

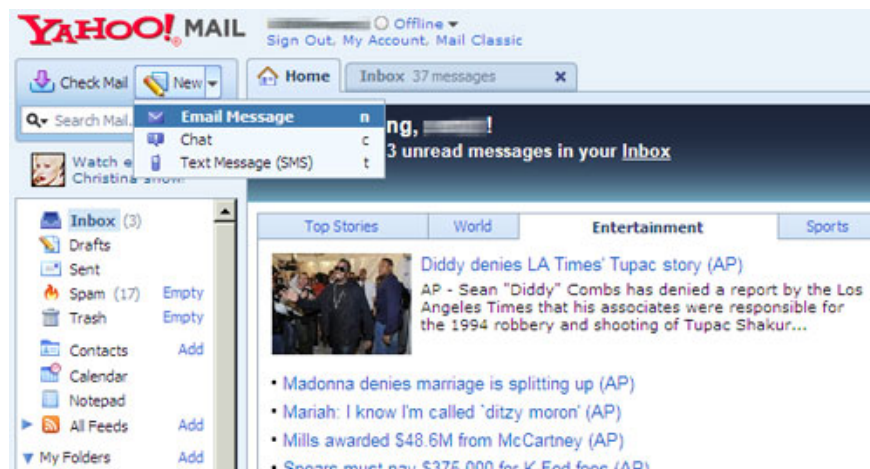
# Email with Yahoo! Mail

After you have registered for an Yahoo! Mail, this article, the writer would like to introduce you to some basic operations with this mailbox. Default interface that you contact for the first time when you log in to your Yahoo! My mail is a new style.

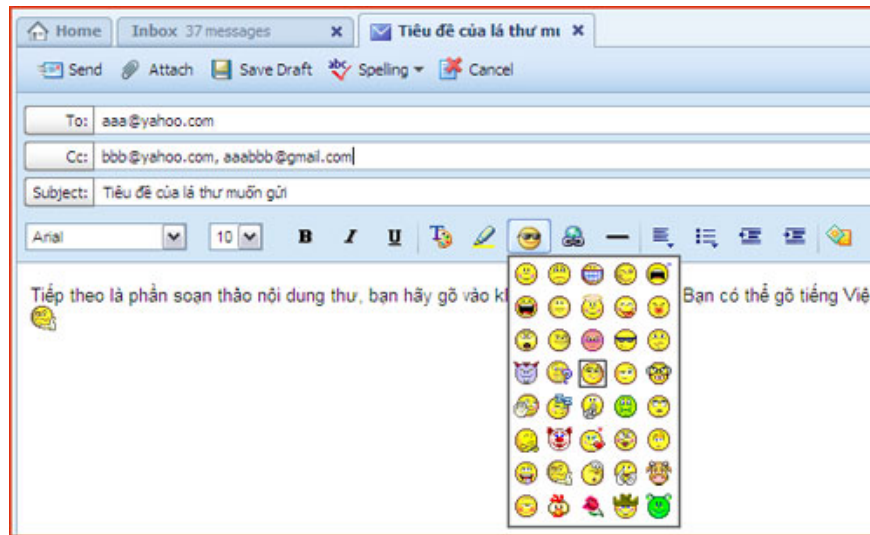
**After you have registered for an Yahoo! Mail, this article, the writer would like to introduce you to some basic operations with this mailbox.**

Default interface that you contact for the first time when you log in to your Yahoo! My mail is a new style. The advantage of this interface is that you can both send mail and chat directly with people in your friends list (Contacts) without installing the Yahoo! Messenger. (Figure 1)

## Compose



Click the drop down button next to the **New** icon and select **Email Message** to compose a new message. In the window that opens, first, enter the e-mail address of the person who wants to send the message to the **To** box (eg *aaa@yahoo.com* ). If you want to send this letter to many people at the same time, you enter the e-mail address of the rest of the people into the **Cc** box, but be aware: between each e-mail address is separated by a comma (no term *bbb@yahoo.com , aaabbb@gmail.com* ). The **Subject** box is where you enter the title of the letter you want to send (Figure 2).



Next is the text editor, type in the empty box below. You can type Vietnamese without accent or accent.

### **Attach file (file) by mail**

When you need to attach an important image file or text file to the recipient, you click on the **Attach** icon above the **To** box. In the **File Upload** window that opens, navigate to the location of the corresponding file on your computer and double-click it (maximum size is 10MB). Then, wait for a while while the file is attached to the message.

You repeat the above procedure if you want to attach more files. Each message includes up to 5 files.

