

قسم التقنيات الحاسوبية

E-mail

المرحلة الثانية

المحاضرة الخامسة والسادسة : الأيميل



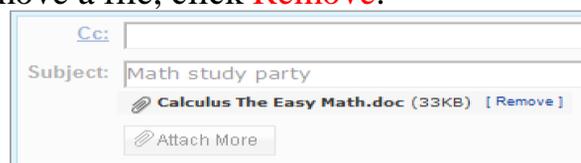
مادة تطبيقات الحاسبات

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Attaching Files

- If you need to attach a file,
 - a. Click the **Attach a file** link.
 - b. Click the **Browse button**. The *Choose File* to *Upload window will appear*.
 - c. Select the file, and click the **Open button**. The file **name/path** will appear in the Attachments textbox.
- To attach an additional file, click **Attach More**. To remove a file, click **Remove**.



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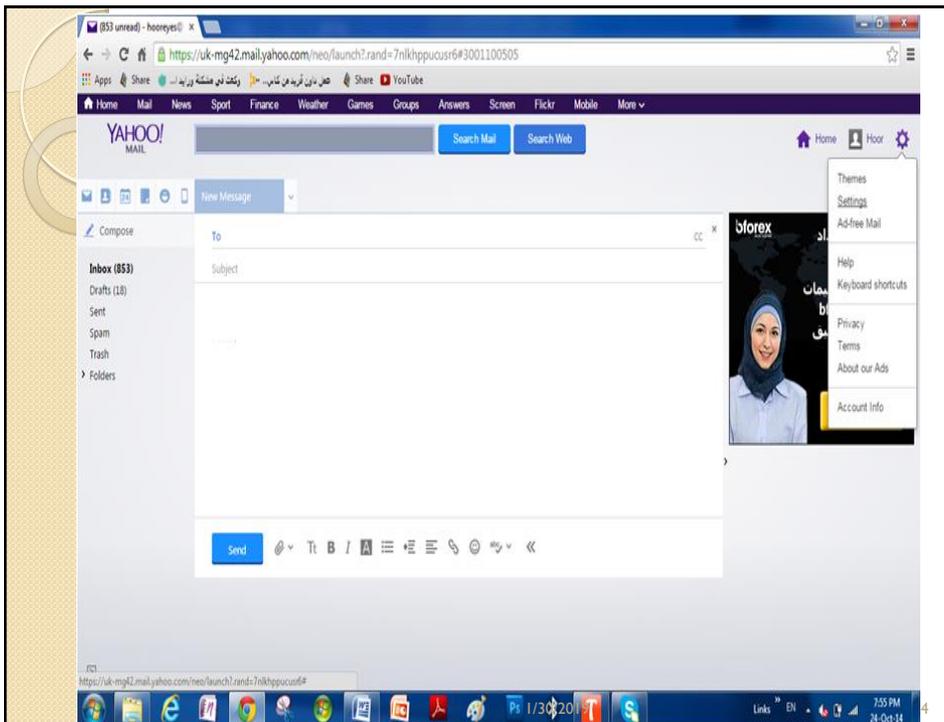
How do I create or edit an email signature?

