How do I add a contact?
You've got lots of ways to do this from different places:

1. Click Add Contact in the upper-left corner of your address book. Click Save when you're done.
2. When you get an email, just click Add in the header area of the message to add the sender's email address to your address book.
3. Or, reply to the email first (or send a fresh one to a new address). Then, after clicking Send, you'll see a list of "Recipients not in your Contacts", where you can check any contacts you'd like to Add. When done, just click OK. If you'd like, you can also check a box here to "Automatically add new recipients to my Contacts (from now on)."
4. Use the Quick Add Contact module at the bottom of your address book page to add new contacts quick (click the Move to the Top of the Page link if you'd like to move this whole box to the top). Just click Add when you're done!
5. Search for people using Yahoo! People Search. When you find a contact you would like to add, click the Add to Address Book link.
6. If you use Yahoo! Messenger, you can easily add contacts there, too!

How do I edit contact information?
To edit contact information in your address book, click the "Edit" link to the right of the contact you want to change. Make the necessary changes and click the "Save" button.

How do I send email to a single contact or a few contacts?
You can either:

- Click the To: or Cc: buttons on a Compose page to open your Contacts list, and click the name you want. To select more than one, hold down the Ctrl button on your keyboard while clicking the names. Or,
- You can just type a few letters of the person's name or email address, and Yahoo! Mail drops down a list of complete email address choices that match what you've typed. See? Click the one you want from the list, and Mail fills it in for you. To add another address, type a comma after the one you just entered, and then start typing the next address. Again, just click the one you want from the list, and Mail fills it in for you.

Sending to the same group again and again?
If you're sending to a large group repeatedly, you might want to create a category. That way, the next time you click To: or Cc:, you'll see the name of this group (category) right in your Contacts list, and you can just click it once, and wuff, you're done! :o)

How do I send email to a group of contacts?
Easy!

1. Click Compose to open a Compose page.
2. Now, click To: This opens your Address Book in a sub-window.
3. Beside any names to which you’d like to send the email, check either the To:, Cc: or Bcc: box. (Bcc: sends the email to someone, but their name will not appear in the address block of the Sent mail.)
4. When you’ve checked all the contacts you wish to add, click Insert Checked Contacts.

That’s it. Now comes the hard part. What are you going to say? :o)
Will you be emailing this group again? If so, it’s a good idea to create a category for the group, so that next time, you can select all these contacts in just one click.
Note: If you’re adding more than ten contacts and having difficulty sending the message, please try breaking up the group of recipients into groups of ten.

Do I use categories to make groups and send to them?
In fact, yes! Categories are groups of contacts in your address book ("School Friends", "Neighbors", "Oddballs"). You can compose one email and send it to everyone in a category.
Can contacts be in multiple categories? Yes! And you can have up to 1,000 categories in your address book.
If you ever want to send an email to your entire directory of contacts, the "All" category contains them all.
To view your contacts by category, select the category on the left menu of your address book.
To create, edit, or delete a category:

1. On the left side of your Address Book page, next to "Categories", click Edit.
2. To add a new category, click the Add Category button on the far left. Enter a name for your category and select the sort order. Click Add Category when you’re finished.
3. To edit a category, click Edit next to the category name. Make your edits, then click the Save button.
4. To delete a category, click Delete next to the category name, and then the Delete Category button.
5. Note: You can also make changes to categories by clicking Options -- which is displayed on your top right hand side on your address book. Then from there you can begin the process.

To add a contact to a category:

1. While viewing your Yahoo! Address Book contacts, check the box next to the contact(s) you want to add.
2. Locate the "Add to category..." pull-down area.
3. From the pull-down menu, choose a category (or create a new category) that you would like the selected contact(s) added to.

Note: You can also add a contact to a category by starting on your main Address Book page. Simply check the box of a contact, then click the Add to Category... button. To add someone to multiple categories, hold down the "CTRL" or "Apple" keys and click multiple categories, then Save.

To remove a contact from a category:

1. While viewing contact in a specific Yahoo! Address Book category, put a check in the box next to a contact’s name and click the Remove from Category button.
Please note: You can't delete or rename categories that Yahoo! has added. These are default categories and may not be edited.

What do the backwards arrow, forward arrow, and flag icons mean?
Nothing! We just put them there sometimes. Like it?
Just kidding! Really, they’re there to show you what messages you’ve replied to, what messages you’ve forwarded, and what messages you’ve flagged for follow-up.
If you reply to AND forward the same message, Yahoo! Mail will show you the icon of what you did most recently. Make sense? If you forward a message, Yahoo! Mail puts the green forward arrow next to it. If, later, you reply to the same message, Yahoo! Mail will display the blue reply icon.
You can also flag a message to follow up on later. Here’s how:

1. Put a check beside the message you’d like to flag.
2. Above the message list, click Mark, and select Flag for Follow up.
3. Done!

