

# Using Yahoo

**3 tips** for a simpler way to work

[Link to Reuben Hill's Website](#)

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## Introduction

In this training you will learn about three aspects of Yahoo's applications.

## Objectives

In this training you will learn:

- How to create a Yahoo user account
- Add contacts to the electronic address book
- Navigate online search engine

## Tip One - How to create a Yahoo User Account

If you are new to Yahoo and want to explore and share the many enjoyable features, you can create a Yahoo User Account. The process can be easy by following the steps to begin the process:

### Step one:

Use your favorite internet browser and navigate to Yahoo's home page

<http://www.yahoo.com>.

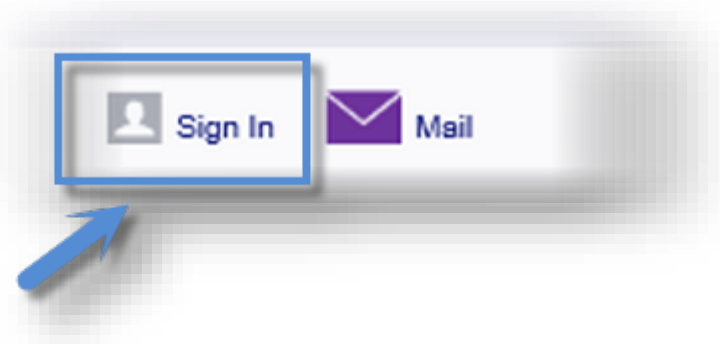
The screenshot displays the Yahoo! homepage layout. At the top, there are navigation links for Weather, Games, Groups, Answers, Flickr, and More. The Yahoo! logo is on the left, and a search bar with a 'Search' button is in the center. On the right, there are links for 'Sign In' and 'Mail'. A vertical sidebar on the left contains icons and links for Mail, News, Sports, Finance, Weather, Games, Groups, Answers, Flickr, Jobs, Autos, Shopping, Travel, and Dating. The main content area features a large image of a couple at a wedding, with the headline 'Kimmel victim of best wedding prank ever' and a sub-headline 'One celeb arrived at Jimmy Kimmel's wedding wearing something the TV host — and his bride — will never forget. Photos of event'. Below this is a carousel of smaller images with titles: 'Rock star hitches a ride', 'Best wedding prank ever', 'Employees fired via text', 'How Zimmerman was acquitted', and 'People that mosquitoes target'. A navigation bar below the carousel lists 'All Stories', 'News', 'Local', 'Entertainment', 'Sports', and 'More'. The bottom section includes a featured article 'Honey Boo Boo's Mama June 'Very, Very Shocked' By Her Weight Loss' and a 'Mortgage Rates Hit 2.88% APR' advertisement from LendingTree, which includes a table of mortgage rates for various amounts.

Mortgage Rates Hit 2.88% APR			
Select Mortgage Amount:			
\$50k	\$70k	\$100k	\$120k
\$130k	\$140k	\$150k	\$160k
\$170k	\$180k	\$190k	\$200k
\$210k	\$220k	\$230k	\$240k
\$260k	\$280k	\$300k	\$320k
\$340k	\$360k	\$380k	\$400k
\$430k	\$450k	\$480k	\$500k