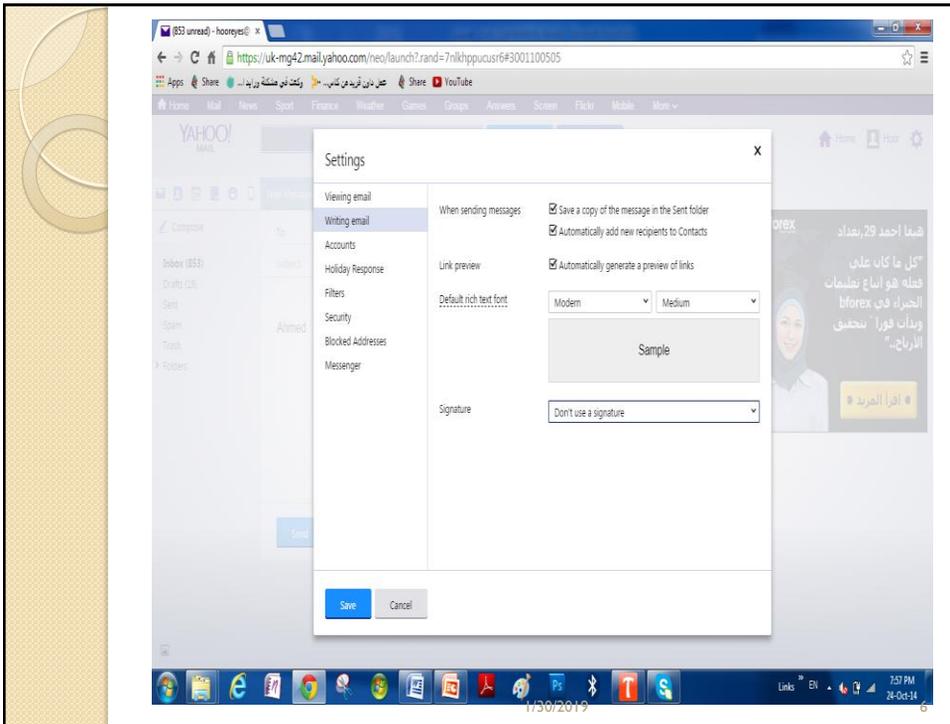
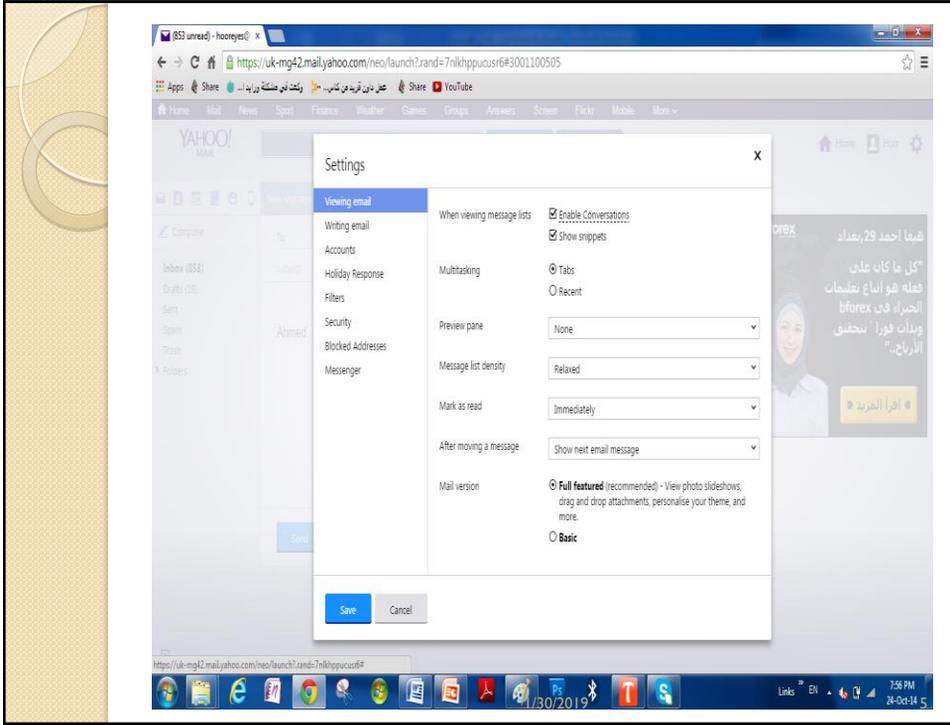
Adding a signature