Now look for the flag icon next to the message. See it?

What is spam?
Spam is any message that's sent to multiple recipients who haven't specifically requested it. In other words, spam is predominantly garbage. Spammers typically purchase or harvest a list of email addresses. They send messages from numerous different addresses to all areas of the Web. These messages tend to be “forged,” to hide who actually sent them.

What can I do to prevent spam?
We're committed to eliminating spam—And you've got great tools to help keep spam out of your Inbox.

Yahoo! SpamGuard
Keep Yahoo! SpamGuard turned on. To check if it’s on:

- Click Options in the upper-right corner of your Mail page.
- Click Spam Protection from the list on the left.
- In the “Spam Filter” section, do you see “SpamGuard is ON”? If not, turn it on by clicking the link: Turn SpamGuard ON.
- In the area above your spam options, click Save Changes.
- In this same section, you can also specify how often you’d like us to empty your Bulk folder (we do it automatically once a month, but you have options to empty it faster), as well as indicating your preference for showing—or blocking—images. Image blocking is another way to fend off spam!

Image Blocking
Keep Image Blocking on. Image blocking defeats the “hits” spammers receive whenever one of their images is “viewed”—which can include the moment you select a spam message before you click Spam. Here’s how to block images:
1. Click **Options** in the upper-right corner of your Mail page.
2. Under **Spam**, click **Spam Protection**.
3. At the bottom of the page—“Step 1 of 3: Spam Filter”—click **Continue**.
4. At the bottom of the next page—“Step 2 of 3: Marking Messages as Spam or Not Spam”—click **Continue**.
5. On “Step 3 of 3: Image Blocking”, select “Block all images”.

The Spam button
If you get a spam message in your Inbox, check the box beside it, then click **Spam**. This alerts us to the latest tricks and techniques that spammers are using, and helps us clamp down tighter and fight spam more effectively.
If you change your mind or think you made a mistake, just look for the next message from that sender in your Bulk folder and click **Not Spam** to reverse your vote.

What's the Bulk folder?
The Bulk folder is a place Yahoo! SpamGuard sends suspected spam messages so they don’t end up in your Inbox.

What should I **not** do with spam?

- Never open a spam message (or any message from a sender you don’t recognize) unless you have the "Block HTML graphics" setting on. If you view HTML images in an email, spammers are alerted that you opened their message. So how do you turn on the Block HTML function?
  1. Click **Options** in the upper-right corner of your Mail page.
  2. Under “Management”, click **General Preferences**.
  3. Scroll down to the “Messages” section, and next to “Security:”, check the box beside “Block HTML graphics in email...”
  4. At the bottom of the page, on the left, click **Save**.
- Never respond to spam. To the individuals who send spam, one response or "hit" among thousands of mailings is enough to justify the practice.
- Never respond to the spam email's instructions to reply with the word "remove" unless you trust or know the sender. Many spammers use the "remove" or "unsubscribe" links as a ploy to get you to react to the email. This may alert the sender that your email address is open and available to receive mail, which greatly increases its value. If you reply, your address may be placed on more lists, resulting in more spam.
- Never click on a URL or web site address listed within a spam email. This could alert the site to the validity of your email address, potentially resulting in more spam.
- Never sign up with sites that promise to remove your name from spam lists. Although some of these sites may be legitimate, more often than not, they are address collectors. The legitimate sites are ignored (or exploited) by the spammers, and the address collection sites are owned by spammers. In both cases, your address is recorded and valued more highly because you have just identified that your address is active.

How do I report spam?
Easy! Don’t open a spam message. Just click inside the check-box next to it, then click **Spam** to let us know it’s something you’d rather not ever see again. We pay a lot of attention to spam you report
to us. It gives us tools to disrupt the latest tricks and techniques that spammer individuals and spammer companies are using to try to evade our filters.

Reports of spam originating from a Yahoo! Mail account (i.e., user@yahoo.com) receive our special attention. Since spamming is expressly prohibited in Yahoo’s Terms of Use, any account caught spamming will be cancelled.

If you change your mind or think you made a mistake, just look for the next message from that sender in your Bulk folder and click Not Spam to reverse your vote.

**How do I add an attachment to a message?**

You can add attachments at any time while you’re composing an email. Here’s how to do it:

1. Click Attach Files—it’s below Subject:
2. In the window that opens, click Browse to find and select the file or photo you want.
3. When you’ve got it, click it, then click Open.
4. Click Attach Files again to initiate the upload of the file.
5. Once the upload is completed, click the Continue to Message button.
6. Repeat these steps to attach more files.

