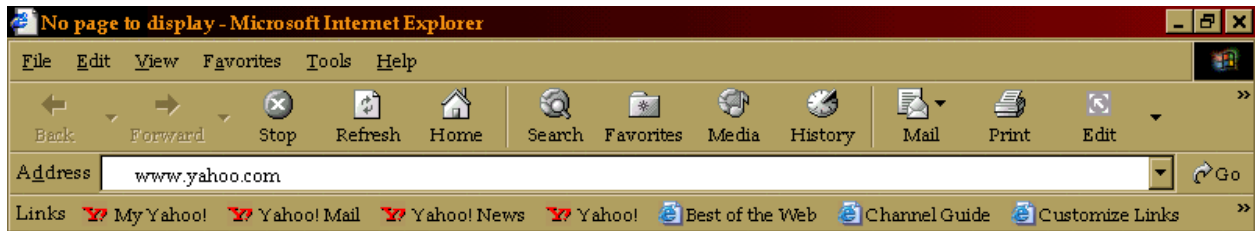


How to use your PICE e-mail account at Yahoo!

Procedures:

(The outline procedure is for Microsoft Internet Explorer browser. However for other types of browser the procedures are more or less much the same).

1. Type www.yahoo.com at the Address Box



2. Press the "Enter Key" or with the use of a mouse, click "Go"
3. Wait until the whole page downloads.
4. With the use of a mouse, click the link "Check Email " or the icon at the upper side of the web page.



5. Wait until the next page downloads.

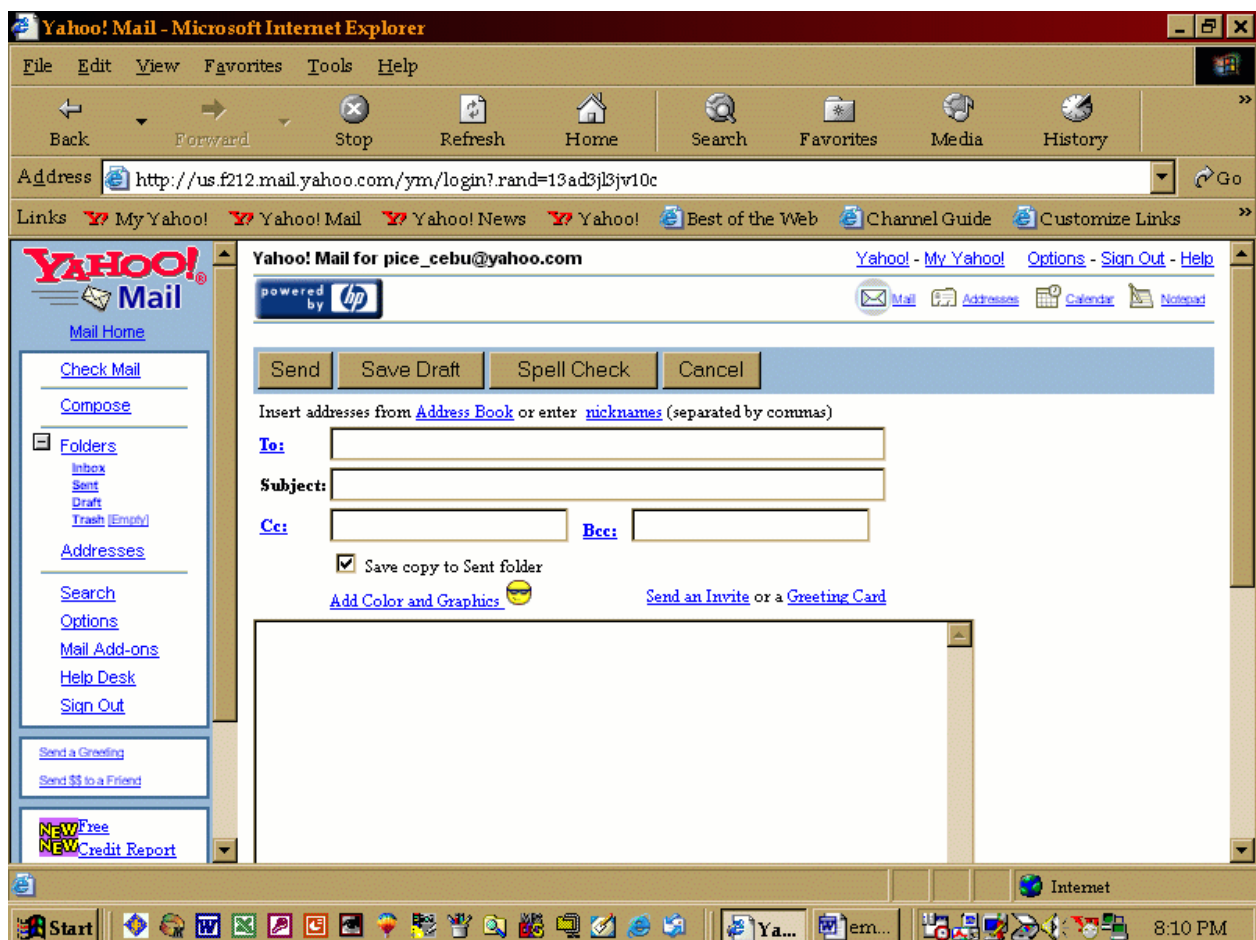


6. At the "Yahoo ID Box", type your Yahoo ID (e.g. for PICE Cebu Chapter, type pice_cebu).
7. At the "Password Box", type your e-mail account password.
8. Press the "Enter Key" or with the use of a mouse, click the "Sign In" button.
9. Now you have entered your e-mail account.

The common features of your Yahoo! e-mail account are:



1. Check mail – link to the page of the mail sent to you. Same as the “Inbox”.
2. Compose – link to the page where you will make your e-mails.
 - a. To – type the e-mail address of the person or chapter you are reaching. A must-have in composing e-mails. If one would like to reach multiple entities, type the e-mail addresses separated by commas.
 - b. Subject – the topic or title of your e-mail. This is optional.
 - c. Cc and Bcc – type the e-mail address of the entities for copy furnish of the message you made. If one would like to reach multiple entities, type the e-mail addresses separated by commas. This is optional if you already had typed all the e-mail addresses in the “To” box.
 - d. Message Box – type your message in this box.
 - e. Send Button – press this to send your message.
 - f. Save Draft Button – if you want to save a draft of the message you made. Note that if you already sent your e-mail, this cannot be performed. So if you want to save draft of your message, perform this first before sending your message.



3. Folders – where you can find other links to other pages (Inbox, Sent, Draft and Trash). This can be expanded and collapsed.
4. Inbox – same purpose as the “Check Mail”
5. Sent – link to the page of sent mails
6. Draft – link to the page of draft messages
7. Trash – link to deleted e-mails
8. Empty – to empty the mails in the “Trash Page”
9. Addresses – directory of e-mails and other contact information. To input an entry, just fill-up the dialog boxes and save.
10. Options – to change the settings into your desired preferences.
11. Help – for help topics
12. Sign out – to leave and close your e-mails.

Note:

1. Each chapter has the privilege to change their password.
2. Always sign out after using your e-mail account.