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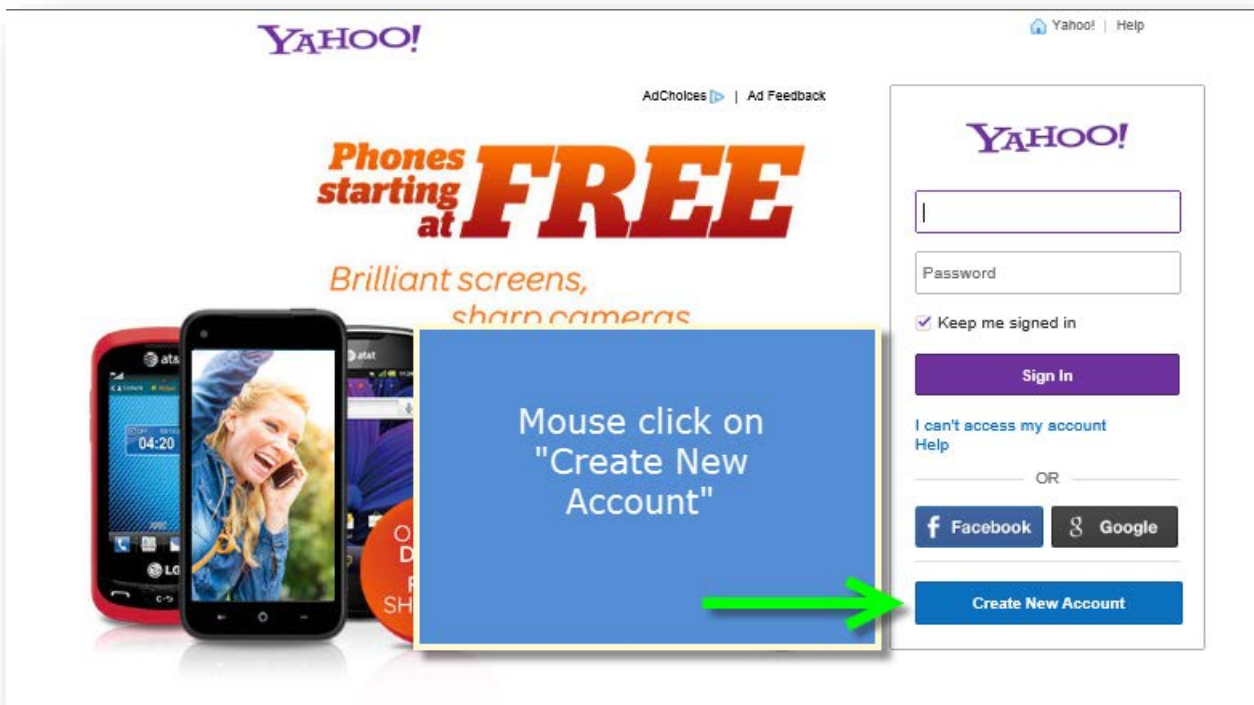
**Step two:**

Click on the "Sign In" icon located at the upper right of your screen.



**Step three:**

Click on the "Create New Account" bar below.



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### Step four:

Enter your first and last name, select a user name, enter and confirm your password.

**YAHOO!** Yahoo! | Help

**(a) Enter your name below**

Some basics to get you started

My name is

Pick a Yahoo! ID **reubenhill442@yahoo.com** [Change](#) **(b) Select a user name**

Pick a password  **Very strong** **(c) Enter and confirm password**

Retype password

### Step five:

Enter your personal information:

**A little personal info so we can serve you better**

I was born on

My gender

Language

Country

My postal code   **Your postal code lets Yahoo! provide you with content that is relevant to where you live.**

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**Step six:**

Enter your mobile phone number and click on the "Create my account" button

The screenshot shows a form titled "If you can't sign in, we can help you using these options". It has two input fields: "Mobile phone" and "Alternate email". The "Mobile phone" field contains a dropdown menu set to "United States (+1)" and a text box with "5102763684". A blue arrow points to the text box. The "Alternate email" field contains "reuben@optimedia.com" and a close button (X). A blue arrow points to the "Create my account" button. Below the form is a checkbox for "We can send you important alerts or account recovery information to this email address." and a link to "I agree to the Yahoo! Terms of Service, Yahoo! Privacy Policy and Communications Terms.".

If you can't sign in, we can help you using these options

Enter your phone number here

Mobile phone

Alternate email

We can send you important alerts or account recovery information to this email address.

I agree to the [Yahoo! Terms of Service](#), [Yahoo! Privacy Policy](#) and [Communications Terms](#).

Click here and your done!

