

December 5, 2006

Dear Mom,

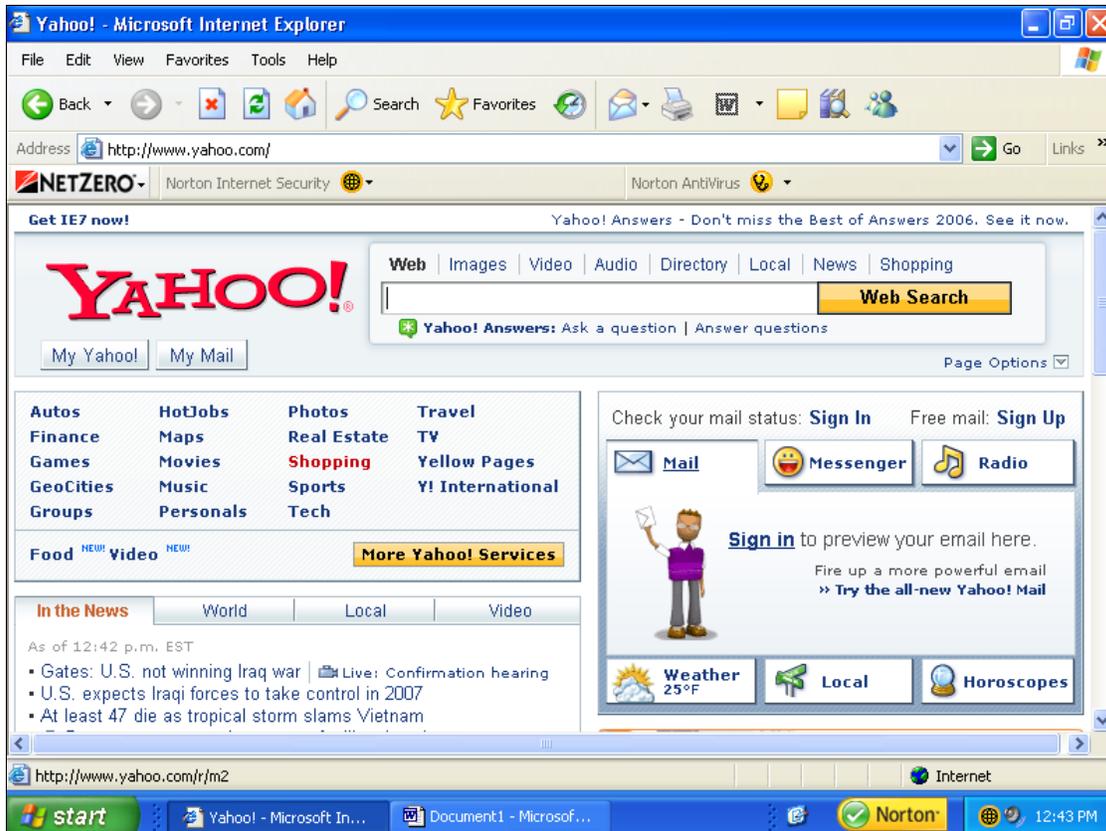
I set up a new Yahoo email account for you that may be easier to use. The old Microsoft Outlook account is still there and you still might get a few emails addressed to that account, but eventually everyone will get used to your new account.

Here are the new procedures for sending and receiving mail.

