

2009

# Yahoo Mail Tutorial

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**Goto >> <http://mail.yahoo.com>**

Yahoo! - Blog [Help](#)

### Sign in to Yahoo!



**Are you protected?**  
Create your sign-in seal. [\(Why?\)](#)

Yahoo! ID:

(e.g. free2rhyme@yahoo.com)

Password:

**Keep me signed in**  
for 2 weeks unless I sign out. [Info](#)  
[Uncheck if on a shared computer]

[Forget your ID or password?](#) | [Help](#)

### Don't have a Yahoo! ID?

Signing up is easy.

[Sign Up](#)

### One Yahoo! ID. So much fun!

Use your single ID for everything from checking Mail to checking out Yahoo! Music, Flickr, Messenger, and more.



## Hi there!

We'll get you set up on Yahoo! in three easy steps! Just answer a few simple questions, select an ID and password, and you'll be all set.

Already have an ID or e-mail address?

[Sign In](#)

[Forgot your password or Yahoo! ID?](#)

I prefer content from Yahoo! United Kingdom

### 1. Tell us about yourself...

My Name

Gender - Select One -

Birthday  - Select Month -

I live in Kuwait

### 2. Select an ID and password

Yahoo! ID and Email  @ yahoo.co.uk

Password  Password Strength

Re-type Password

### 3. In case you forget your ID or password...

Alternative e-mail

Security Question - Select One -

Your Answer

### Just a couple of more details...

Type the code shown

Do you agree?  I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications electronically from Yahoo!

I have also read and agree to the [Mail Terms of Service](#).

For your convenience, these documents will be e-mailed to your Yahoo! Mail account.

[Create My Account](#)

[Cancel](#)



## Hi there!

We'll get you set up on Yahoo! in three easy steps! Just answer a few simple questions, select an ID and password, and you'll be all set.

Already have an ID or Mail address?

[Sign In](#)

[Forget your password or Yahoo! ID?](#)

I prefer content from Yahoo! U.S. in English

### 1. Tell us about yourself...

My Name

Gender

Birthday

I live in

### 2. Select an ID and password

Yahoo! ID and Email  [Change](#)

Password  Password Strength ■ ■ ■ ■ □

Capitalization matters. Use 6 to 32 characters, no spaces, and don't use your name or Yahoo! ID.

Re-type Password

### 3. In case you forget your ID or password...

Alternate Email

Security Question

Your Answer

Use 4 characters or more — not case sensitive.

### Just a couple more details...

Type the code shown

  
[Try a new code](#)

Do you agree?  I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.

I have also read and agree to the [Mail Terms of Service](#).

For your convenience, these documents will be emailed to your Yahoo! Mail account.

[Create My Account](#)

[Cancel](#)

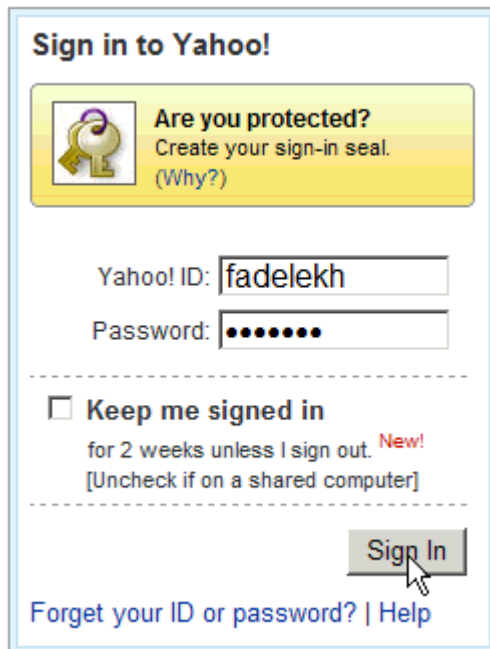
## Now Login with your User ID & Password

1. Open a Web browser, such as Internet Explorer or Mozilla Firefox.
2. Type the following address (URL) in the browser's address box, then press the **Enter** key:

[mail.yahoo.com](mailto:mail.yahoo.com)

The Yahoo! Mail sign in page opens in the browser.

3. Type your Yahoo! ID and password, then click the **Sign In** button.



**Tips:** If you have an ID that ends with something other than @yahoo.com, you need to type your full ID, such as yourname@ymail.com or yourname@rocketmail.com.

If you don't have a Yahoo! ID, you can sign up for one right on the sign in page.

The Yahoo! Mail Classic Welcome page opens.

**Note:** If you see connection and updates information on your Mail page, you have the new Yahoo! Mail Beta welcome page. Click [here](#) to learn about the features of this new page.

If your mail screen has tabs labeled **Home** and **Inbox** at the top, you're using the All-New Yahoo! Mail instead of Yahoo! Mail Classic. Click [here](#) to go to the

tutorials for the new version of Yahoo! Mail or click [here](#) to learn how to switch to Yahoo! Mail Classic.

Access various Yahoo! services here.

Check your mail or compose an email message here.

Personalize your Mail options here.

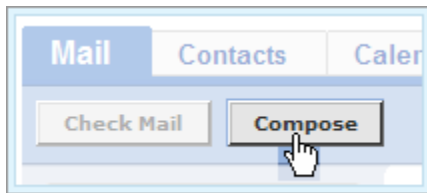
Open your Mail folders here.

View today's top news stories here.

## Sending a Message

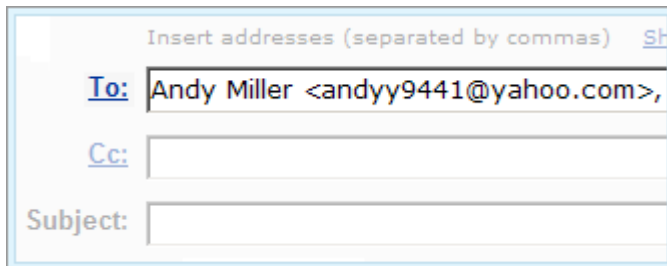
Of course, you use Yahoo! Mail so you can send and receive email messages—and these basic tasks are easy to do. This page shows you how easy it is to send a message. When you're ready for more information, such as sending a message to a group of people, take a look at the [Composing and Sending Email Messages](#) tutorial.