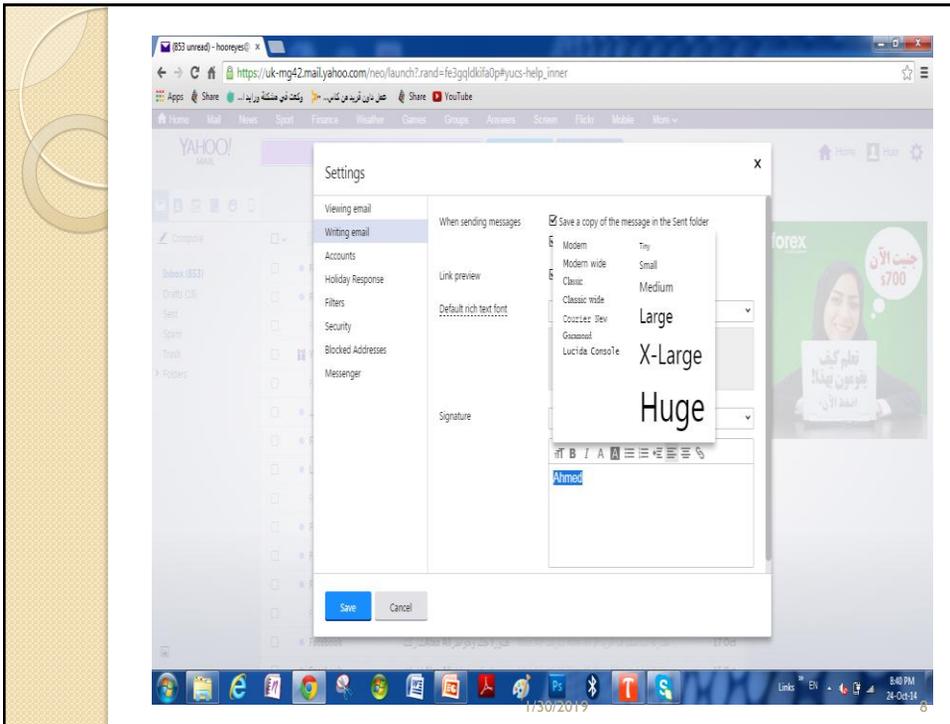
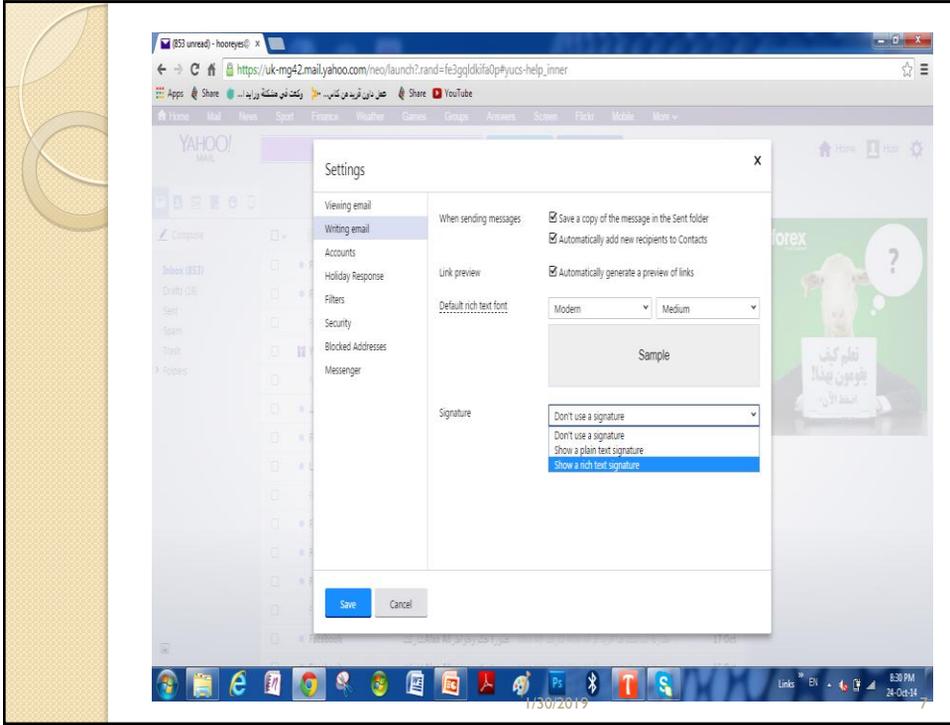
- Mouse over the Settings menu icon | select **Settings**.
- Click Writing email.
- Select the type of signature you want:
 - **Don't use a signature** - Your outgoing messages won't contain a signature.
 - **Show a plain text signature** - Your signature won't contain formatting.
 - **Show a rich text signature** - Your signature can utilize any of the rich text options in the toolbar.
- Enter your signature in the text field.
- Click Save.