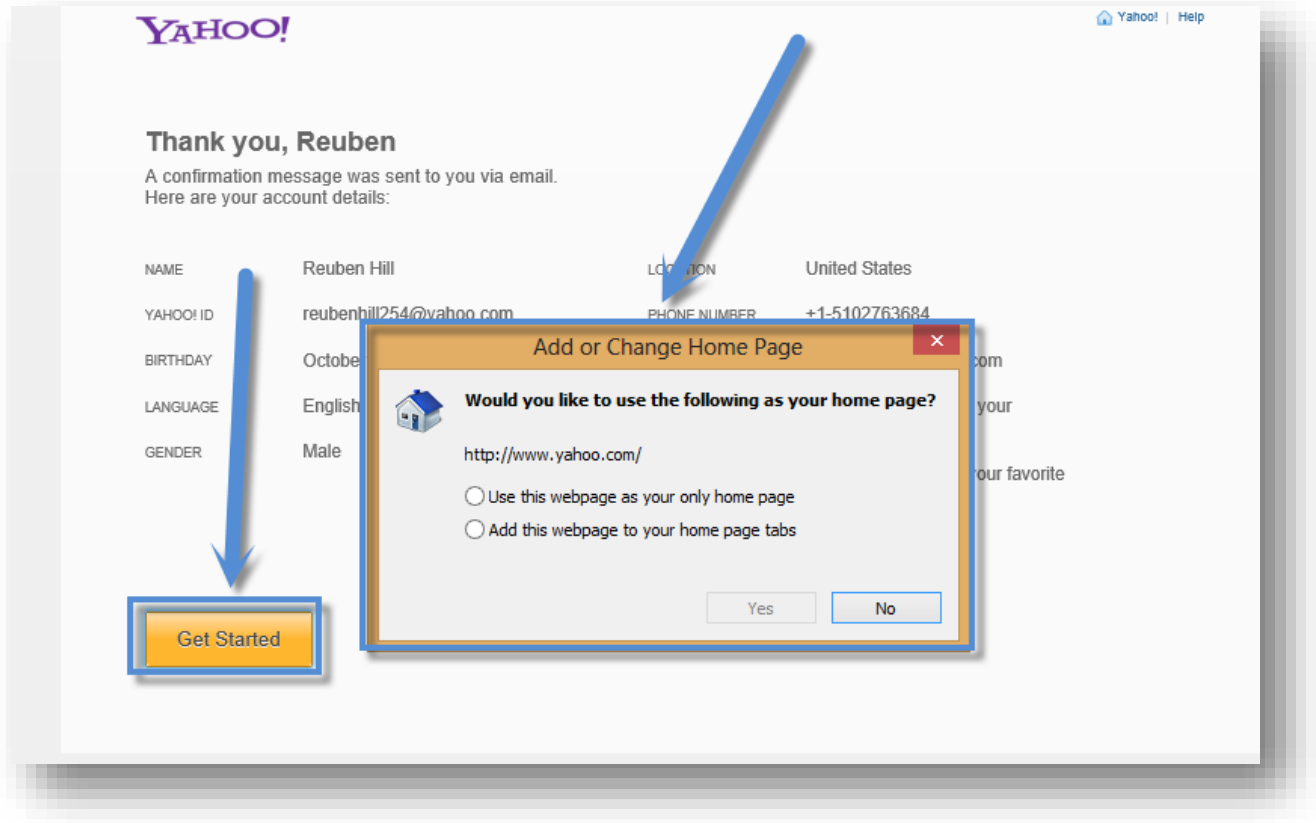
**Step seven:**

Click on the "Get Started" button and review the "Add or Change Home Page" message box. Select one of the three processes below by clicking one of the following radio buttons:

- (1) Use Yahoo as your home page
  - (2) Add Yahoo as a Tab on your current Home Page and select "Yes"
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(3) Select "No" to decline the others options



**Note:** Click on the "Get Started" button to receive an email confirmation from Yahoo Member Services to verify your email address. In this e-mail click on your alternative email address hyperlink to verify your account and to begin exploring Yahoo.

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## Select Security Questions and Answers

Use the pull down menus to select and enter and answer the security questions. Enter in the small empty box below, the displayed "code" word shown in the larger box. When completed, click on the "Done" button.

The screenshot shows the Yahoo! account security setup interface. At the top, the Yahoo! logo is on the left and 'Yahoo! | Help' is on the right. Below the logo, the text reads: 'Almost done, the secret questions can help you get back into your account faster.'

