1. Create a new Yahoo! Email account.

2. Learn the Anatomy of an Email.
   • The address line.
   • The subject line.
   • The “body” of the message.

3. Compose and send messages.

4. Read a message.

5. Reply to a message.

6. Forward a message.

7. Delete a message.

8. Recover a deleted message.

9. Permanently delete messages.

10. Attach a resume to an email.

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