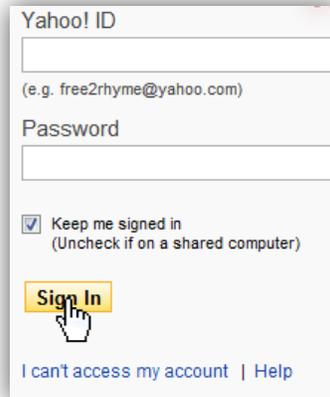


Configuring Email Accounts on Yahoo Mail

To configure, follow the simple steps below:

1. Access your yahoo mail account mail.yahoo.com.



Yahoo! ID

(e.g. free2rhyme@yahoo.com)

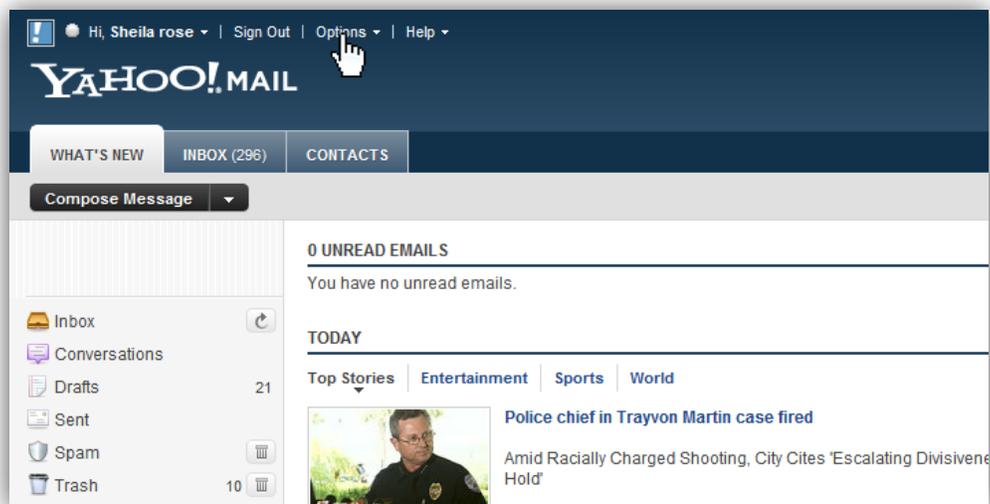
Password

Keep me signed in
(Uncheck if on a shared computer)

Sign In

[I can't access my account](#) | [Help](#)

2. After that, you need to click Options at the upper left part of the screen.



3. Click Mail Options.



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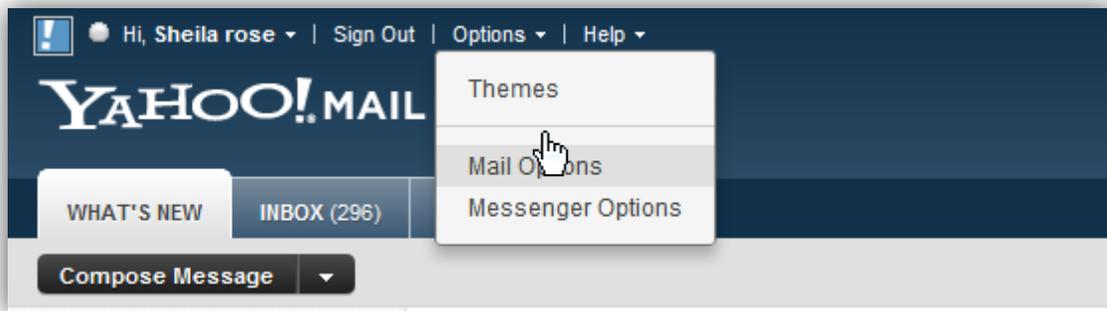
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4. Select Mail Accounts under Mail Options.



