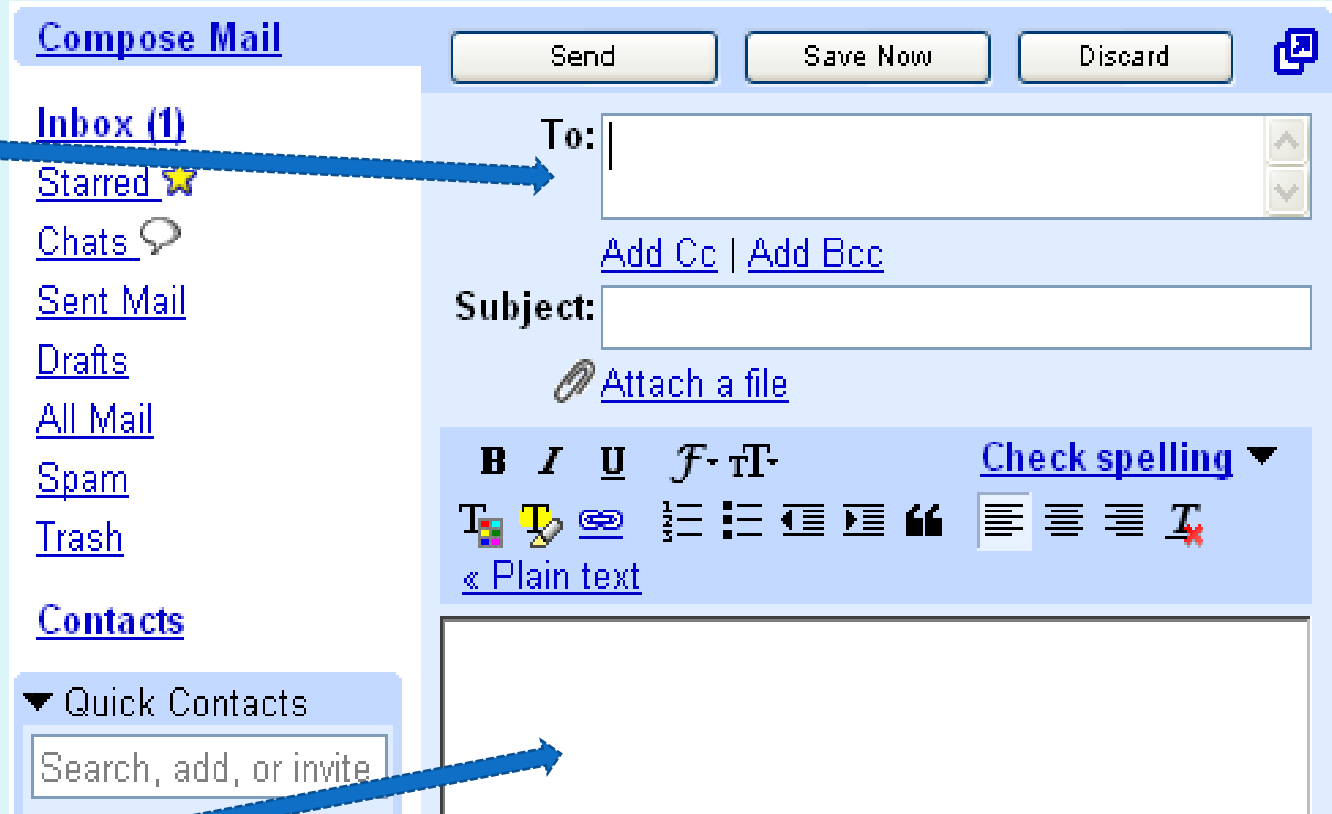
Send an email



- Click on **Compose Mail**
- Type in the recipient's email address in the box next to **To:**
- Type in the subject of the email. This is what will be seen when the recipient receives the email
- Type your message into the large text box
- When you are ready to send the message, click on the **Send button Note: After you click Send, you cannot make any further change**

Send an email

Type in the recipient's email address in the box next to **To:**



The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Save Now', and 'Discard'. Below these are fields for 'To:', 'Subject:', and 'Add Cc | Add Bcc'. A 'Compose Mail' header is visible on the left. A sidebar on the left contains a list of folders: 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', and 'Trash'. Below the folders is a 'Contacts' section with a 'Quick Contacts' dropdown and a search box. A large text box at the bottom is for typing the message. A toolbar with various icons (bold, italic, underline, font color, background color, link, unlink, list, indent, outdent, quote, unquote, check spelling, and undo) is located above the text box. Two blue arrows point from the text on the left to the 'To:' field and the large text box.

