



Skill Builders

SKILL BUILDER 7.1 Send an Email Message



In this exercise, you will compose and send an email message.

1. Launch Internet Explorer and then open the book web page at **labpub.com/learn/silver/wtwc3**.
2. Click the Send an Email Message link.
3. Click the Mail button on the left side of the web page.
4. Sign in with the following data and then click the Sign In button:
 - Yahoo! ID: **donna.oeste**
 - Password: **4security** (not)
5. Click the New button on the upper-left side of the page.
New Email Message form appears.
6. Tap the key on the keyboard (do not hold down)
Yahoo! Mail displays the email addresses that begin with "T."
7. Click once to choose Terry Salcido.
Yahoo! Mail fills in the email address. This feature can help you avoid typos in email addresses. It also relieves you from having to remember everyone's email address when you send messages to people you've emailed before.
8. Tap the key twice and then type **The best film I've seen lately** as the subject of the message.
9. Tap the key and then click the keyboard icon to simulate typing the body of the message.
Let's hope it doesn't give away the ending! :-)
10. Send the message.
Yahoo! Mail displays a Message Sent confirmation.
11. Click OK.
Yahoo! Mail displays the What's New tab.

View the Sent Message

- 12.** Click the Sent folder in the folders box on the left side of the window.
 - 13.** Click once to display The Best Film I've Seen Lately.
Yahoo! Mail displays your message in the preview panel.
 - 14.** Click the Continue to Next WebSim button to continue with the next exercise.
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