### Connecting to the Internet

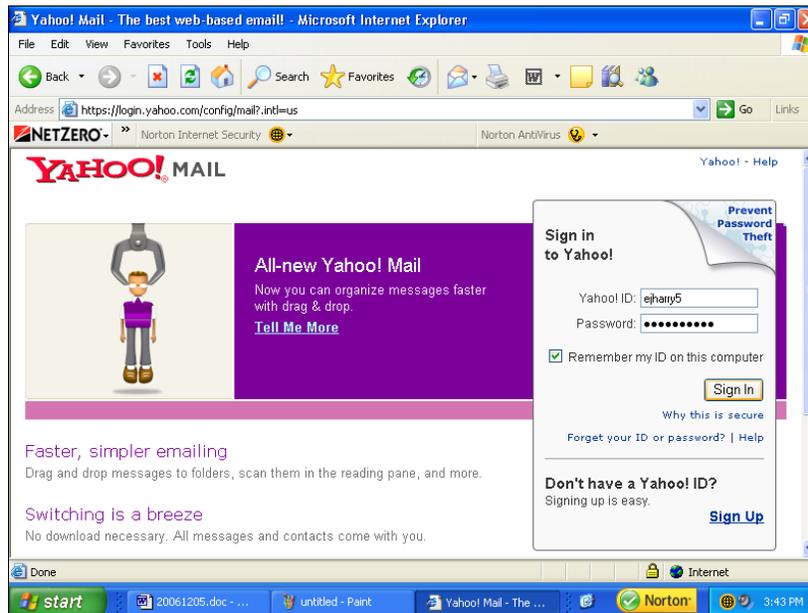
On your screen, double-click the Internet Explorer icon. It is the big blue **E**. (If you ever have trouble double-clicking, you can accomplish the same thing by clicking once and hitting the Enter key.) The I2K screen will come up. Click the Dial button.

If you have connected successfully, the Yahoo home page will come up. To get into your email, click Mail.



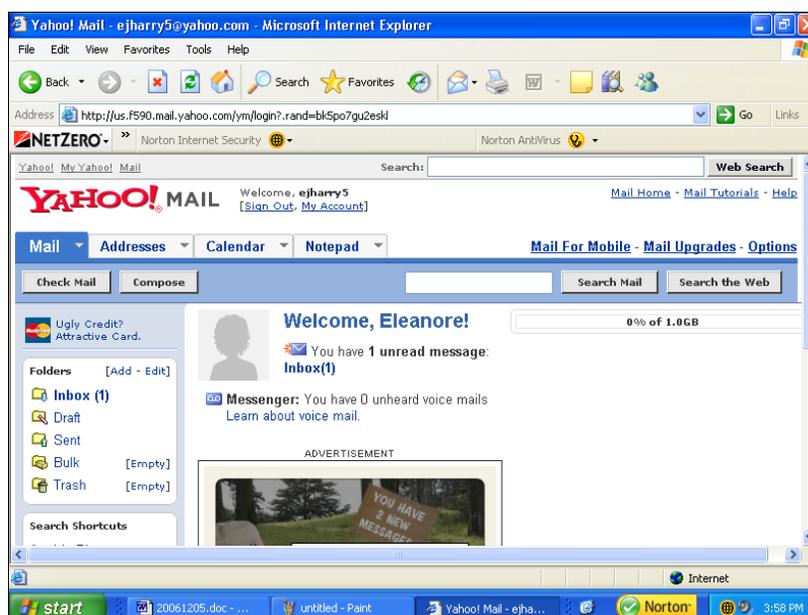
## Signing In to Yahoo

Type in your Yahoo ID (eharry5) and your password (southhaven). You won't see your password – just dots. Then click the little box next to “Remember my ID on this computer.” Next time you sign in, your ID will already be there and all you will have to type is your password. Click the Sign In button.



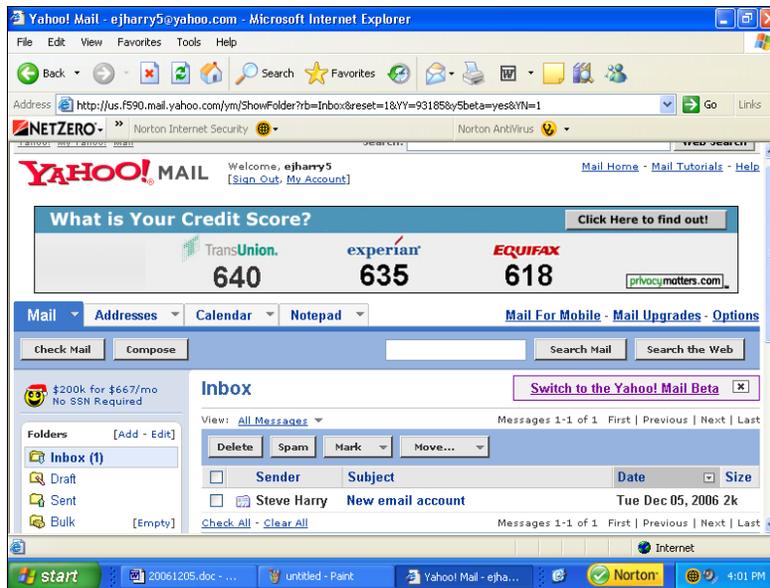
## Reading Your Mail

Under **Welcome, Eleanore**, it tells you how many unread messages you have. To see them – or to read your old messages – click the Check Mail button.