Type your message into the large text box

Reply to an email

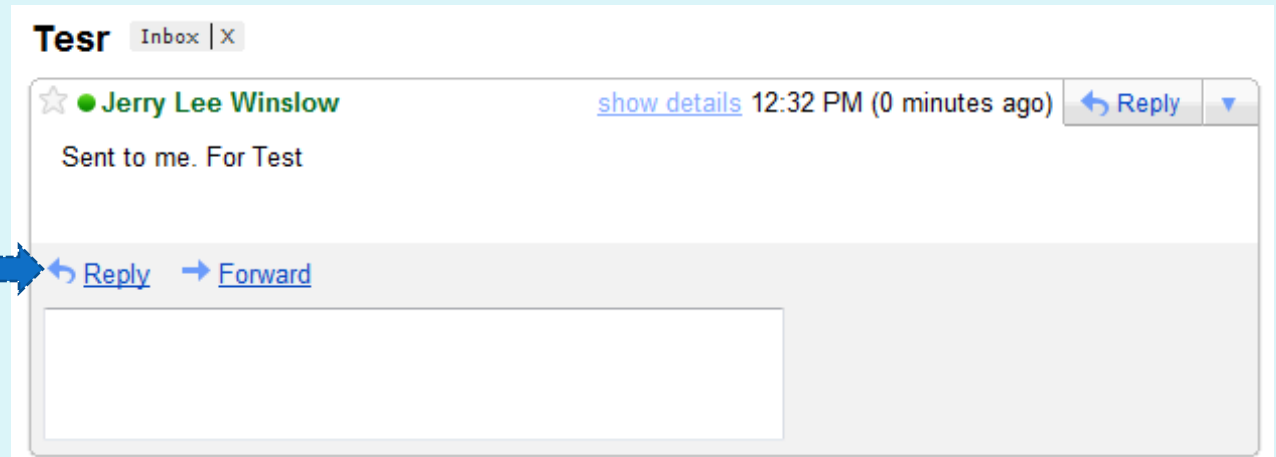


To reply to an email sent to you, first open the email

Click on **Reply**

Type your message

Click on **Send**



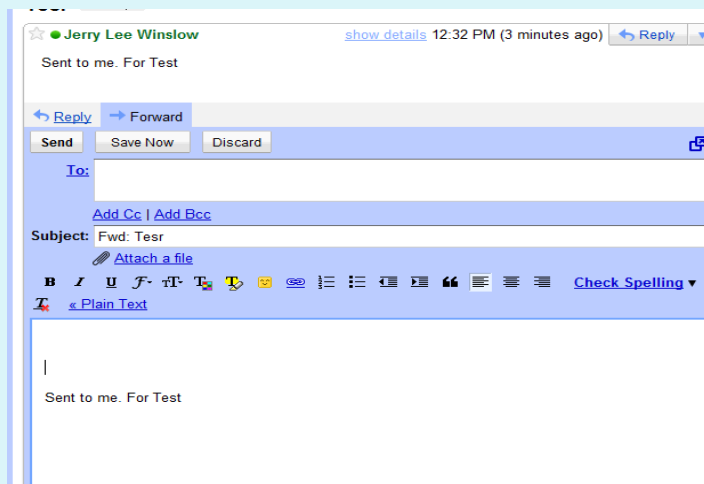
Email



Forward an email

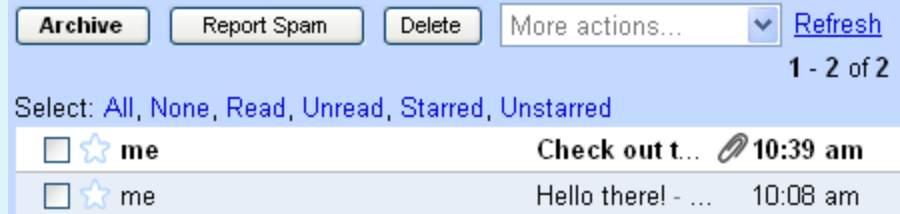
Forwarding an email is similar to replying, with two differences:

