جامعة الفرات الاوسط التقنية /المعهد التقني سماوة
قسم تقنيات المحاسبة

المحاضرة الثالثة والرابعة

العنوان الايميل

اسم المادة / تطبيقات الحاسوب

المرحلة الدراسية / الثانية

العام الدراسي / 2022 -2023

استاذ ة المادة

طارق سمير

قسم التقنيات المحاسبية

E-mail

المرحلة الثانية

المحاضرة الخامسة والسادسة : الأيميل

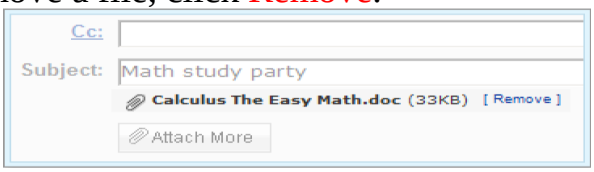
مادة تطبيقات الحاسبات

1/30/2019 1

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.

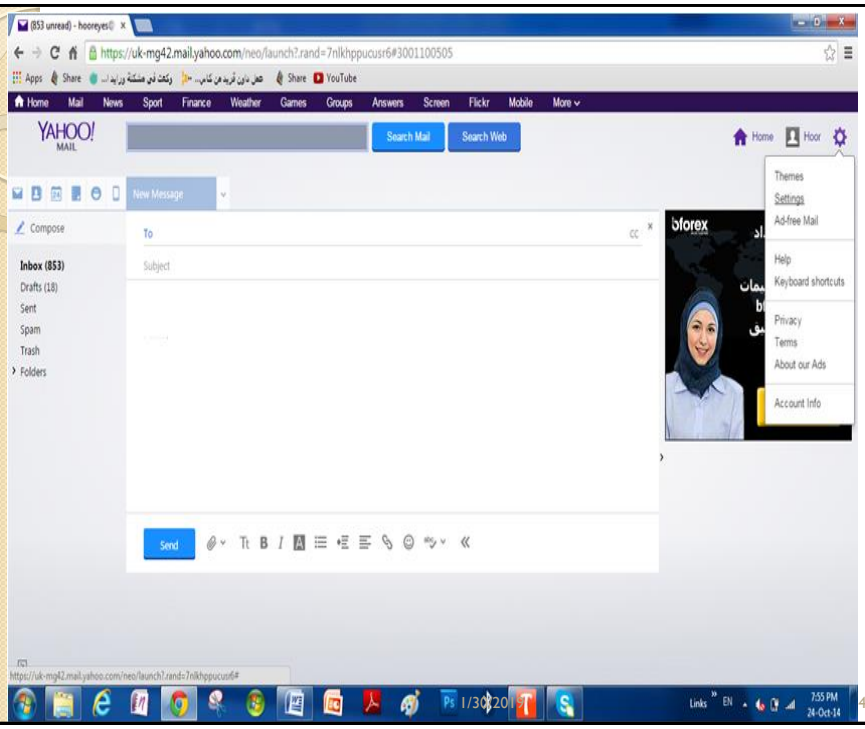


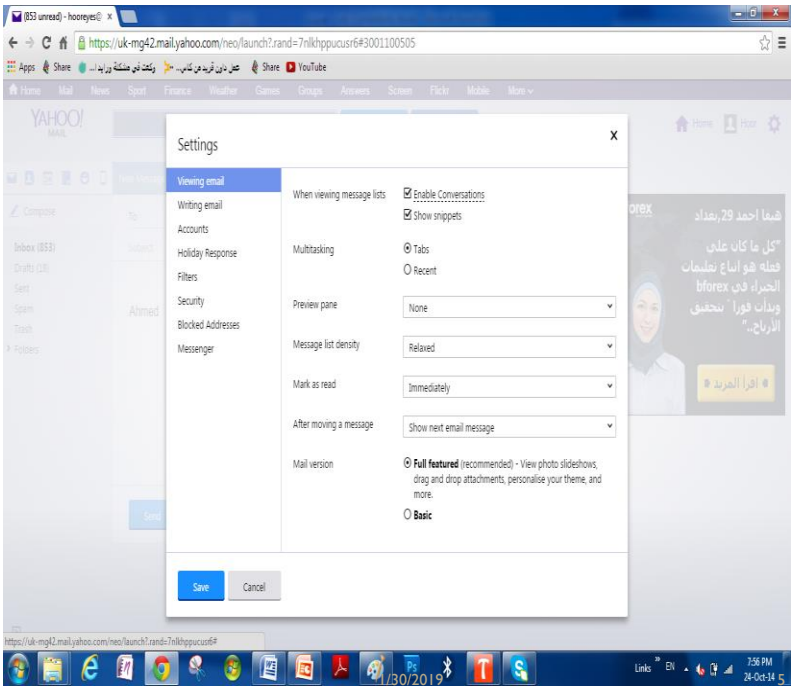
2

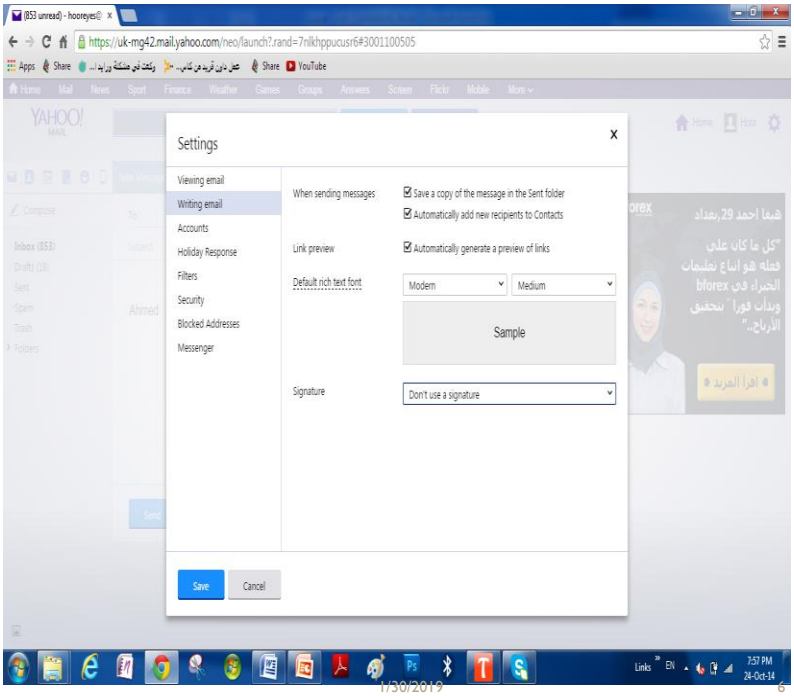
How do I create or edit an email signature?