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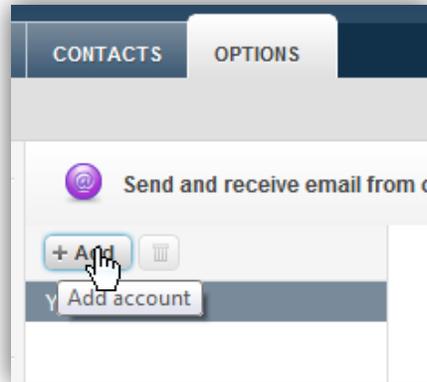
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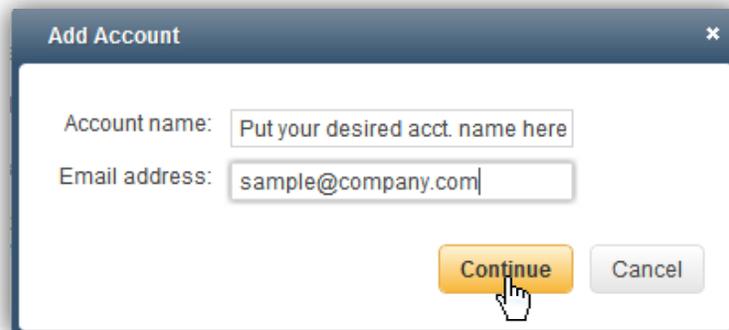
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5. Click Add button.



6. Enter the Account Name and the Email Address then click Continue.



7. Enter the needed information, please refer below:

- **Username:** sample@company.com
- **POP Server:** mail.zoom.ph

8. Click Save.



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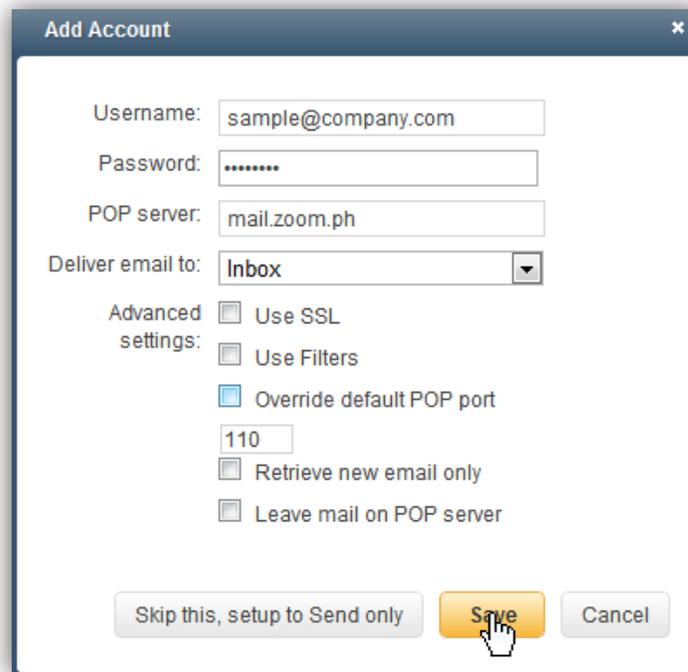
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- **Use Filters**—specifies whether Yahoo! Mail should use any filters that you've defined when it retrieves non-Yahoo! messages. Ignoring your filters is the default.
- **Override default POP port**—the default POP port for the POP mail server is 110. You only need to specify a port number if your server uses a different port.
- **Retrieve new messages only**—specifies whether Yahoo! Mail retrieves only the new messages in your external mail account (this is the default) or all messages, including those you've already read.
- **Leave mail on POP server**—specifies whether the messages retrieved to your Yahoo! Mail account remain in your external mail account (this is the default) or are deleted from the external mail server.