There are two sets of security questions. Each set consists of a 'Secret Question' dropdown menu and a 'Your Answer' text input field. Blue arrows point to the first dropdown with the label 'Select Secret Question # 1' and to the first answer field with 'Enter answer # 1'. Similarly, blue arrows point to the second dropdown with 'Select Secret Question # 2' and to the second answer field with 'Enter answer # 2'.

Below the questions, the text says: 'Help us keep spammers out and keep your account safe.' This is followed by a CAPTCHA image showing the word 'moccena' in a stylized font. A blue box highlights the CAPTCHA image, and a blue arrow points to it with the label 'Code'. To the right of the CAPTCHA image are two circular icons: a question mark and a refresh symbol.

Below the CAPTCHA image is a text input field. A blue box highlights this field, and a blue arrow points to it with the label 'Type the code shown above'. At the bottom left of the form is a yellow 'Done' button. A blue arrow points to it with the label 'Click Done Button'.

**You're done!**

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## Tip Two - Adding a contact to your e-mail

Click on the "+New Contact" tab to add a new contact to your Yahoo account. You can also add new contacts by select one of the following items:

- + sign New Contact
- Add a New Contact
- Import Contacts

Home Mail News Sports Finance Weather Games Groups Answers Flickr More

YAHOO! Mail

INBOX CONTACTS CALENDAR

+ New Contact Look for... Actions Import Contacts

All Contacts

SHORTCUTS

Deleted Contacts

Facebook

Google

LISTS

You have no contacts.

Start by adding some email addresses. You can also add phone numbers, instant message addresses, physical addresses, and even birthdays. Nothing could be more convenient than having all your contact details in one place.

Add a New Contact

Click here to add New Contact

Move over your contacts from another account.

Import Contacts

Click here to import New Contact



## Adding Contact Information

Click on the "Add a New Contact" button, then enter the information in the box displayed below and click the "Save" button.

The screenshot shows the Yahoo! Mail interface with the 'CONTACTS' tab selected. The 'New Contact' form is displayed, containing the following information:

- Basics:**
  - Nickname: Reuben
  - Email: reuben@optimedia.com
  - Yahoo! Messenger: [Empty]
  - Home Phone: 510-278-3884
  - Job: E-Learning Developer
  - Employer: Yahoo
- Addresses:**
  - Home Address: [Empty]
  - Country: United States
  - Address: 1990 Lomita Drive
  - City: San Leandro
  - State or Province: CA
  - Postal Code: 94578
- Other Details:**
  - Website: [Empty]
  - Birthday: [Empty]
  - Notes: [Empty]

The 'Save' button is highlighted with a blue box, and the 'Cancel' button is also visible.

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## Viewing New Contact Information

Once you have created a new contact, the information will be displayed and you can edit, assign to list or make deletions.

The screenshot displays the Yahoo! Mail interface with the 'CONTACTS' tab selected. A contact for 'reuben@optimedia.com' is highlighted in the contact list. A blue arrow points from the text 'Newly Added Contact' to this contact. A yellow box highlights the 'Edit Details', 'Assign to Lists', and 'Delete' buttons above the contact's details. The contact details are shown in a pop-up window, including the nickname 'Reuben', primary email 'reuben@optimedia.com', home phone '510-276-3684', job 'E-Learning Developer', employer 'Yahoo', and home address '1990 Lomita Drive San Leandro, CA United States 94578'. The contact was last updated on 2013-07-16T00:39:44Z.

YAHOO! Mail

Home Mail News Sports Finance Weather Games Groups Answers Flickr More

Search Mail Search Web

INBOX CONTACTS CALENDAR

+ New Contact

Look for...