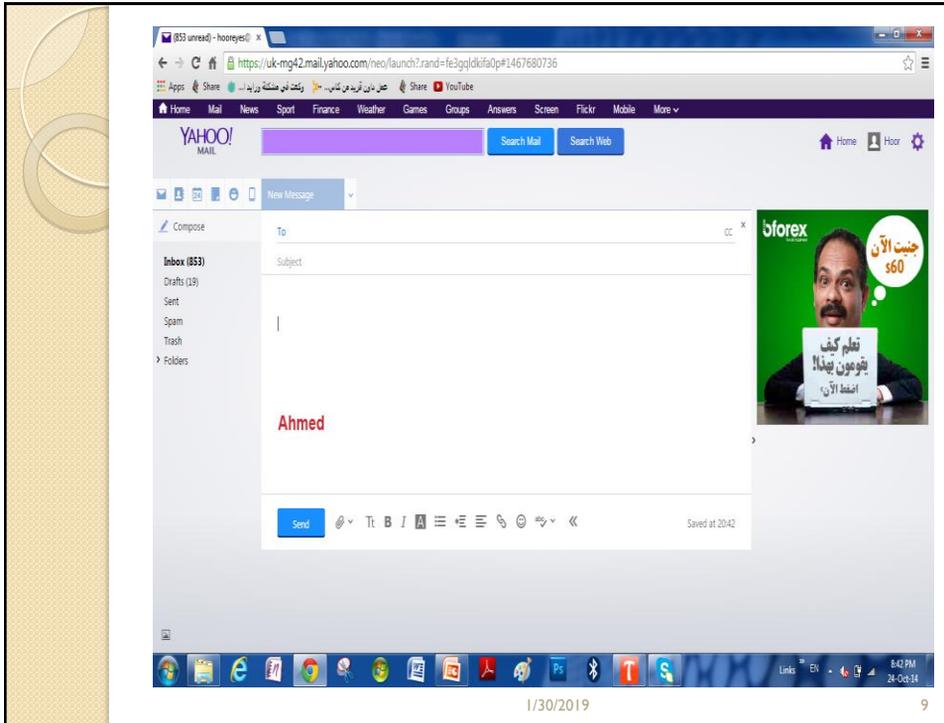
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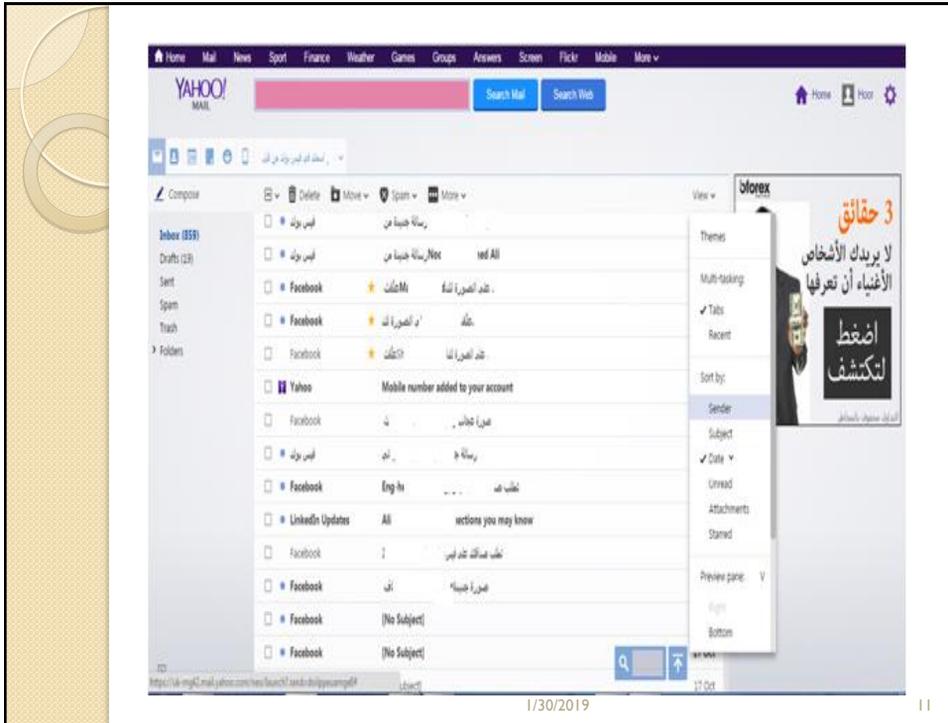