1. Open Yahoo! Mail. ([Remind me how.](#))
2. Click the **Compose** button.

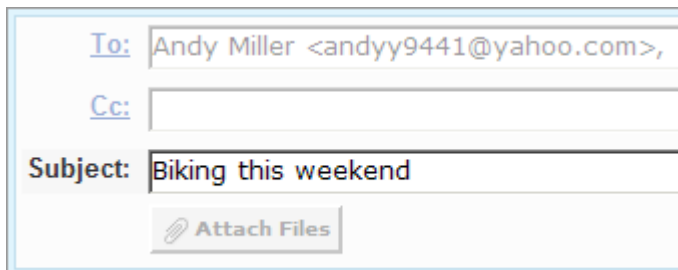


The Compose page opens.

3. In the **To** box, type the email address of the person you want to send the message to. [?](#)

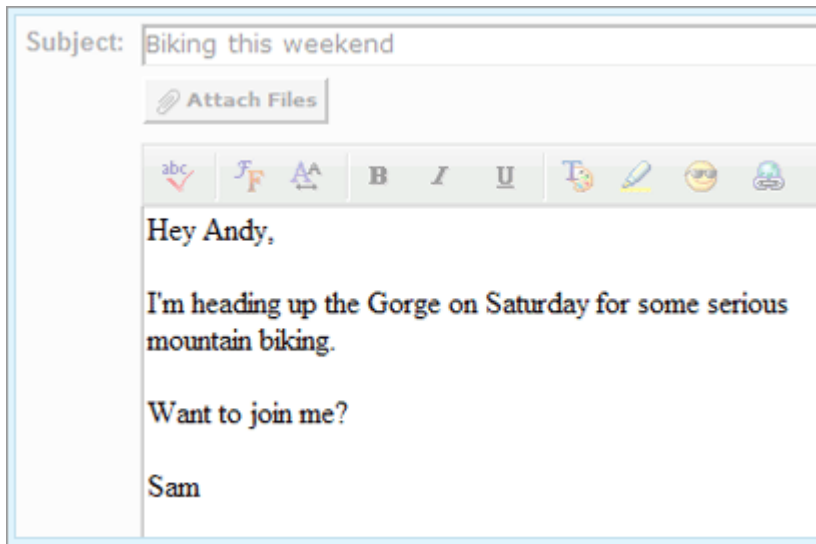
A screenshot of the Yahoo! Mail Compose page. At the top, there is a text input field with the placeholder text 'Insert addresses (separated by commas)'. Below this, there are three labeled input fields: 'To:', 'Cc:', and 'Subject:'. The 'To:' field is filled with the text 'Andy Miller <andy9441@yahoo.com>,'. The 'Cc:' and 'Subject:' fields are empty.

4. In the **Subject** box, type the subject of the message—a few words to give the recipient an idea of what the message is about.

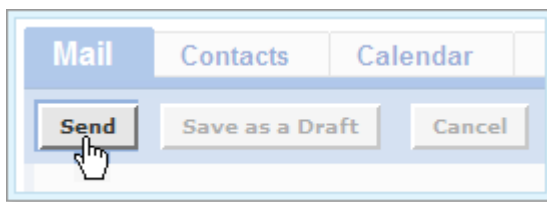
A screenshot of the Yahoo! Mail Compose page. The 'To:' field is filled with 'Andy Miller <andy9441@yahoo.com>,'. The 'Cc:' field is empty. The 'Subject:' field is filled with the text 'Biking this weekend'. Below the 'Subject:' field, there is an 'Attach Files' button with a paperclip icon.

5. In the large box under the tools, type the text of the message. [?](#)





6. When you finish writing and addressing your message, click the **Send** button.

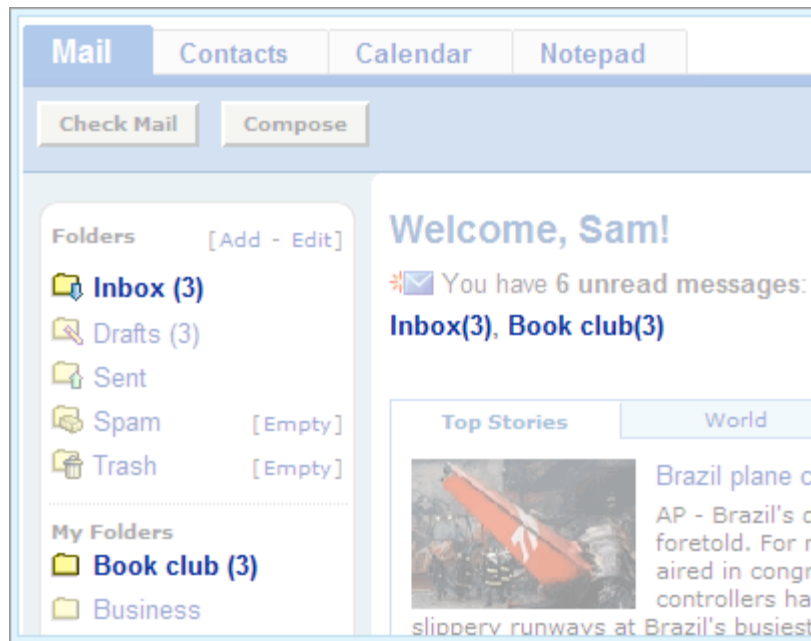


Yahoo! Mail sends the message.

## Reading a Message

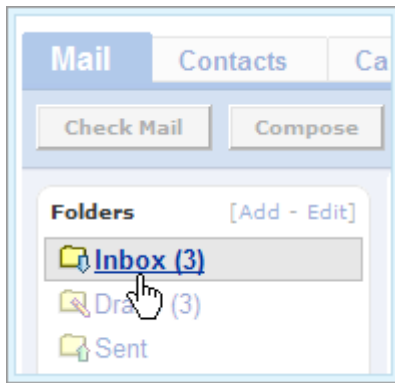
Yahoo! Mail keeps email messages in mail folders. Initially, all of your incoming email messages arrive in your Inbox folder (except suspected spam which goes directly into your Spam folder). To read an email message, open a mail folder, then click a message's subject.

The Welcome page lets you know how many unread messages you have by displaying the number of messages next to the mail folder on the left side of the page and under the Welcome label.



Clicking either place opens the folder, where you can open and read your email messages.

1. In the Welcome page or any folder view, click a folder name on the left side of the page under the **Folders** label.



The mail folder opens on the right displaying a list of email messages. Unread messages display in bold text.



