

Lesson 1: Sending and Receiving Email

Using Webmail

Type of Email Services
Signing Up for a Free Webmail Account
Premium Webmail Services

Signing In to Webmail

Signing In
BEHIND THE SCREEN: Getting from Here to There

Accessing Your Inbox

Email Folders
The Check Mail Command
Receiving Messages
Reading Incoming Messages

Responding to Messages

Reply vs. Reply All
Including the Previous Message in Replies
Forwarding Messages

Emoticons :-)

Signing Out

BEHIND THE SCREEN: Protecting Against Phishing Scams

Lesson 2: Sending Attachments and Internet Security

Assuring Internet Security

Antivirus Software
Internet Security Suites
Malware Defined
Common Internet Security Risks
Internet Security Protections
A Note to Beginners
Windows Update

Downloading Files from the Web

Downloading Files from Web Pages
Caution—Viruses!

Receiving Email Attachments

Noticing Attachments
Saving Attachments from Webmail
Attachments and Viruses

Sending Attachments

Ensuring File Compatibility
Attaching Multiple Files
Attachment Size
Forwarding Messages

Lesson 3: Using Email Contacts

Creating and Using Contacts

About Contacts
Adding Contacts
Addressing a Message to a Contact
Editing Contacts

Sending Messages to Multiple Addressees

Typing Multiple Email Addresses
About Address Lists
Sending a Message to an Address List

Using an Automatic Signature

Creating a Signature

Lesson 4: Organizing Email

Using Email Folders

Creating Custom Email Folders
Moving Messages into Folders

Using the Trash Folder

Deleting Messages
Deleting Folders

Searching for Messages

Narrowing a Search
Selecting Search Results
Sorting Messages
Changing the Column Widths

Dealing with Spam

Spam Filtering
The Spam Folder
Helping Yahoo! Mail Detect Spam
Blocking Email Addresses

BEHIND THE SCREEN: Recognizing Some Common Spam Come-ons

Marking and Flagging Messages

Marking Messages as Unread
Marking Messages as Read
Flagging Messages