9. Verify the account by accessing www.company.com/webmail



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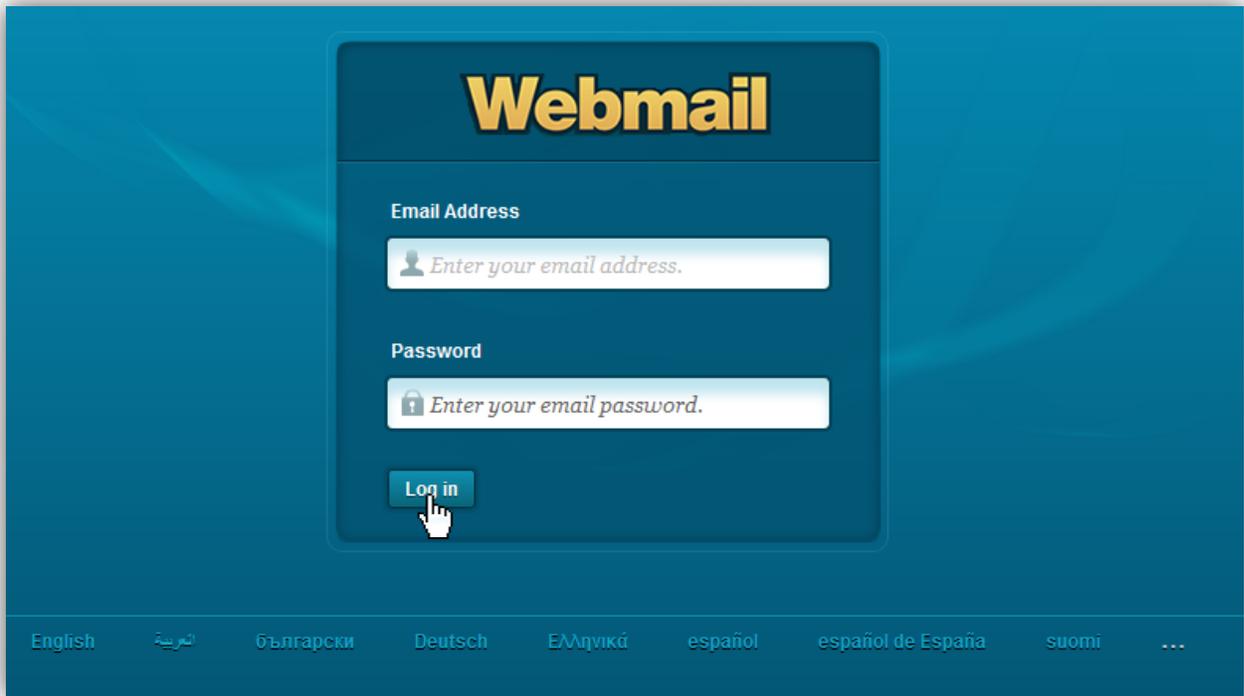
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10. Choose from Roundcube, Mail Open Source, Horde and Squirrel Mail. You may choose any of the four. The only difference of each account is the interface.



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11. Look for yahoo's mail and then verify the account.

Verify this email address

You recently added a new email address to your Yahoo! account, or initiated verification of an existing email address. To verify that you own this email address, simply click on the link below.

Your email address was added to the Yahoo! ID: sh*****@*****. If this Yahoo! ID does not belong to you, or you did not recently add your email address to this Yahoo! ID, you may permanently stop receiving messages for this Yahoo! ID at this email address. [Please let us know.](#)

Verifying your email address ensures that you can securely retrieve your account information if your password is lost or stolen. You must verify your email address before you can use it on Yahoo! services that require an email address.

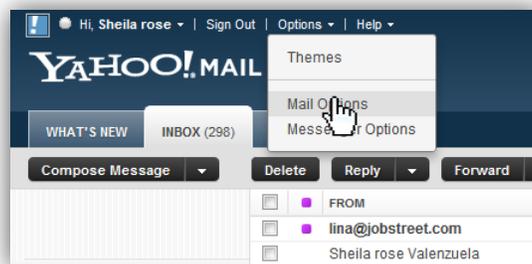
For your security, please keep your email address information up-to-date. If this information changes, you can always update it by signing in to your Yahoo! account and changing it from the "My Account" area.