How do I sort and organize my email?

- **Sort emails**

Emails are sorted with the newest messages at the top by default, but you can change your sort options any time you like!

- You can sort your emails from the "**View**" menu. You'll have different options available



Sorting emails

- **Date** - Newest emails appear on top.
 - Click again to reverse sort order.
- **Unread** - Unread email appears on top.
- **Attachments** - Emails with attachments appear on top.
- **Starred** - Emails marked with a star appear on top.
- **Sender** - Sorts alphabetically by sender.
- **Subject** - Sorts alphabetically by the subject line.

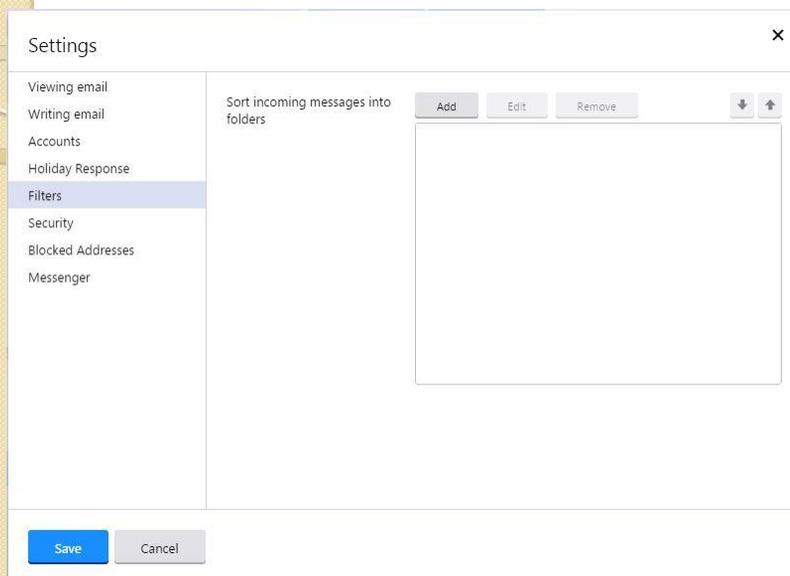
- **Filters**

Finally, you can sort your messages as they arrive into different folders. It's the "Filters" feature! To set up a new filter:

- Mouse over the Settings menu icon  | select **Settings**.
- Click **Filters**.
- Click + **Add** to add the filter.
- Click **Save** to save your changes.

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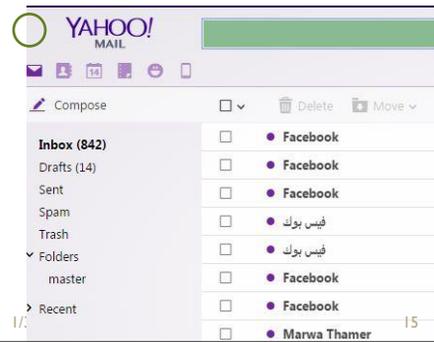


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Adds contacts

- Click on **contacts icon**  in your yahoo mail
- Click **“New Contacts”**
- Fill out the form **“Add Contacts”**
- Click **Save button**



The screenshot shows the 'Add Contact' form in detail. The form is titled 'New Contact' and has a 'New List' dropdown menu on the left. The main form area contains the following fields:

- alaasadi-81@gmail.com
- Ali_85_4@yahoo.com
Ali_85_4@yahoo.com
- Ali_85_4
- Duaa_bazi
- Zaidkindi@yahoo.com
Zaidkindi@yahoo.com
- Loaywady@gmail.com
- [Redacted]

The 'Add Contact' form on the right has the following fields:

- First name:
- Middle Name:
- Surname:
- Email: +
- Mobile: +
- Add More:
- Work Details:
 - Job Title:
 - Employer:

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

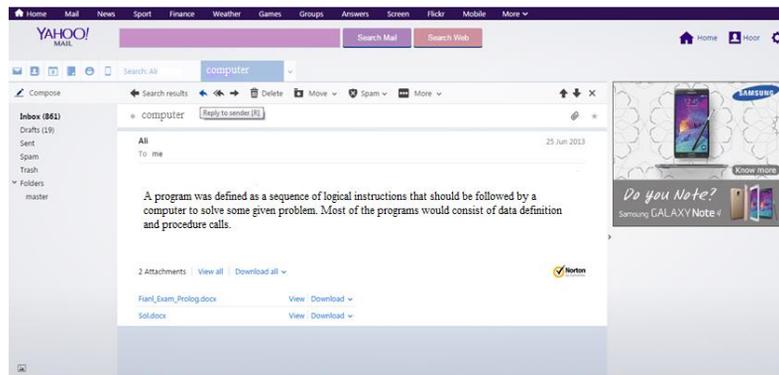
Reply message

- Ready to respond to an email you received
Follow these steps.
- Open an email.
- Click either:
 - **Reply**  to reply to the last sender.
 - **Reply All**  to reply to anyone on the thread.
- Compose your reply.
- Click Send

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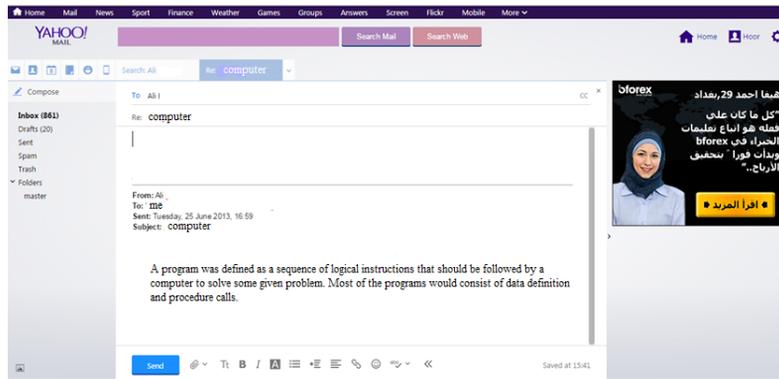
Reply message



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Reply message

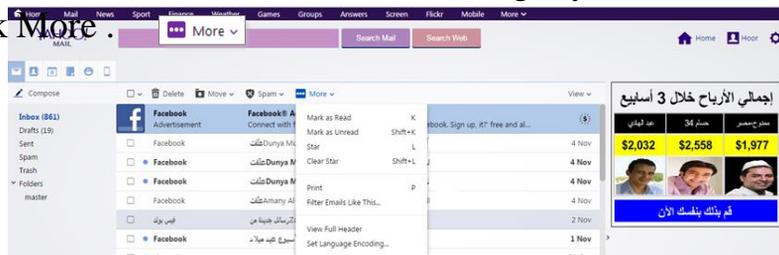


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Mark message

- Receive an email you'll want to revisit in the future
- Remind yourself by marking the message as unread.
- Open your Inbox or another folder.
- Select the checkbox to the left of messages you want to mark
- Click **More**.