Actions Import Contacts

All Contacts

SHORTCUTS

Deleted Contacts

Facebook

Google

LISTS

Select All

reuben@optimedia.com  
510-276-3684

Edit Details Assign to Lists Delete

reuben@optimedia.com

reuben@optimedia.com

Details

Nickname: Reuben

Primary Email: reuben@optimedia.com

Home Phone: 510-276-3684

Job: E-Learning Developer

Employer: Yahoo

Home address: 1990 Lomita Drive San Leandro, CA United States 94578

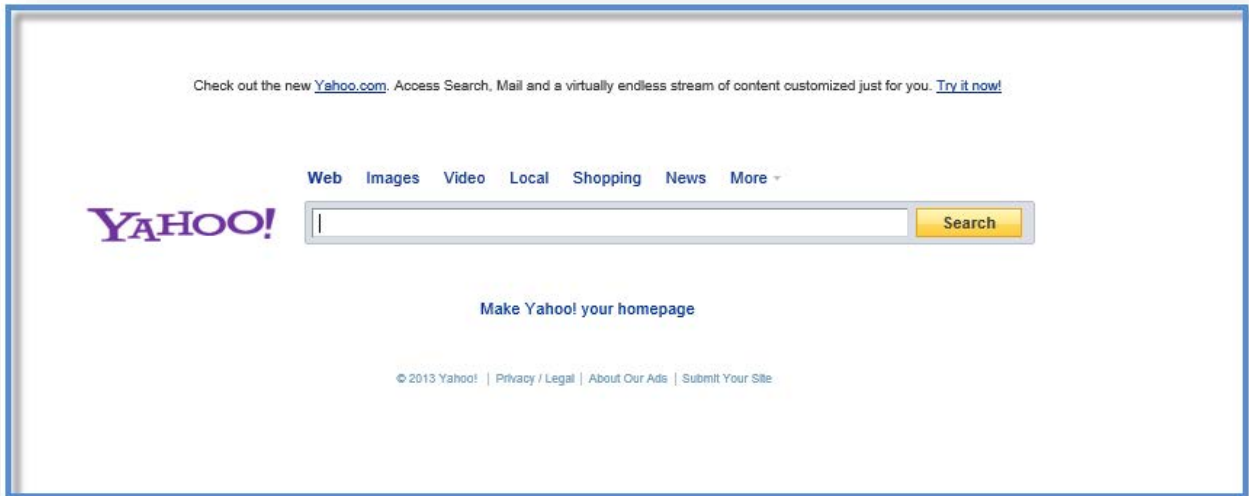
Last updated 2013-07-16T00:39:44Z

Newly Added Contact

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## Tip Three - How to Navigate Yahoo Search

Today search engines have become an important part of our daily routine. When using web-enabled devices to purchase items, locate entertainment and research. In exploring the use of Yahoo Search, you will learn how enter the relevant information to display the best results.