[Verify "sheila.valenzuela@iconcept.com.ph"](#)

12. Log-out the webmail.



13. Go back to yahoo and go to Options > Mail options again.



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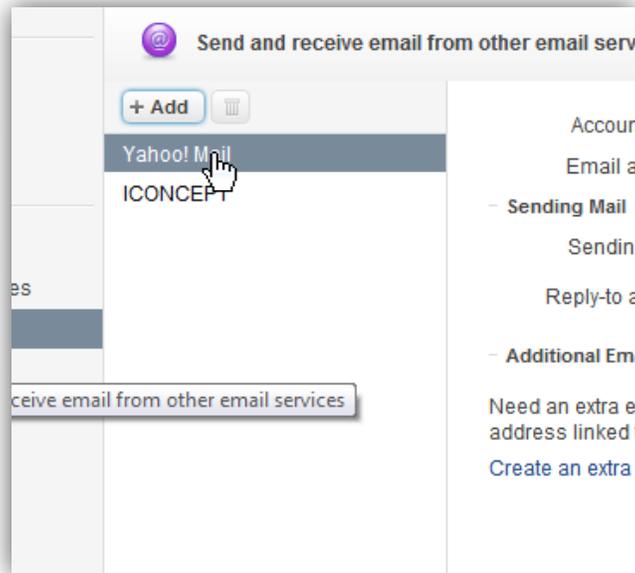
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14. Choose Mail Accounts.



15. Make sure that the Yahoo Mail is activated.



16. Now enter your name and put your email address on the space provided (sample@company.com). Then Click Save.

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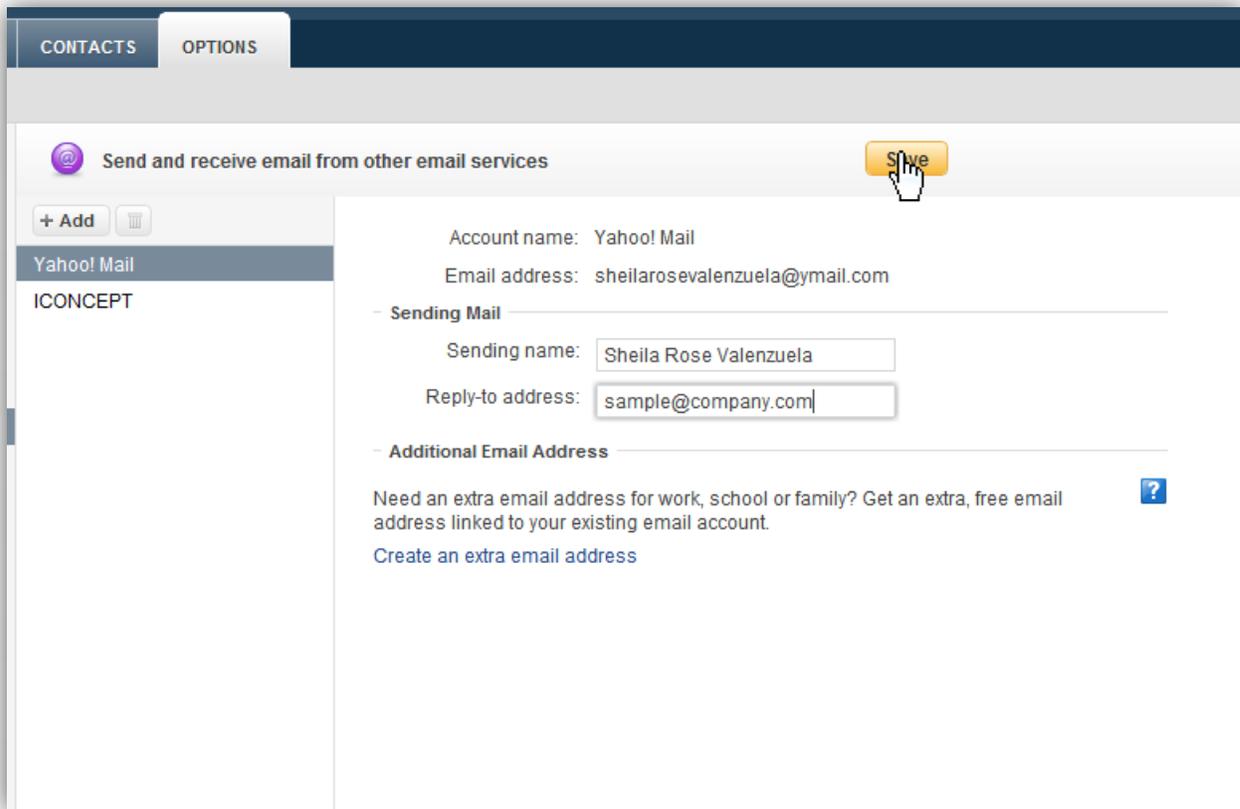