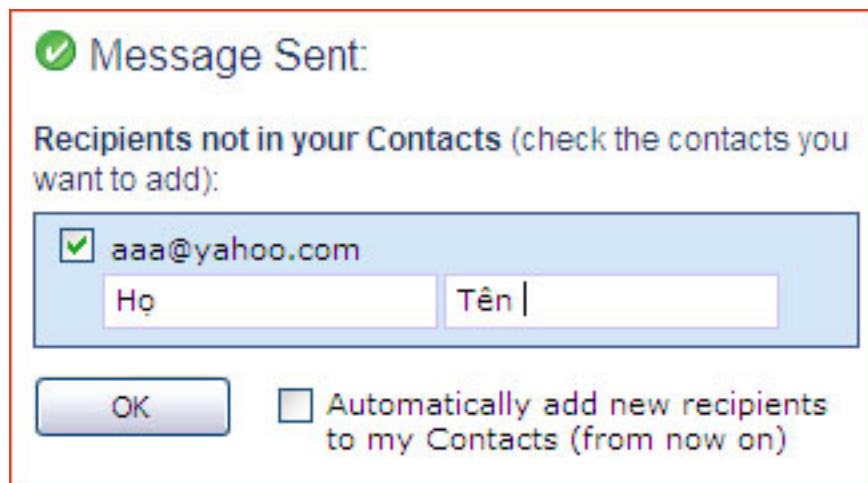
### **Some other functions**

In addition, the **Subject** box also adds some other functional icons that you can exploit, order from left to right: select the font type to edit, select the font size, highlight the text, tilt the text, the tile Under the text, select the font color, select the background color for the text, insert the face icon, create a hyperlink in the message, insert the line separator, align the text.

### ***Mailing***

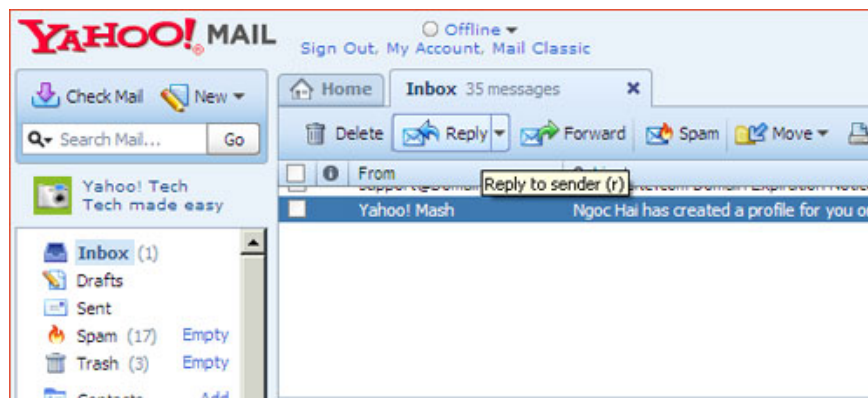
Complete all operations, click on the Send icon to send this letter. All messages you send to others will be saved in the Sent section in the left pane.

Put the recipient's address into the contact list



For the convenience of contacting the person you just sent the letter in the next time, in the window that appears after you have mailed, please check the box to the left of this person's e-mail address, enter the name Reminiscent of this person in the 2 empty boxes below, then click **OK** to put in the contact list ( **Contacts** ) (Figure 3).

### *Reply to the letter*



When you want to know if 'someone' sends you a message, click on the **Inbox** icon located in the left pane. If yes, click on the title of the corresponding letter in the right pane to view. (Figure 4)

As a courtesy, reply to this person by clicking on the **Reply** icon above. The following actions, you do the same as when composing and sending new mail, only need not re-type the recipient's e-mail address anymore because it is available in the **To** box.

Done, click on the **Send** icon to send a reply.

### *Mail forwarding*

This applies when someone sends a letter to you, and you want to forward the content of this letter to a third person.

After opening the message you want to transfer, click on the **Forward** icon above. In the window that opens,

enter the e-mail address of the person who wants to send the message to the **To** box. The following operations are similar to composing and sending new messages, but you should note that it is not possible to delete the message content under the **Forwarded Message** line.

Note

Some people like the new style of Yahoo! Mail, while others are only familiar with the classic interface. To return to the classic interface, click on the Mail Classic line at the top, then click the Switch to Yahoo! Mail Classic. (Figure 5)

A few differences of Yahoo! Mail Classic compared to Yahoo! New mail:

1. There is no chat feature in the mailbox.
2. You press Compose button to compose a new message. In the window that opens, click Add CC when you want to send a message to multiple people, and click Attach Files> Browse to send the file. (Figure 6)
3. Click the Check Mail button when you want to know if someone sent you a message.

The remaining operations are similar to Yahoo! New mail

Note :

When you want to transfer from **Yahoo! Mail Classic** returns to the Yahoo! New mail like the first one, click on the **Options** word at the top right corner, then click on the words **Try it now!**

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