Nice work. Look at you—adding attachments!

You can send many types of files as attachments, including word processor or spreadsheet documents, audio files, image files (.bmp, .jpg, .gif, etc.), web pages saved as HTML files, and more. You can add multiple attachments up to a sum total of 10MB to any email message.

If you'd like to be able to send and receive larger messages with attachments, check out Mail Plus. With Yahoo! Mail Plus, you can send and receive messages up to 20MB in size.
How do I forward a message?
Start by opening any message that you’d like to forward.
Here’s how to forward a message:

1. Click the down arrow to the right of the Forward button, then select either **As Inline Text** or **As Attachment**. This opens the Compose window.
2. Enter the email addresses for whoever you want to Forward the message to.
3. In the message window, type any additional text you’d like to include—if any!
4. Click **Send**.

How do I delete mail?
Right now, are you looking at the list of messages in your Inbox, or are you actually reading a message?
If you’re looking at your list of messages:
Click in the checkbox to the left of the message you’d like to delete. Then click **Delete** at either the top or bottom of the list of messages. This will send the email to the Trash folder.

While you’re reading a single message:
Click **Delete** at either the top or the bottom of the message. This will send the email to the Trash folder.

To permanently remove the contents of Trash, click **Empty** next to the trash folder on the left side of the page. “Are you sure you want to empty this folder?” If so, click **Empty** to delete... or **Don’t Empty** if you’d rather not. When messages are emptied from the trash folder, they are permanently deleted from the Yahoo! Mail server and cannot be recovered.

How do I search for a message, for photos, for words or names, or for (and inside) an attachment?
Mail’s Search is poised to find anything in your entire account – messages, attachments, names, words, photos. It's powerful!
The search window is in the upper-right corner of the page, next to the gray button **Search Mail**.
Click inside the white window and type what you're looking for – a name, a word in a message or attachment, “multiple words” (put them in quotes if the order is important)... pretty much anything.
If you’re looking for a photo, search for the person who sent it to you, or for a word you remember from the email or subject.
After you type, click **Go** or press Enter.
**What are filters, and how do I set them up?**
You can use Filters to organize your mail. Yahoo! Mail Filters don’t block mail, they steer messages as they arrive into different folders.
To set up a new filter, click **Options** in the upper right corner of your Mail page. Under “Management”, click **Filters**. Click **Add**, give the filter a name, and choose from a variety of options to automatically direct certain messages into a specific folder. For example, send any messages you get from your family into a folder called “Family”. When you’re done, click **Add Filter**.

**How do I save a message to my Sent folder?**
Your account’s already set to automatically save your sent emails in the Sent folder. So you don’t need to do anything!
But you can change this setting if you want. You can choose to **not** save your sent emails. And you can switch back again, too. Anytime.
To find this setting, click **Options** in the upper right corner of your Mail page.

1. Under “Management”, click **General Preferences**.
2. In “Folders/Search Results”, notice the check mark in the box beside “Save your sent messages in the Sent Items folder”. If you’d like to **NOT** save sent mail, click in this box to remove the check.

The Sent folder appears in the folder list along the left side of your Mail page. See it? Click it for a view of all the messages you’ve sent.

**How do I create a new folder?**
A NEW folder? Are you getting organized or something? Slick.
To create a new folder, find “Folders” on the left side of your Mail page. Next to “Folders” are the links **Add**—**Edit**. See them? Click **Add**.
A window opens and politely requests that you “Please enter a name for your folder.” Any ideas? For a folder where you intend to store fan mail, we suggest “Fan Mail”. But go on, name the folder whatever you’d like. Then click **OK**.
That’s it!
With Yahoo! Mail, you can make up to 200 folders.
How do I move a message into a folder?
Click in the box to the left of the message. A check-mark appears! If you want to move more than one message, check more boxes beside the other messages.
Now, click Move—it’s the button furthest to the right above your list of messages. Inside the Move pull-down menu, click the folder where you want to put your message. Zing!—you’re all finished.
Note: You can’t put messages into your Sent or Draft folders, because messages in those folders are stored differently than in other folders. You can, however, move messages out of those folders. And finally, to put a message in the Trash, just check the box to the left of the message and click Delete.

How do I empty my Trash?
To empty the Trash folder, click Empty next to the Trash folder. Easy-peasy!
Note: Once messages are emptied from the Trash folder, they are permanently deleted from the Yahoo! Address Book server and cannot be recovered.

Source: http://help.yahoo.com/l/us/yahoo/mail/original/