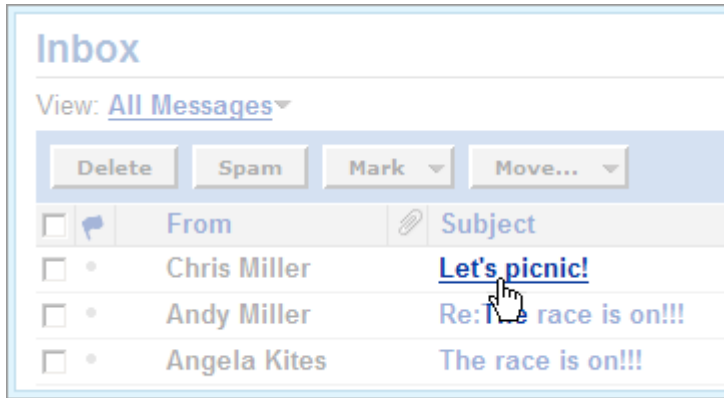
[Enlarge](#)

### Tips:

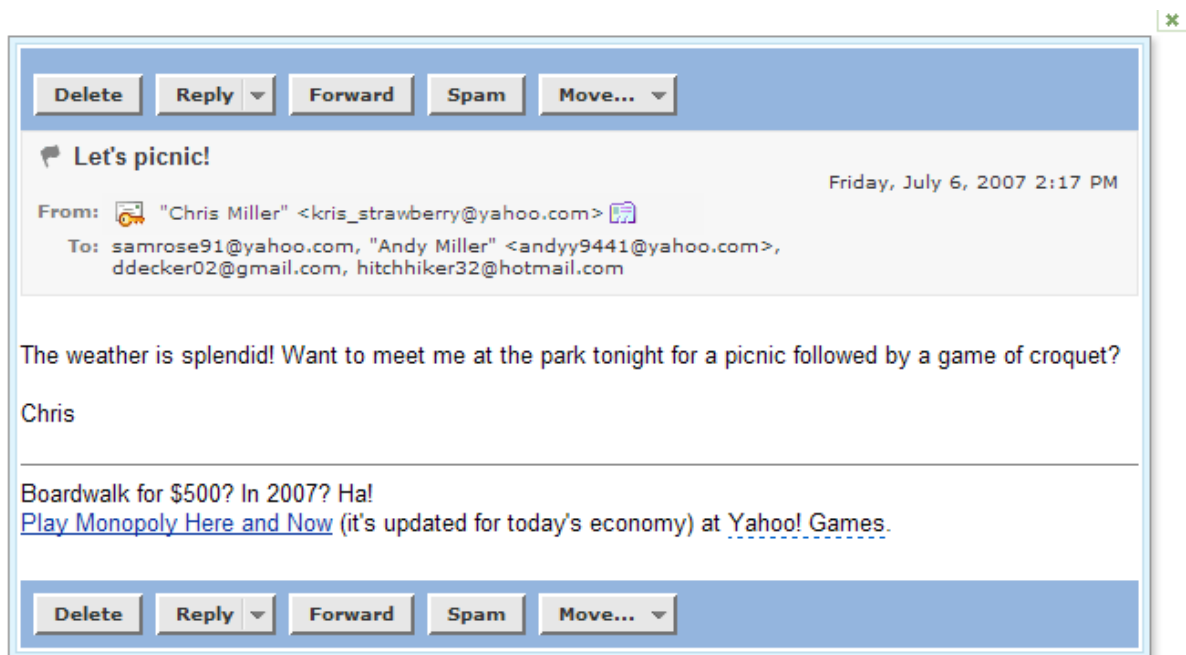
All Yahoo! Mail folders look similar to the Inbox.

If you have lots of messages in your folder, you might find it useful to filter the folder view so you can find the message you want. Take a look at [Filtering Your Folder View](#) for more information.

- To open and read an email message, click the message's subject (bold or not) in the **Subject** column.



The message opens in the browser where you can read it, reply to it, forward it, and more.



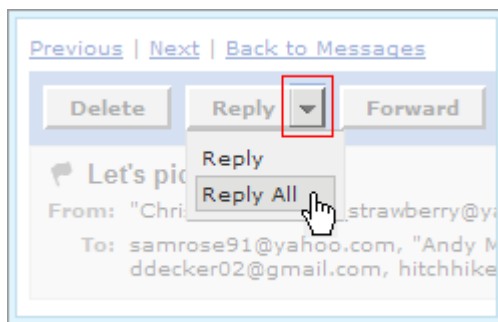
## Replying to a Message

Often, after reading an email message, you want to reply to the sender or to everyone who got the message. Yahoo! Mail gives you two ways to reply:

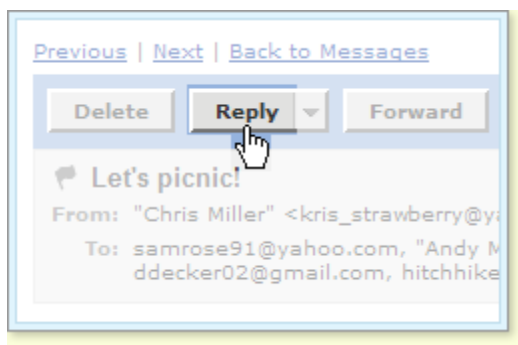
- **Reply** lets you respond to the sender only.
- **Reply All** lets you respond to the sender and everyone else who received the message. This includes all email addresses listed in the **To** box and the **Cc** box, except your own email address.

**Tip:** Be sure you select the appropriate reply option. You can't stop the delivery of a message once you click the **Send** button.

1. Open the email message. ([Remind me how.](#))
2. Click the arrow ▼ on the **Reply** button, then select **Reply** to reply to the sender only or **Reply All** to reply to all recipients of the email message.



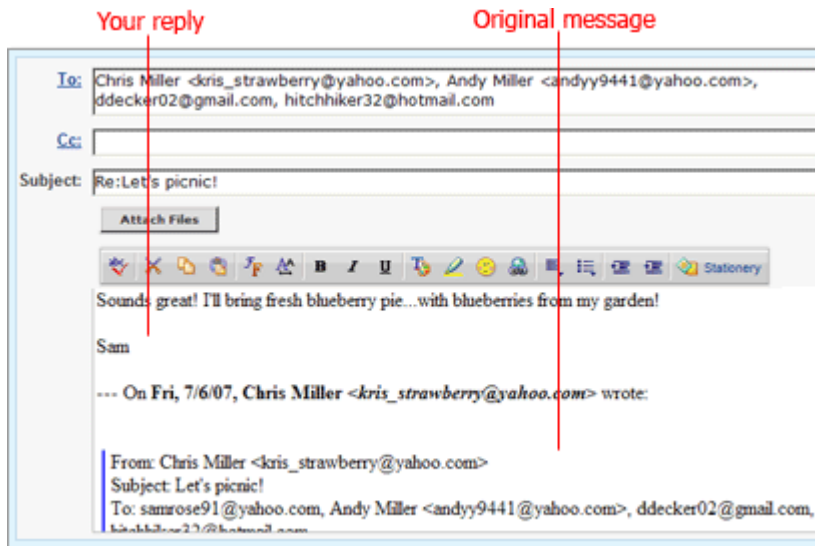
**Tip:** To reply to the sender only, you can also click the **Reply** button and not the arrow.