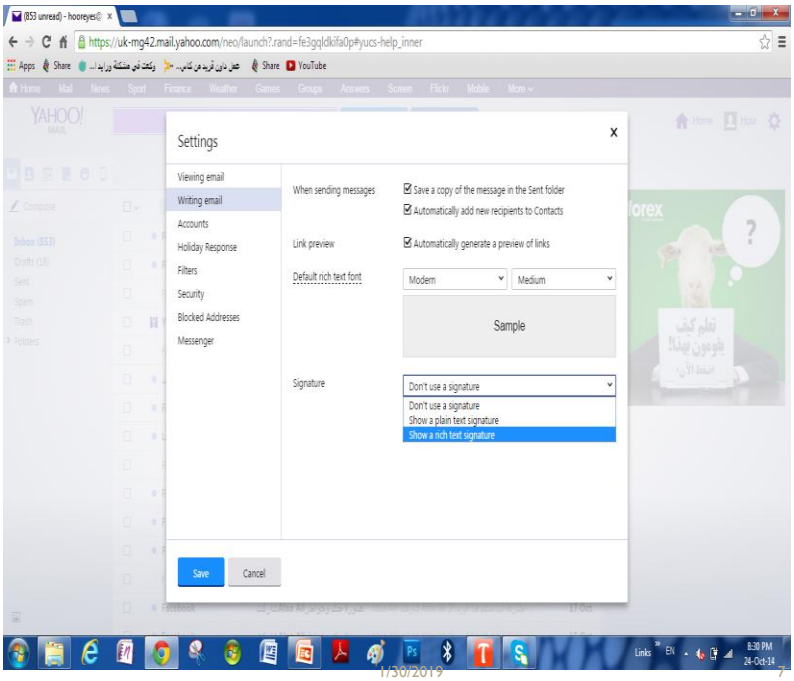
Adding a signature

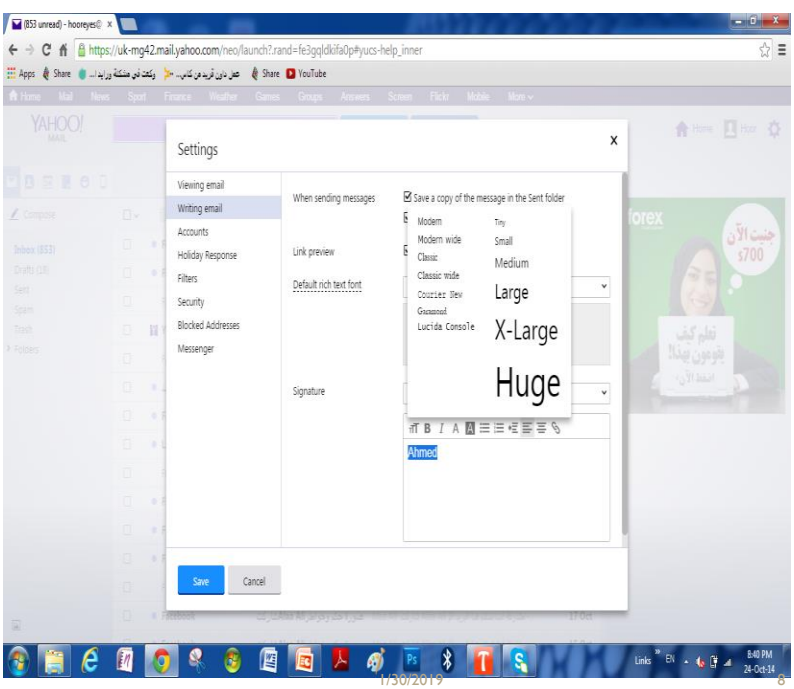
- Mouse over the Settings menu icon | select **Settings**.
- Click Writing email.
- Select the type of signature you want:
  - **Don't use a signature** - Your outgoing messages won't contain a signature.
  - **Show a plain text signature** - Your signature won't contain formatting.
  - **Show a rich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

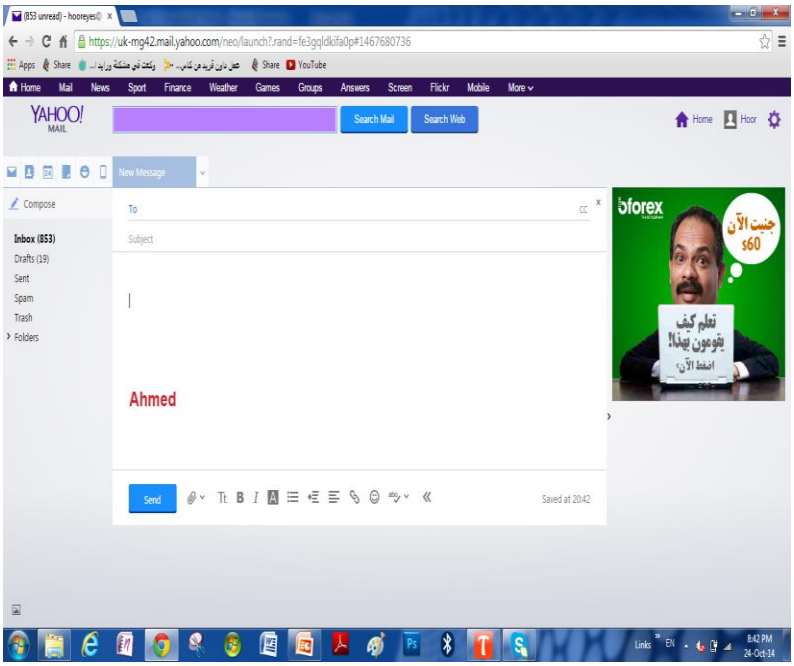



(853 unread) - hooreyes@
https://uk-mg42.mail.yahoo.com/neo/launch?.rand=7nlkhppucusr6#3001100505
Settings
Viewing email
Writing email
Accounts
Holiday Response
Filters
Security
Blocked Addresses
Messenger
When viewing message lists
Enable Conversations
Show snippets
Multitasking
Tabs
Recent
Preview pane
None
Message list density
Relaxed
Mark as read
Immediately
After moving a message
Show next email message
Mail version
Full featured (recommended) - View photo slideshows, drag and drop attachments, personalise your theme, and more.
Basic
Save
Cancel


(853 unread) - hooreyes@
https://uk-mg42.mail.yahoo.com/neo/launch?.rand=7nlkhppucusr6#3001100505
Settings
Viewing email
Writing email
Accounts
Holiday Response
Filters
Security
Blocked Addresses
Messenger
When sending messages
Save a copy of the message in the Sent folder
Automatically add new recipients to Contacts
Link preview
Automatically generate a preview of links
Default rich text font
Modern
Medium
Sample
Signature
Don't use a signature
Save
Cancel