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Select message



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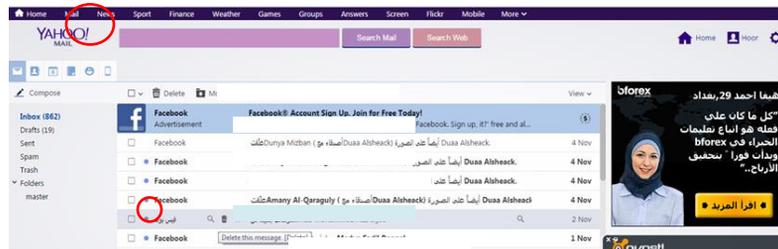
Delete emails in Yahoo Mail

- You can delete emails as you view them, from a list of messages.
- **Select the checkbox next to the message.**
- **Click Delete** .
 Delete
- OR
- **Click the email to view it.**
- **Click Delete** .
 Delete

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Deletion message



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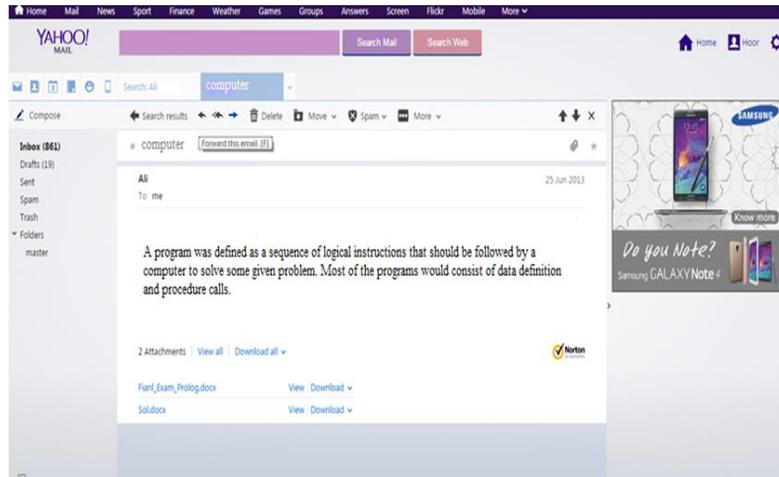
Forwarding email

- Share email you've received with other contacts by forwarding it.
- Open an email.
- Click the Forward  button.
 - A new email will open with the original email attached below.
- Address and compose your message.
- Click Send.

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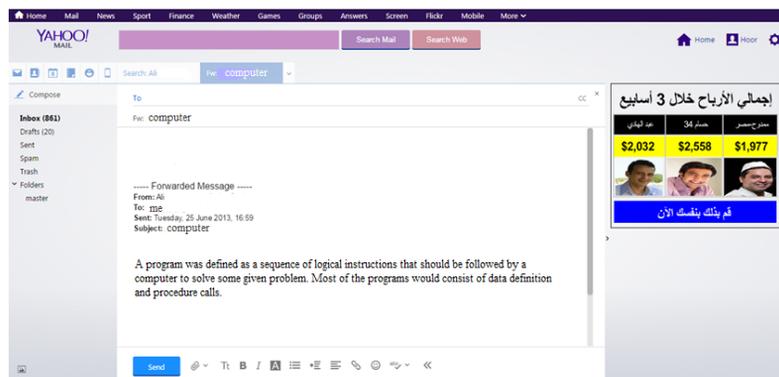
Forwarding email



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Forwarding email



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Print an email in Yahoo Mail

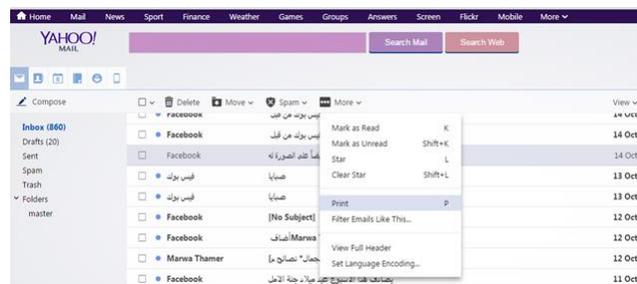
Need to save a hard copy of an email for your records

- [Sign in](#) to Yahoo Mail.
- Open an email you'd like to print.
- Click **More**. 
- Click **Print**.
- In the printer-friendly version that displays, click **Print**.

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Print message



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