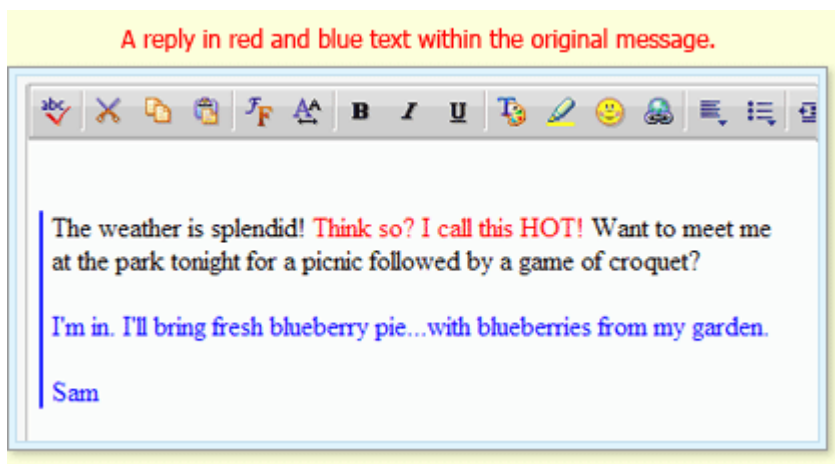
The Compose page opens and automatically fills in the address boxes with the email addresses of the recipients from the original message, the **Subject** box with the subject from the original message preceded by "Re" (which means "regarding" or "in regards to"), and the text box with the text from the original message.

**Tip:** When you compose a reply, you can add or remove email addresses from the address boxes or change the subject. Generally, it's a good idea to leave the subject the same, so the recipients recognize it when they receive your reply.

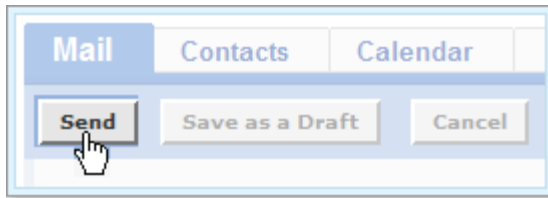
3. Type your reply in the text box under the formatting tools.



**Tip:** You can't block Yahoo! Mail from including the text of the original message in your reply. However, because all of the text, including the original text, is editable, you can type your reply anywhere in the text box. You can even delete some or all of the original message. If you type your reply within the original message, it's a good idea to highlight your response by using a different color or font from the original text. That way the recipients can tell the difference between the original text and your reply. (Rich text must be on—as it is by default—to add color to your text.)



4. Click the **Send** button when you're ready to send your email message.

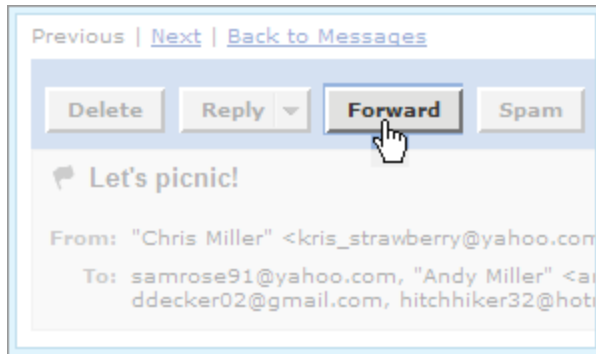


Yahoo! Mail displays a confirmation window letting your know that your reply was sent to the addresses listed in the address boxes.

## Forwarding a Message

You can forward any email message to other people. When you forward a message, Yahoo! Mail displays the Compose page so that you can enter email addresses in the address boxes and add your own text to accompany the forwarded message.

1. Open the email message. ([Remind me how.](#))
2. Click the **Forward** button.



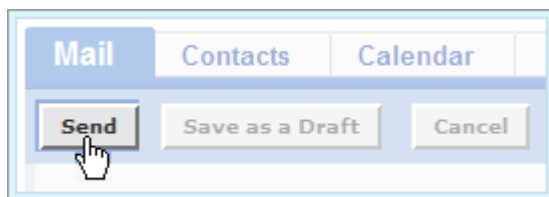
The Compose page opens and automatically fills in the **Subject** box with the subject from the original message (preceded by "Fw", which means "forward") and the text box with the text from the original message.

**Tip:** You can change the subject and alter the message text if you like.

3. Type email addresses in the address boxes. [?](#)
4. Type your own message in the text box if you like.


As with replies, you can alter the text of the original message. If you want others to know what text is from you and what belongs to the original message, use the formatting tools to highlight your text. [?](#)




5. Click the **Send** button when you're ready to send the message.



Yahoo! Mail displays a confirmation window letting your know that the message was forwarded to the email addresses listed in the address boxes. As described in [Replying to a Message](#), the confirmation page lets you add email addresses to your Yahoo! Address Book and work with the original message.



The mail folder containing the original message shows a forwarded icon  to the left of the sender's name.

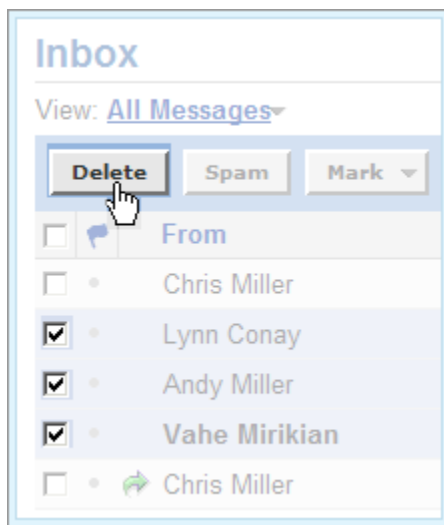
<input type="checkbox"/>		From		Subject
<input type="checkbox"/>	• 	Chris Miller		Let's picnic!
<input type="checkbox"/>	•	Andy Miller		Re:The race is on!!!