(853 unread) - hooreyes@
https://uk-mg42.mail.yahoo.com/neo/launch?.rand=fe3gqldkifa0p#yucs-help_inner
Settings
Viewing email
Writing email
Accounts
Holiday Response
Filters
Security
Blocked Addresses
Messenger
When sending messages
Save a copy of the message in the Sent folder
Automatically add new recipients to Contacts
Link preview
Automatically generate a preview of links
Default rich text font
Modern
Medium
Sample
Signature
Don't use a signature
Don't use a signature
Show a plain text signature
Show a rich text signature
Save
Cancel


(853 unread) - hooreyes@
https://uk-mg42.mail.yahoo.com/neo/launch?.rand=fe3gqldkifa0p#yucs-help_inner
Settings
Viewing email
Writing email
Accounts
Holiday Response
Filters
Security
Blocked Addresses
Messenger
When sending messages
Save a copy of the message in the Sent folder
Link preview
Default rich text font
Signature
Modern
Modern wide
Classic
Classic wide
Courier New
Garamond
Lucida Console
Tiny
Small
Medium
Large
X-Large
Huge
Ahmed
Save
Cancel

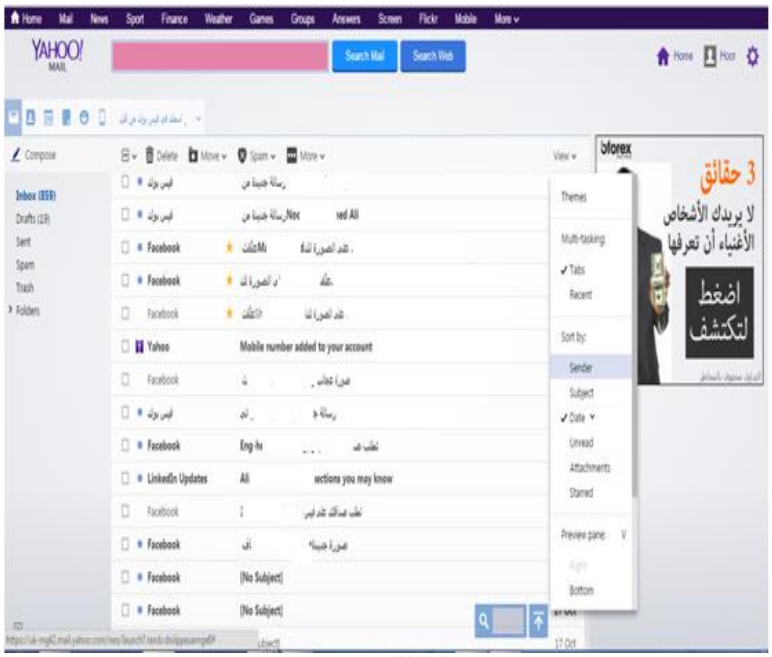


How do I sort and organize my email?

- 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



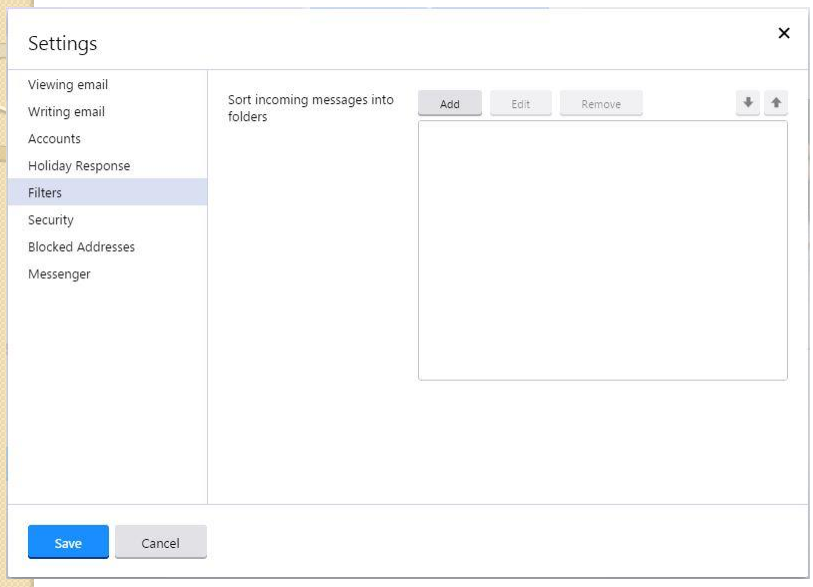
Sorting emails

- **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.