### The Importance of Key Words

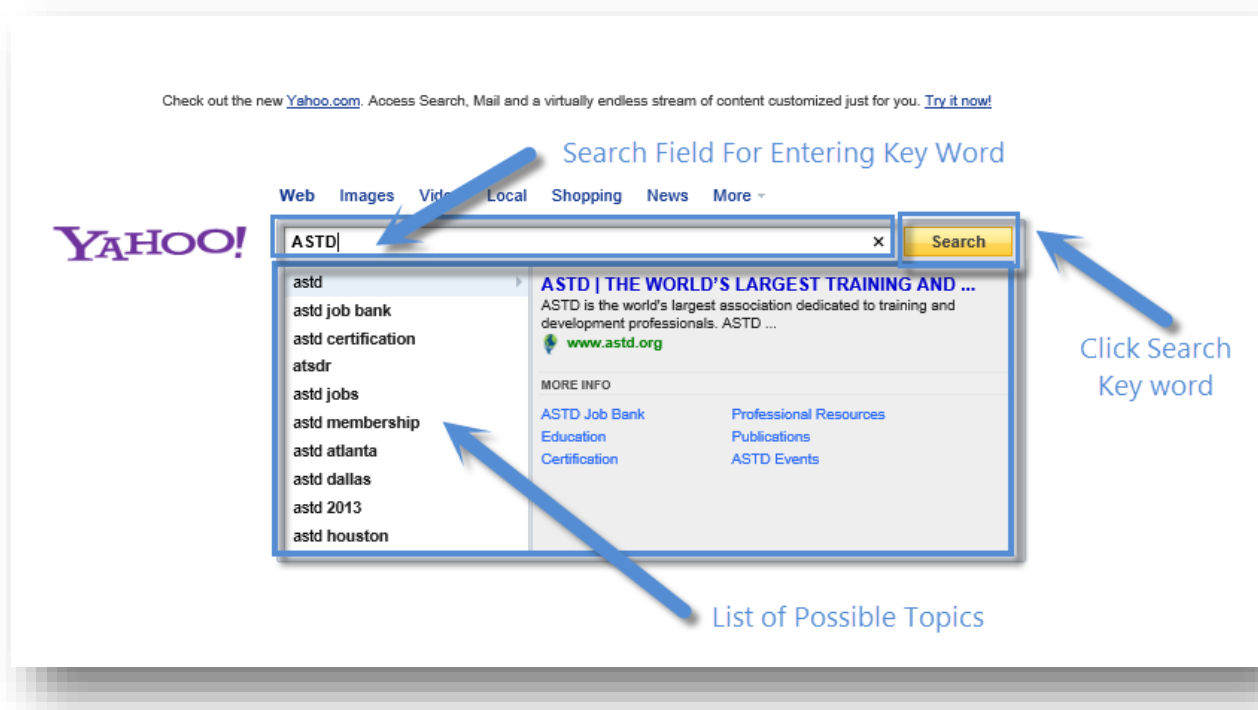
Search engines are programs that search documents for specified keywords and return a list of the documents where the keywords were found in the content. A search engine is actually a general class of programs, however, the term is often used to specifically describe systems like Google, Bing and Yahoo! Search that enables users to search for documents on the World Wide Web.

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## How to Perform a Key Search

- In the center of the Search page is the location in which you enter the key search word or phrase.
- In the example below, once ASTD (American Society of Training Developer) is entered into the search box, a list of possible spelling suggestions is displayed.
- You have the option to select from any of the items listed and, once you make a selection and use the enter key, or click on the search button, you will begin searching on that key word.



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## Search Results

- Below is a list of search results
- Click on one of the options below to display your selection

Home Mail News Sports Finance Weather Games Groups Answers Flickr More ▾

**YAHOO!** ASTD  Search

Also try: [astd job bank](#), [astd certification](#), [astd jobs](#), [more...](#)

**ASTD | The World's Largest Training and Development Association**  
[www.astd.org](http://www.astd.org) Cached  
ASTD is the world's largest association dedicated to training and development professionals. ASTD members empower organizations through workplace learning and performance

<a href="#">ASTD Job Bank</a>	<a href="#">Education</a>
<a href="#">Certification</a>	<a href="#">Professional Resources</a>
<a href="#">Membership</a>	<a href="#">Publications</a>

**ASTD Job Bank**  
[jobs.astd.org](http://jobs.astd.org) Cached  
The world's largest professional association dedicated to the training and development field

**About ASTD**  
[www.astd.org/About](http://www.astd.org/About) Cached  
ASTD (American Society for Training & Development) is the world's largest association dedicated to the training and development field. ASTD's members come from ...