## Deleting a Message

The most efficient way to delete messages is in the mail folder, where you can [delete one or more messages at a time](#). You can also [delete an individual message while reading it](#).

### To delete multiple messages:

1. Open a mail folder by clicking the folder name on the left side of the Mail page.
2. Check the box next to each message that you want to delete.
3. Click the **Delete** button.



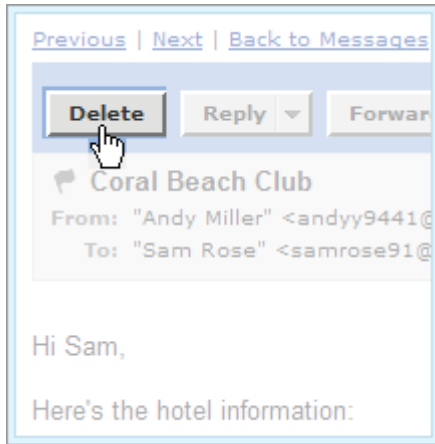
Yahoo! Mail moves the messages into your Trash folder.

### To delete a message while reading it:

1. Open an email message. ([Remind me how.](#))

**Tip:** Take care when opening unsolicited email messages. You could be inviting a spammer to send you more junk mail. If you want to delete a suspicious email, delete it at the mail folder level as described [above](#).

2. Click the **Delete** button.

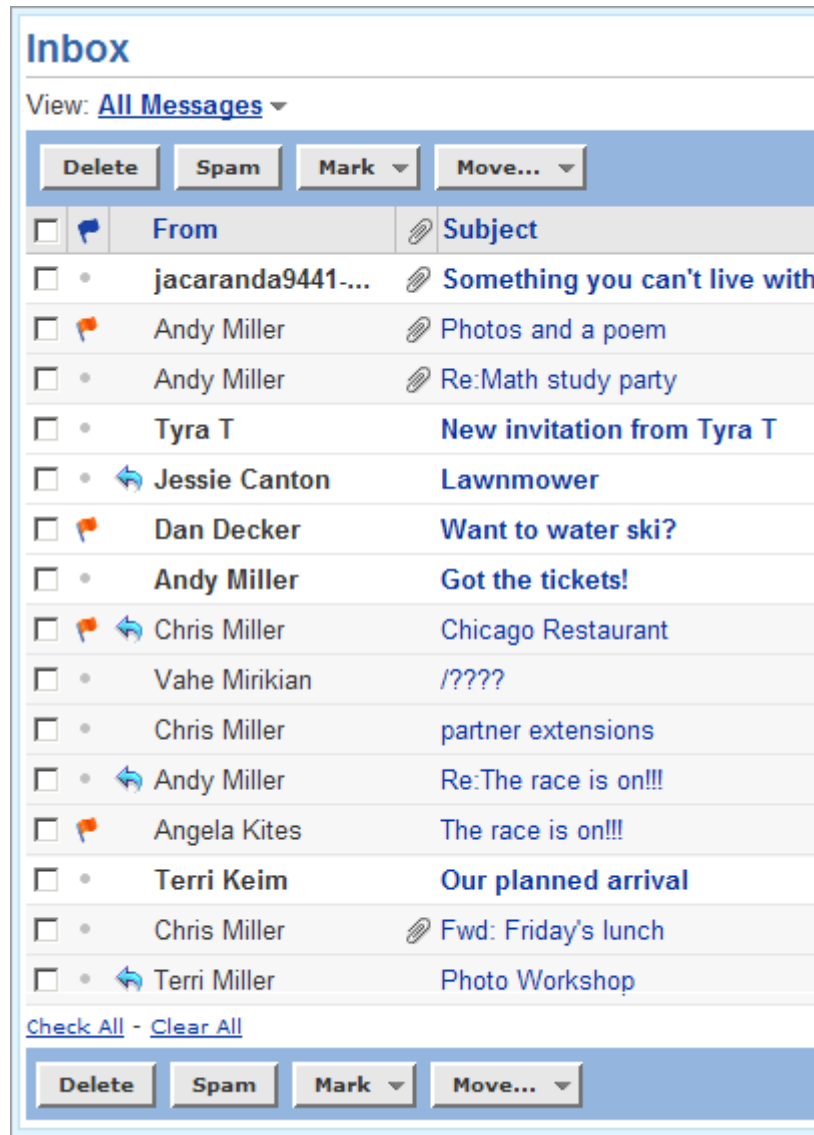


Yahoo! Mail moves the message into your Trash folder and displays the next message from your mail folder.

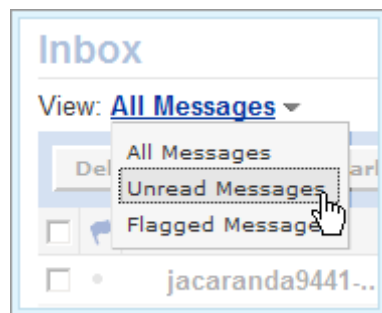
## **Filtering Your Folder View**

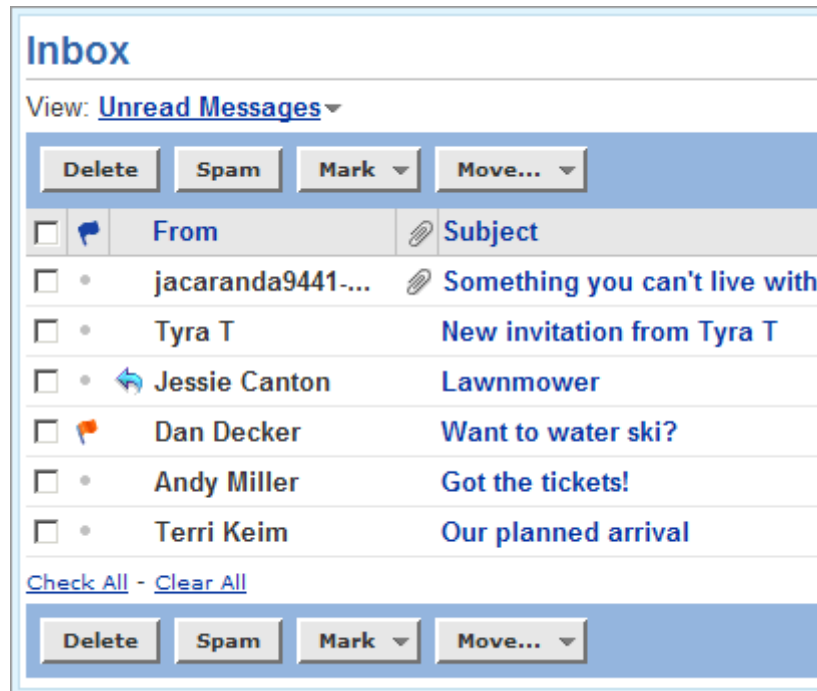
When you open a mail folder that contains lots of email messages, finding the one you want can sometimes seem daunting. Yahoo! Mail helps you find your message in a number of ways. You can:

- Sort the messages in the folder by column name. Find out more in the [Using Folders to Organize Your Email](#) tutorial.
  - Search for messages that meet specific criteria. The [Searching Your Email Messages](#) tutorial shows you how.
  - Filter your folder view so that it shows all messages (the default), flagged messages only, or unread messages only. This task shows you how.
1. Open a mail folder by clicking the folder name on the left side of the Mail page.
  2. Above the list of messages, click a **View** option to filter the messages.
    - When you first open a mail folder, Yahoo! Mail uses the **All Messages** filter.