Click on **Forward** instead of Reply



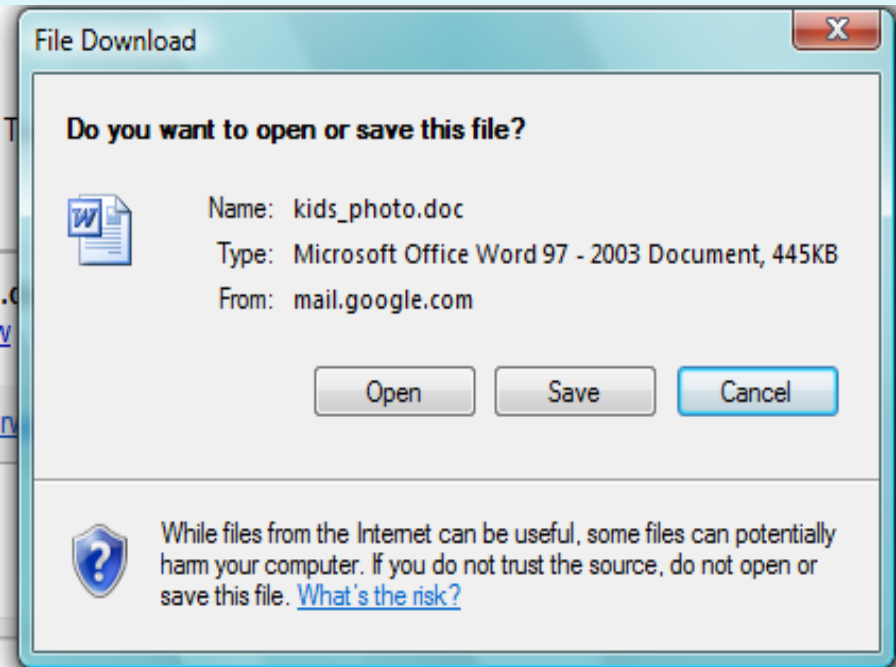
Download an attachment

A paperclip icon next to an email indicates that there is an attachment



Download an attachment

- Open the email; you will see a preview of any attachments
- Click on **Download**
- A window will appear (see below)
- Click on **Save**
- Choose the location where you want to save the file
- Click on **Save to finish**



Click on **Compose Mail** to start a new email

Click on **Attach a file**

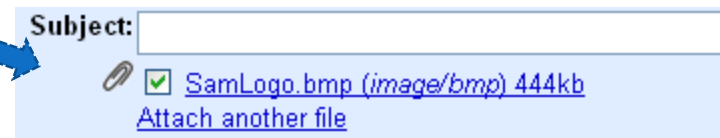
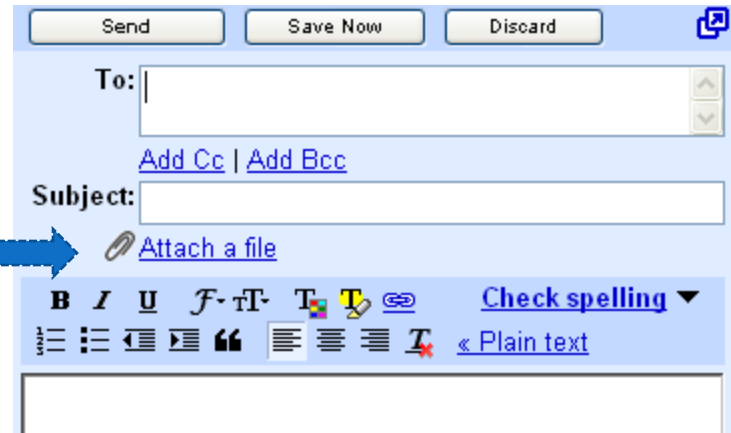
Find the file to attach, then click on **Open to finish**

To attach additional files, click on **Attach another file**

You will see the names of the attached file(s) under the **Subject line of your message**

