

ADAPTIVE COMPUTER BASICS
CSIS 572

EXERCISE 1: E-mail Address

(*If you already have an email address, skip Steps # 1-6 and start with Step # 7.)

1. Double click on the **INTERNET EXPLORER ICON** in the Quick Launch or on the desktop. If it is not on the desktop, go to the Start Menu, Programs, Internet Explorer submenu and click on Internet Explorer.

(If you have difficulty with double clicking, highlight the icon and select ENTER.)

2. Type in the address: <http://www.yahoo.com> in the location box.
3. Follow the instructions online **WITH THE INSTRUCTOR** to register for a free e-mail address or click on the Yahoo Mail link.
4. **If you have already registered**, skip step number 3 directions and just type in your **LOGIN NAME** and **PASSWORD** under the section **Existing Yahoo! Users** and click on the **SIGN IN** button.
5. Once you have completed the sign up instructions, you will need to *WRITE DOWN YOUR LOGIN NAME* and **PASSWORD** in your binder for the next week. Give a copy of your name & password to the instructor for safekeeping if you choose.
6. Once logged in, you will explore the box on the *Welcome to Yahoo Page* that includes the following sections: check mail, compose, folders, addresses, search, options, help desk and exit.
7. Click on **COMPOSE** to send a message. Send a message to the address of your instructor, Jane Maringer at jmaringer@gavilan.edu
8. Type in the correct address in the **TO:** box, don't forget to add a **SUBJECT** in the Subject box and then type your message in the white text box. When you are done typing your message, click on the **SEND** button. *(Don't forget to spell check your message!)*
9. **OPTIONAL:** Send a message to the e-mail address of a friend or relative following the steps 7 and 8.