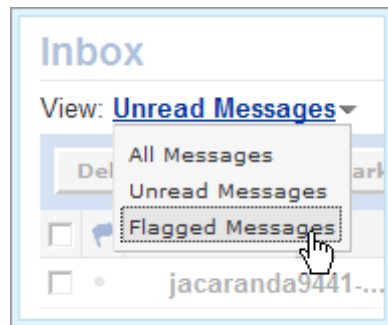


- Select the **Unread Messages** filter to view unread messages only.





- Select the **Flagged Messages** filter to view flagged messages only.



### Inbox

View: [Flagged Messages](#) ▾

Delete Spam Mark ▾ Move... ▾

<input type="checkbox"/>		From		Subject
<input type="checkbox"/>		Andy Miller		Photos and a poem
<input type="checkbox"/>		Dan Decker		Want to water ski?
<input type="checkbox"/>		Chris Miller		Chicago Restaurant
<input type="checkbox"/>		Angela Kites		The race is on!!!

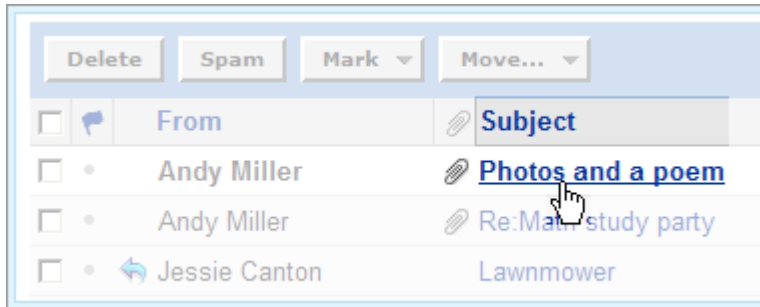
[Check All](#) - [Clear All](#)

Delete Spam Mark ▾ Move... ▾

## Receiving Email Attachments

You know you've received an email with an attachment when you see a paper clip (📎) next to the email's subject in the mail folder. Open the message to see what type of file is attached.



1. In a mail folder, click the subject of an email message that includes an attachment (the paper clip icon appears to the left of the subject).



When the message opens, a link to download the attachment appears in the message header, and if the attachment includes images, thumbnails appear at the bottom of the message.



Links to download attachments appear in the message header.

**Photos and a poem**  
From: "Andy Miller" <andy9441@yahoo.com>   
To: "Sam Rose" <samrose91@yahoo.com>  
 [beautiful barrier.jpg \(44KB\)](#), [a few roses.jpg \(45KB\)](#), [dailylife.doc \(27KB\)](#)


Hi,


Here are just two of the photos I took of our trip and a poem they inspired.

Andy

---

Sick sense of humor? Visit [Yahoo! TV's Comedy with an Edge](#) to see what's on, when.

  
[beautiful barrier.jpg](#)

  
[a few roses.jpg](#)

Thumbnails of image attachments appear at the bottom of the message.

# Working Safely With Email Attachments

[Avoiding Computer Viruses](#)

[Receiving Attachments](#)

Opening and Saving Attachments

[Sending Attachments](#)

## Opening and Saving Attachments

When you click the link to an attachment, Yahoo! Mail uses Norton AntiVirus™ to automatically scan the file for viruses. Virus scanning can often "clean" a file that does have viruses, so you can safely open and download the file onto your computer.

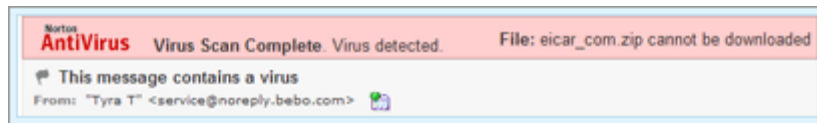
However, not all viruses can be detected and cleaned. There is a risk involved whenever you download email attachments to your computer or send email attachments to others. As provided in the Terms of Service, neither Yahoo! nor its licensors are responsible for any damages caused by your decision to do so.

1. Open the email message with the attachment. ([Remind me how](#)).
2. Click the file name or thumbnail to allow Yahoo! Mail to scan the file.



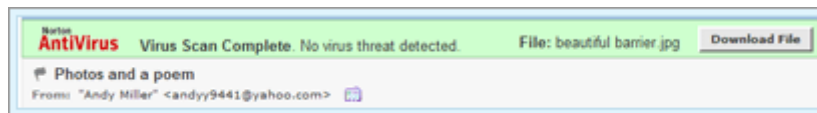
Norton AntiVirus scans the attachment and displays the results above the message header.

- If Norton AntiVirus detects a virus, you can't download the file.



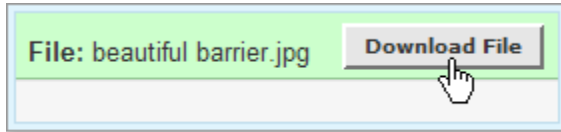
[Enlarge](#)

- If Norton AntiVirus doesn't detect a virus, you can download the file.



[Enlarge](#)

3. To download a virus-free attachment, click the **Download File** button.



The File Download window prompts you to open or save the file. (The appearance of this window varies, depending on your operating system and other factors.)

4. You can click the **Open** button to view the attached file in its original application (such as Microsoft Word or Acrobat Reader), or you can click the **Save** button to download the file and save it on your computer.

**Tip:** When you open a file without saving it, your browser automatically downloads it to a temporary location on your computer. When you close the file, your browser deletes the temporary file.