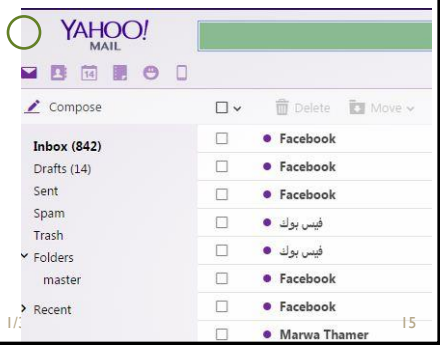
- Filters

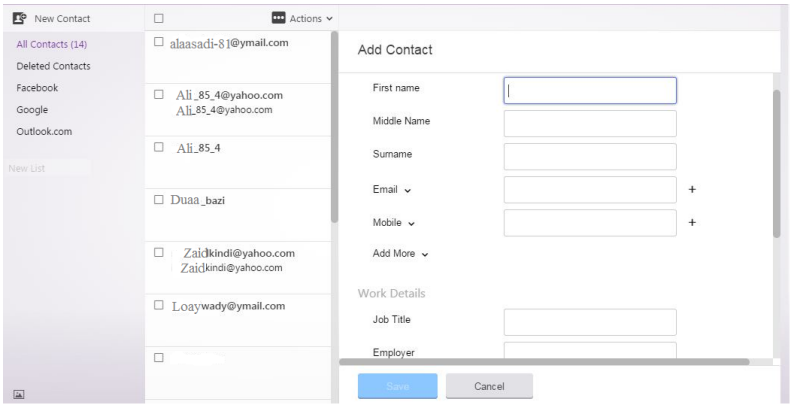
  Finally, you can sort your messages as they arrive into different folders. It's the "Filters" feature! To set up a new filter:
- Mouse over the Settings menu icon | select **Settings**.
- Click **Filters**.
- Click + **Add** to add the filter.
- Click **Save** to save your changes.



Adds contacts

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

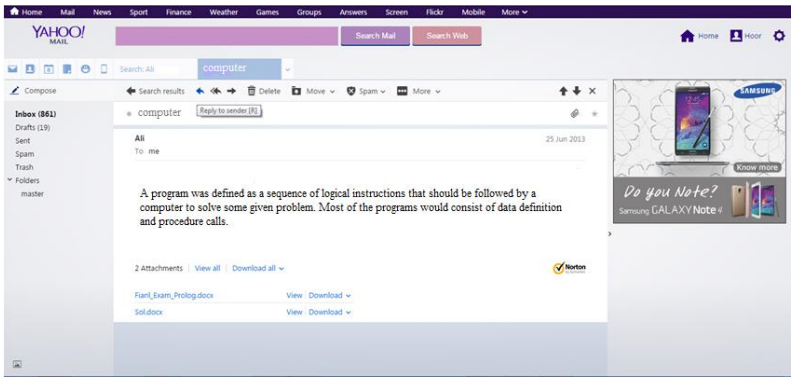




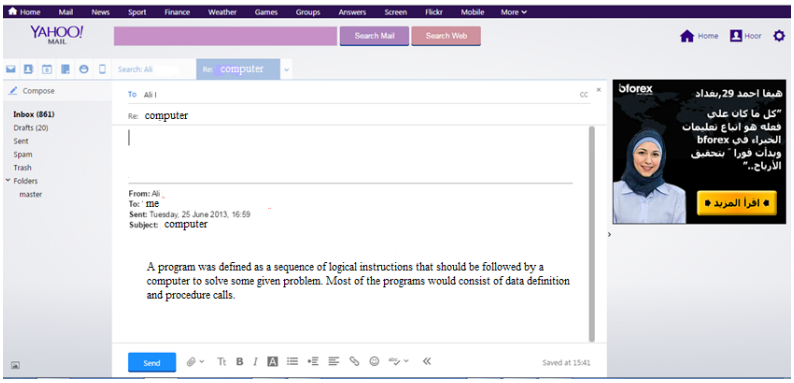
Reply message

- 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

Reply message



Reply message



Mark message

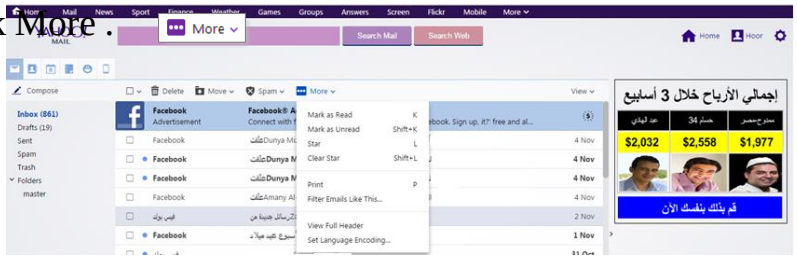
Receive an email you'll want to revisit in the future

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 mar

Click More .