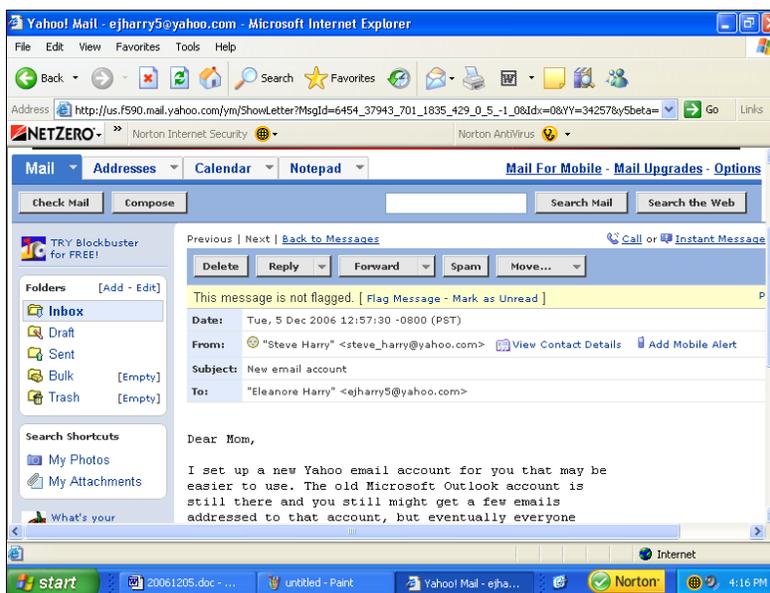


On any Internet screen, there may be more than meets the eye – that is, you may be seeing only the upper portion of the display. To see the rest, you have to “scroll down”. To do so, click the colored portion of the vertical bar at the right edge of the screen, hold the mouse button down, and move the bar down.

The **Subject** for new messages is highlighted so you can tell them from old messages. To read a message, click on the subject for that message.

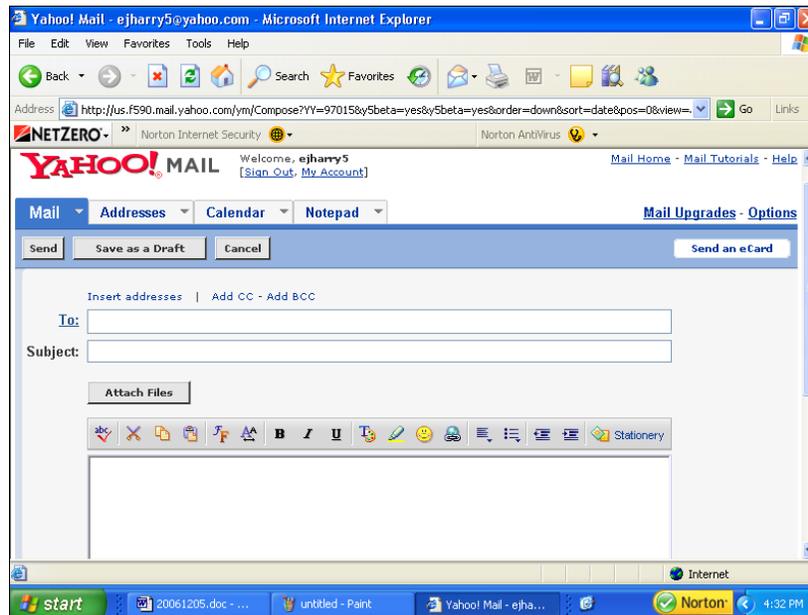


You will probably have to scroll down to read the entire message. Once you have read it, you can delete it by clicking the Delete button, reply to it by clicking the Reply button, or just leave it for later. To return to your list of messages, click the Check Mail button.