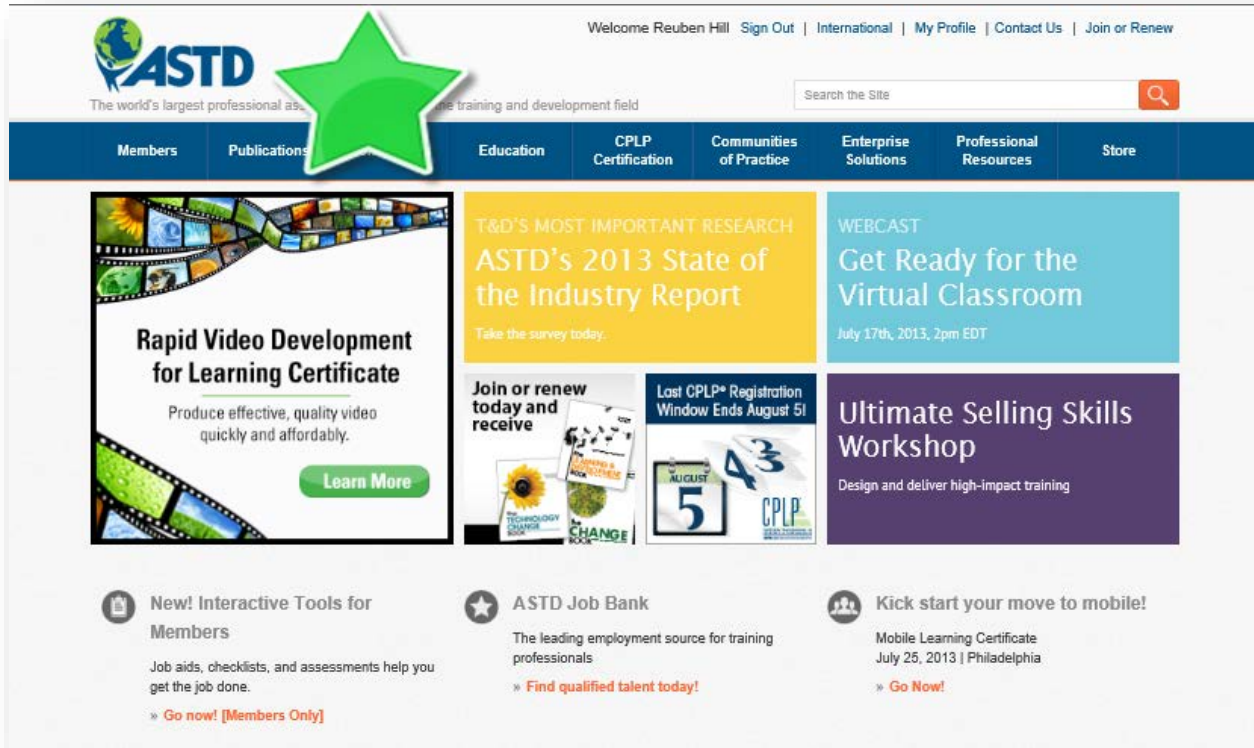
Web  
[Images](#)  
Video  
Shopping  
Blogs  
More

Anytime  
Past day  
Past week  
Past month

Reuben Mail

List of Search Results

Congratulations you have successfully completed a Yahoo Key Word Search!



The screenshot shows the ASTD website homepage. At the top left is the ASTD logo with the tagline "The world's largest professional association in the training and development field". To the right of the logo is a large green star. The top right corner features a navigation menu with links: "Welcome Reuben Hill", "Sign Out", "International", "My Profile", "Contact Us", and "Join or Renew". Below the navigation is a search bar labeled "Search the Site". A dark blue horizontal bar contains the main navigation menu: "Members", "Publications", "Education", "CPLP Certification", "Communities of Practice", "Enterprise Solutions", "Professional Resources", and "Store".

The main content area is divided into several promotional boxes:

- Rapid Video Development for Learning Certificate:** "Produce effective, quality video quickly and affordably." Includes a "Learn More" button.
- T&D'S MOST IMPORTANT RESEARCH:** "ASTD's 2013 State of the Industry Report". Includes the text "Take the survey today."
- WEBCAST:** "Get Ready for the Virtual Classroom" on July 17th, 2013, 2pm EDT.
- Join or renew today and receive:** Promotes "CPLP" and "CHANGING & IMPROVING" with images of certificates and a calendar.
- Lost CPLP® Registration Window Ends August 5!** Includes a calendar icon showing August 5th.
- Ultimate Selling Skills Workshop:** "Design and deliver high-impact training".

At the bottom, there are three featured sections:

- New! Interactive Tools for Members:** "Job aids, checklists, and assessments help you get the job done." Includes a "Go now! [Members Only]" link.
- ASTD Job Bank:** "The leading employment source for training professionals." Includes a "Find qualified talent today!" link.
- Kick start your move to mobile!** "Mobile Learning Certificate July 25, 2013 | Philadelphia." Includes a "Go Now!" link.