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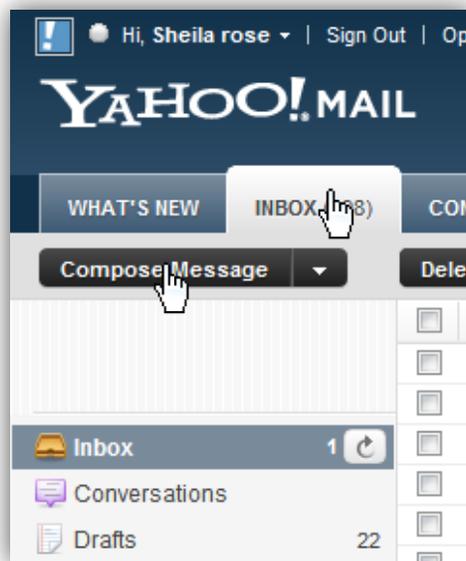
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17. Now to create new mail, go to Inbox > Compose Message.



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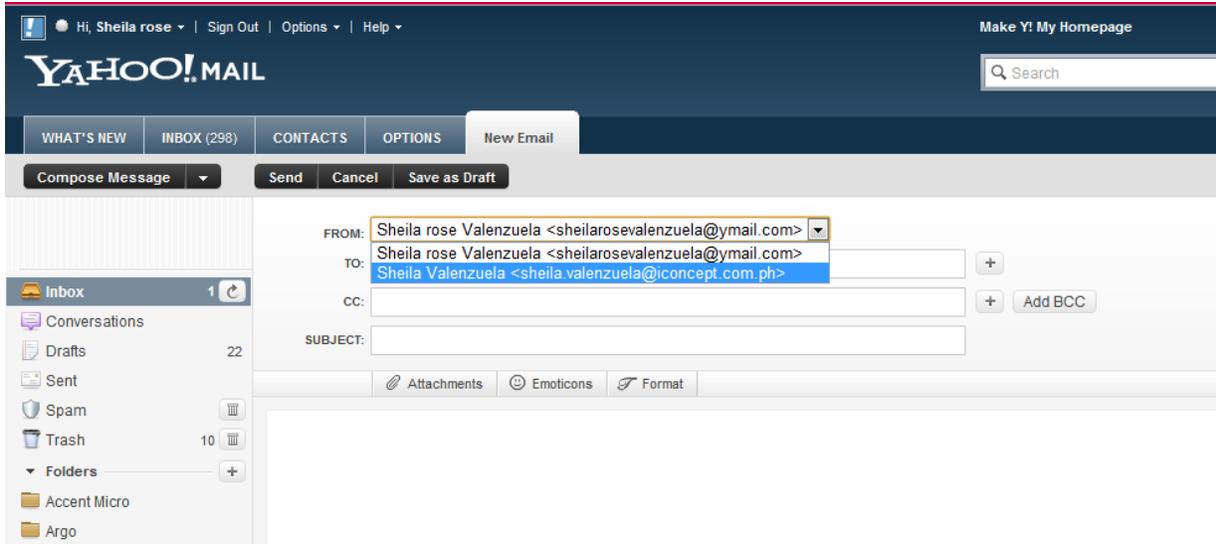
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18. Choose the email address you want to use before sending an email.



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