Type the text of your message

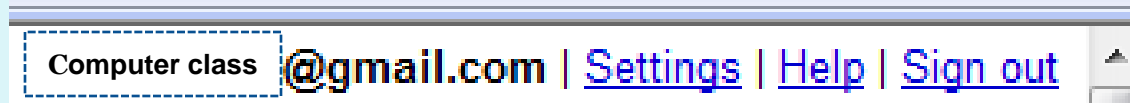
When you're ready to send the email, click on **Send**



Email



- **Log out when you're done**



- When you are finished, log out by clicking on **Sign Out (located on the top right)**.
- **Important: Do not click on the red X to close the browser window; this may not log you out.**

Yahoo Email



ACCOUNT SET-UP

Internet Mail Setup



Get free web-based email from **Yahoo!**

- Access email from anywhere, enjoy unlimited storage space, and feel secure with award-winning spam protection.

Now you have a whole new way to connect with friends in the New Yahoo! Mail.



See which of your Mail contacts are online at a glance.



Chat right now – no download or setup required.



Instantly go from email to chat and back again.

Sign in to Yahoo!

Are you protected?

Create your sign-in seal. (Why?)

Login Form

Yahoo! ID:

(e.g. free2rhyme@yahoo.com)

Password:

- **Protect users on this computer against password theft with a sign-in seal.**

A sign-in seal is a secret message or photo that Yahoo! will display on this computer only. Look for it every time you sign in to make sure you're on a genuine Yahoo! site. If the message, photo, or colors are different, you may have landed on a phishing site.

Frequently Asked Questions about Yahoo Email



- **What is phishing?**

Phishing - a play on the word "fishing" - is an attempt to steal your password and private account info. Phishers can set up fake web sites that look like those of trusted companies like Yahoo! to trick you into disclosing your user name and password.

- **How does a sign-in seal protect me?**

A sign-in seal is a secret between the computer you set it up on and Yahoo!. So when you sign in to Yahoo! from this computer, your sign-in seal tells you that you're seeing a genuine Yahoo! site, not a phishing site.

- **Why do I have to set up a seal on each computer I use?**

Your sign-in seal is associated with your computer, not your ID. It is a convenient way to instantly recognize a genuine Yahoo! sign-in page and be sure that you're not on a page created by fraudsters attempting to steal your Yahoo! ID and password. Because we associate your sign-in seal with your computer, after you create a seal, there are no additional steps to signing in. Even if a phisher knows or guesses your ID or other personal information, they cannot use it to discover your sign-in seal. Note: Yahoo! will never ask for your Yahoo! ID or password in order to set up or display your sign-in seal.

- **What if I share this computer with family or friends?**

If they use Yahoo! too, you should show them the sign-in seal you're creating for this computer. Even better, create a sign-in seal together so that everyone will be happy to use and recognize the seal.

- **What about public computers?**

Always use care when signing in on public computers, such as those located in libraries or Internet cafes. Administrators at these locations may create sign-in seals to help you identify Yahoo! on these machines, but you should not replace one of these seals with your own. It's best to rely on other methods to ensure you're signing in to a genuine Yahoo! site.

- **Will this sign-in seal protect me on sites other than Yahoo!?**

No. The sign-in seal that you create here will only appear on Yahoo! sign-in screens. For more information about how to protect yourself online no matter where you are, see the Yahoo! Security Center.

Help Sites



- **Welcome to Yahoo! Mail Classic Tutorials!**

<http://help.yahoo.com/tutorials/mail/index.html>

- **Gmail Help**

<http://mail.google.com/support/>

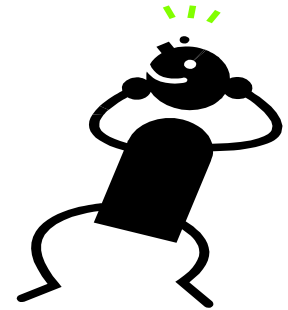
- **Msn Hotmail Help**

<https://account.live.com/helpcentral.aspx?mkt=EN-US>

Thank You!

We hope this Class was helpful

Please fill out a survey to help us improve
Our computer classes



FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Warren S. Wallace, Ed.D.