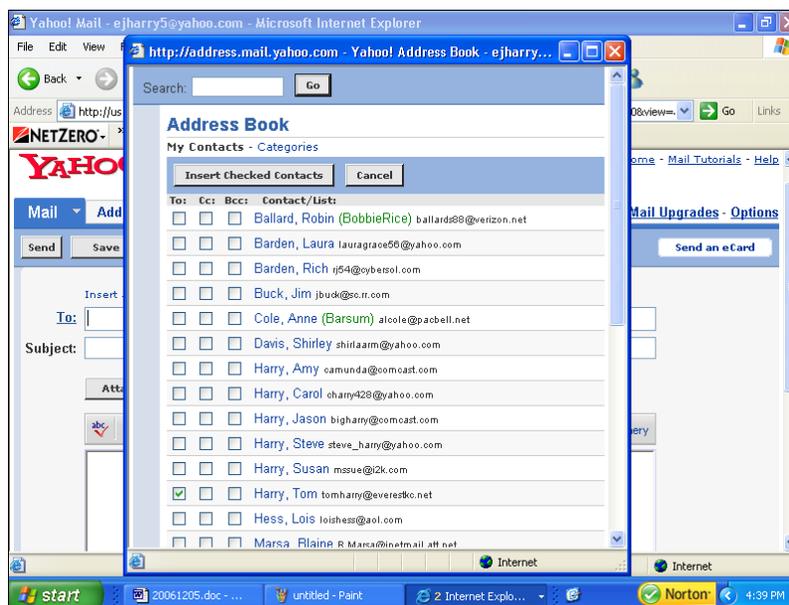


## Sending an Email

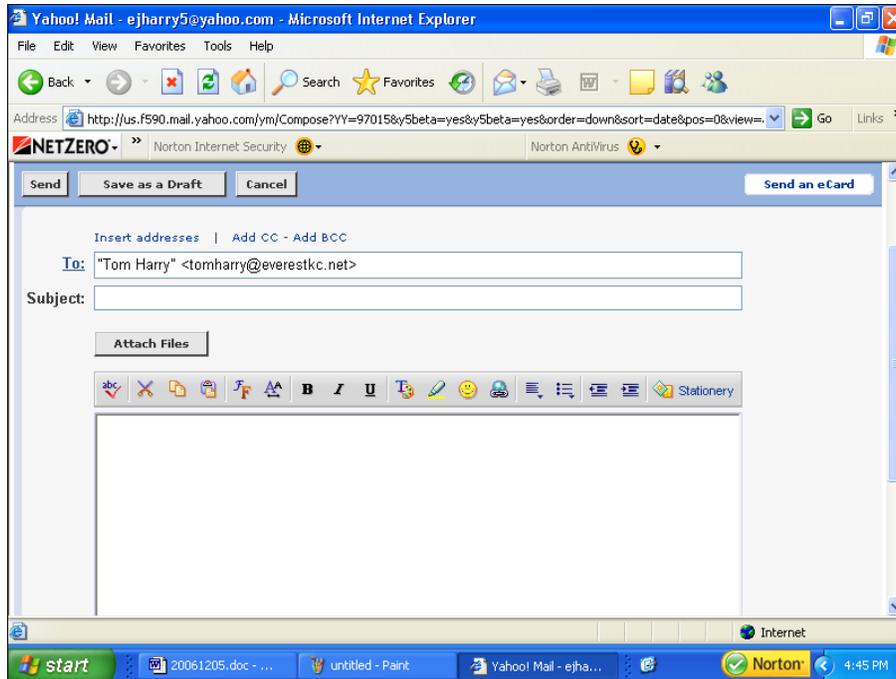
To send an email, click the Compose button. The email address goes in the To box. If the address is not in your address book, you must type it in. If it is in your address book, all you have to do is click To:



I've put quite a few addresses in your address book, so when you click To , you will get a long list. You may have to scroll down to see them all. When you find the person you want, click the To box next to the name. You can send your message to as many people on the list as you desire – just click the To box next to each one. When you are done, click the Insert Checked Contacts button.



You are returned to the Compose screen, and all the addresses you checked will be in the To: box. Now click in the Subject box and type your subject. Then click in the large box below and type your message. When you are done, click the Send button.



When you are all done, be sure to disconnect. Close Internet Explorer by clicking the red X in the upper right corner of the screen. Then double-click your I2K icon and click the Disconnect button.

If you have any questions, call me.

Steve