## Sending Attachments With Outgoing Email Messages

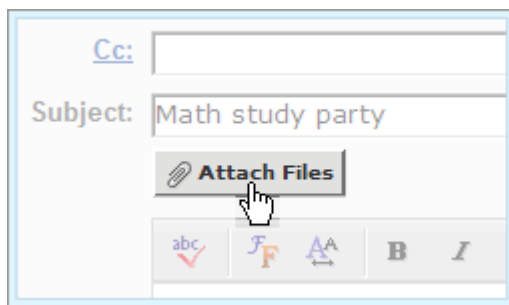
You can send all types of files as attachments, including word processor or spreadsheet documents, audio files, image files (such as .bmp, .jpg, .gif), and more.

### Notes:

With Yahoo! Mail, effective email virus protection is automatic. Anti-virus software in Mail automatically detects and cleans viruses in incoming and outgoing email and attachments.

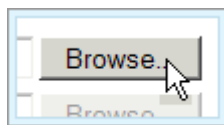
Be aware, however, that not all viruses can be detected and cleaned. There is a risk involved whenever you download email attachments to your computer or send email attachments to others. As provided in the Terms of Service, neither Yahoo! nor its licensors are responsible for any damages caused by your decision to do so.

1. While composing a message, click the **Attach Files** button. (You can attach files at any time before sending the message.) [?](#)



The Attach Files page opens.

2. Click the first **Browse** button.



The Choose File or Open File window opens (depending on your operating system).

3. Locate the file you want to attach, select it, and click the **Open** or **OK** button.

The selected file and its location appear in the first attachment box.

4. To attach more files, click the next **Browse** button, and repeat step 4.

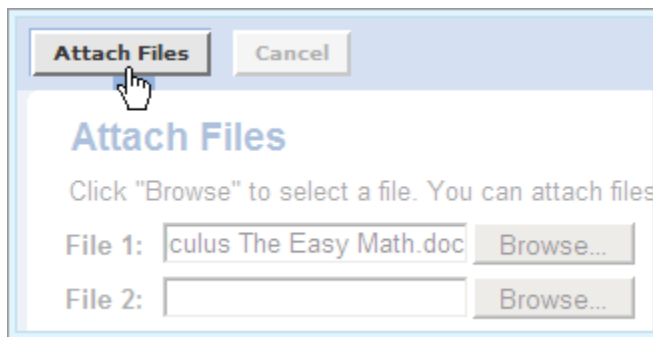
## Tips:

You cannot attach the same file multiple times to the same email message.

If you need more attachment boxes, click the **Attach More Files** link. Yahoo! Mail adds another box.

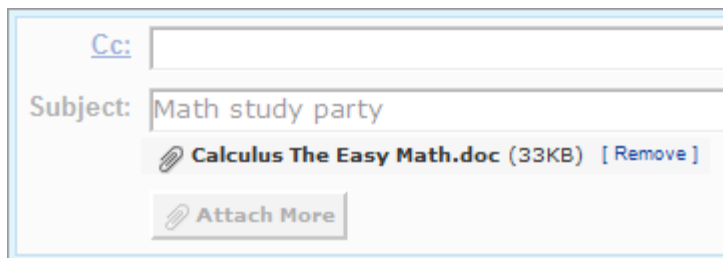
You can attach one or more files up to a total combined size of 10 MB. (Yahoo! Mail Plus users can have a total combined size of 20 MB.)

5. When all the files you want to send are listed, click the **Attach Files** button.



**Tip:** Norton AntiVirus™ automatically scans all outgoing email attachments and will not let you attach an infected file.

Progress bars display the process of scanning and attaching each file. When the process is complete, the Compose page opens with the attached file.



**Note:** Though Yahoo! Mail often displays attached photos within the messages you receive, it doesn't display the photos you attach while composing your message. Instead, it lists the photos in the attachments area. The photos may appear within the text of the message when your recipients receive it if their email applications support embedded photos.

## **Email Etiquette (Netiquette)**

From [http://www.cit.gu.edu.au/~davidt/email\\_etiquette.htm](http://www.cit.gu.edu.au/~davidt/email_etiquette.htm)

### **Introduction to Email**

Email as a medium of communication has become an almost indispensable tool for business, educational, social and personal purposes. Its importance in the future will, in all likelihood, continue to grow at an almost exponential rate, despite the plague of spam that is choking the internet.

Email has the advantage of regular postal mail in that it is delivered into the recipient's mailbox for them to read and reply to at their convenience, but without the lengthy time delay involved with 'snail mail'. Email also has the advantage of being quick and easy. It doesn't oblige the sender to engage in small-talk with the recipient, as telephones do. Using the phone to convey a simple message to a friend might involve a 10-15 minute conversation because no-one wants to appear rude by hanging up too soon. In an increasingly busy world, email allows the same message to be conveyed in a minute or two without implied rudeness.

Email is an electronic version of a written Memorandum. Remnants of the Memo can be seen in the header where the To: Cc: and Subject: fields closely emulate that of the traditional Memo. The term 'Cc' is retained because it still somehow makes sense to people even though the days of making an actual 'carbon copy' are long gone. Many people under the age of 40 will have never seen a sheet of carbon paper, such as was used in offices to make a copy in a typewriter of the original memo.

### **Email Etiquette**

While academic staff (and people generally) don't deliberately penalise students who inflict poor email manners on them, it's a good idea not to irritate or offend the recipient unless you deliberately intend to do just that.

There are no 'official' rules governing electronic communication, though there have been attempts to establish one standard or another as the default, there is no common agreement. So beware people telling you there is one right way, they are assuming too much. As a general rule though, netiquette involves the same principles as plain old etiquette -- basic courtesy, respect and ethics.