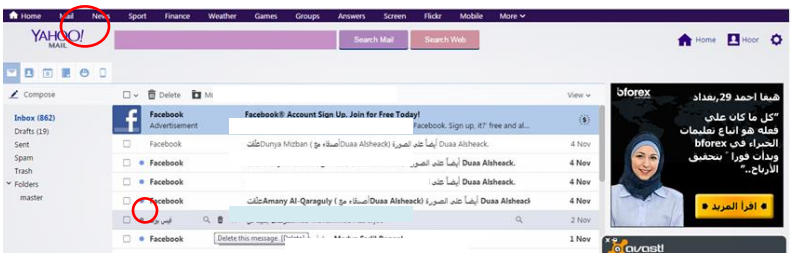
Select message

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 **.**

- OR
- **Click the email to view it.**
- **Click** Delete **.**

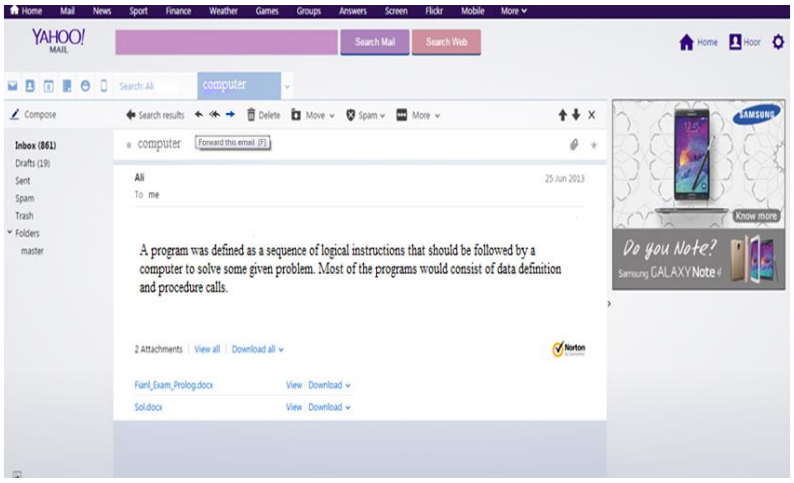
Deletion message



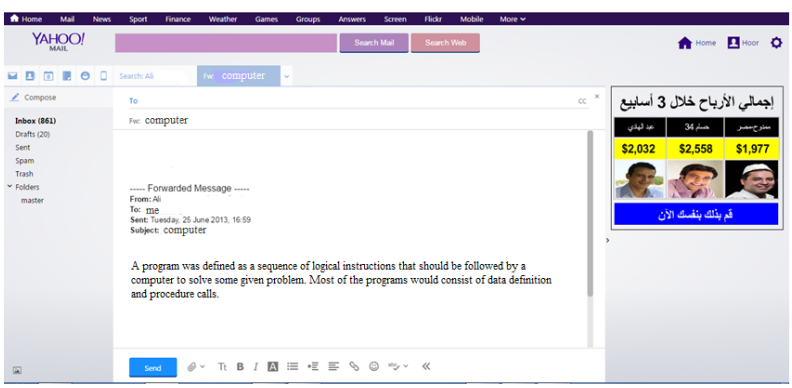
Forwarding email

- 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.

Forwarding email



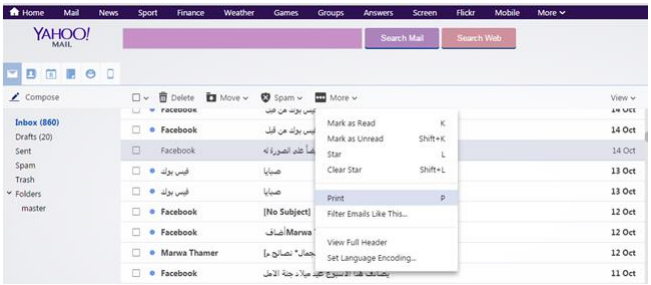
Forwarding email



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**.

Print message