By following the principles outlined below, the recipient of your email will be more likely to read and act, if not be favourably impressed by your message:

1. **Subject line to summarise the message.** Make the Subject line summarise the body of the e-mail. Ask yourself, 'will the recipient(s) know what this e-mail is about'. For example, Instead of Subject: Exam, say Subject: Location of 1508INT Exam, 23 July 05.
2. **Don't assume the recipient knows the background.** Include enough contextual information at the beginning of the e-mail for the recipient to know what the matter is about. If in doubt, put background information in. For example, don't say can I have an extension for my assignment, instead say I refer to the CIT3622 assignment 1 that I handed in late. I was ill and have a doctor's certificate. May I ask for an extension on the basis that I was too ill to do it on time.
3. **Keep it concise.** Keep messages brief and to the point, but not so brief that it causes the problem outlined in the previous point. This includes deleting any irrelevant text when an email has been back and forth several times. No-one wants to scroll down through pages of text in order to reach the message they want to read. If the sense of the email will be lost by deleting that text, however, leave it in.
4. **Reply within 24 hours.** Try to reply within 24 hours, less if possible. In fact, get in the habit of replying immediately -- its the polite thing to do, and the recipient will appreciate a prompt reply. It also makes you look efficient. The longer you leave it to reply, the more likely you will forget or have too big a log-jam of unanswered email.
5. **Allow time for a reply.** E-mail messages are not usually *required* to be answered immediately, though it is good practice if you do. Before sending a reminder, allow some time for a response, some times even a few days. Not everyone is online 24 hours a day.
6. **Use the BCC field when sending bulk email.** If you're sending email to a whole list of people, put their email addresses in the BCC field. That way, the privacy of the recipient is respected, and spammers cannot harvest the email addresses for their dastardly purposes.
7. **Don't shout at people or threaten them.** Don't use all capital letters, (UPPERCASE), or **oversized fonts**. The reader will likely feel they are being shouted at, or even threatened. If you must use UPPERCASE, use it very sparingly and only to emphasise a particularly important point. Ask yourself, 'if I was talking to the recipient face to face, would I be raising my voice to them?' One way to add emphasis is to enclose the word/phrase with an asterisk, for example "It is \*important\* not to shout at people by using UPPERCASE". Large sized fonts (greater than 12) are useful for people with visual impairment, but are not appropriate for general use.
8. **Avoid angry outbursts.** Don't send or reply to email when you are angry. Wait until you have calmed down, then compose the email. Once written and sent, it can't be recalled. Angry or intemperate email has a way of rebounding on the sender. As a guide, ask yourself, 'would I say this to the person's face?'
9. **Correct punctuate and grammar.** Use punctuation in a normal manner. One exclamation point is just as effective as five !!!!! Use correct grammar as with any written message.
10. **Layout message for readability.** Use spaces and breaks between paragraphs and long sentences to make it easier on the reader.

11. **Keep the thread.** When replying to an e-mail, use the reply option on the sidebar in your mail. This will keep the message in the "thread", and make it easier for the recipient to follow.
12. **Spelling.** Check your spelling! If you don't know how to spell something, look it up.
13. **Don't Reply to All unless necessary.** Think twice about sending a reply to everyone. Perhaps only selected people need to see this email. Sending it to everyone may simply be contributing to an already cluttered In-Tray.
14. **Acronyms, abbreviations, and emoticons** are OK within reason. As long as you don't overdo it, and the recipients can reasonably be expected to know what they mean, acronyms and abbreviations are OK to use in e-mail. Emoticons (for example ;-) a winking smiley face) are good when used in context. As a general rule, you probably shouldn't use them when talking to someone in authority unless you're sure .
15. **Edit the superfluous text out of emails..** When you are sending email that has 'been around' in the sense that it has been replied to or forwarded many times, take the time to remove the angle brackets '>' from the message. Its irritating for many people to see text in such disarray. The easiest way is to copy and paste the text into a word processor, and use the search and replace function to remove any unwanted characters. The example below breaks both this rule and the one about shouting at people by using UPPERCASE:

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>> >>> >THE FOLLOWING IS TAKEN FROM A NEPALESE
GOOD LUCK MANTRA. YOU'LL
>> > >>> >FIND IT TO BE WORTH READING AND WORTH
SHARING:
>> > >>> >Do not keep this message. The mantra
must leave your hands
>> within 96
>> > >>> >hours or you will suffer harm.
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16. **Chain Letters..** Its becoming more common, as more people use email for more varied purposes for it to be used for multilevel marketing, chain letters, pyramid schemes and other dubious purposes. The example above is one of the more benign examples of an implied threat as a way to motivate the recipient to take action. Another example is the chain letter that claims to be for the benefit of a dying child or promises to make you rich overnight if only you send it to five more people, and send \$10 to the person who sent it to you. Most people, myself included, find these email practices particularly annoying.
17. **Don't be over-familiar with the recipient..** Many people, myself included are offended by strangers being over-familiar. For example I react badly to people I don't know addressing me as 'Dave'. Only friends and family call me that. As a rule, use the title or form of address that you would use in verbal communication.
18. **Keep download size to a minimum.** Big graphics can make e-mails take a long time to load. If you have an attached file, the recipient will often have to wait for your full message to load before they can retrieve it. Its



irritating to wait many minutes for a message to load only to find out the attached page was not worth the wait.

19. **Illegal Activities.** These include libel (defamatory statements), discrimination (racial, sexual, religious, ageist etc), some adult material (child or violent erotica), illegal information (how to kill or injure people, incitement to violence, racial hatred etc), This advice does not apply to the vast majority of email users, who would never indulge in the aforementioned practices. But for those so inclined, not only are these likely to offend the recipient, people found engaging in illegal activities involving email are likely to have strong sanctions brought against them by the university and by the civil authorities.
20. **Email is not confidential.** Its almost laughably easy for the contents of your email to be read by others without your knowledge. So its wise to avoid saying anything you wouldn't write on the back of a postcard. Also, if you work within an organisation, rather than directly connected to an ISP (internet service provider) its becoming more likely that every email you send and receive is scanned for certain words that are 'deemed unacceptable'. Email with 'unacceptable' content is quarantened, and record is kept. People can be disciplined or fired if they send or recieve too much such email. The organisation has every user sign an 'acceptable use' contract as a condition of their having an email account. That way, the employee can be deemed to have broken the contract, justifying disciplining him or her.
21. **Correct priority.** Avoid marking an email 'high priority' when it is really 'normal' priority.

## Acronyms & Emoticons

These are a popular and useful way of expressing emotion in email. There is a growing number, but these are the basic ones that people use:

- 2L8 -- too late
- AAMOF -- as a matter of fact
- AFAIK -- as far as I know
- B4N -- bye for now
- CMIIW -- correct me if I'm wrong
- CUL -- see you later
- FWIW -- for what its worth
- FYI -- for your information
- IKWUM -- I know what you mean
- IMHO -- in my humble opinion
- KWIM -- Know what I mean?
- ROTFL -- rolling on the floor laughing
- TIA -- thanks in advance
- TTYL -- talk to you later
- ;) happy
- :( sad
- :o very surprised
- ;) wink
- 8) person with glasses smiling

If all this seems too prescriptive, feel free to ignore any or all of it. It makes no gaurantees, it is simply a guide to writing email that if applied sensibly will enable you to have constructive relations with people via the medium of email. *Good luck!*

