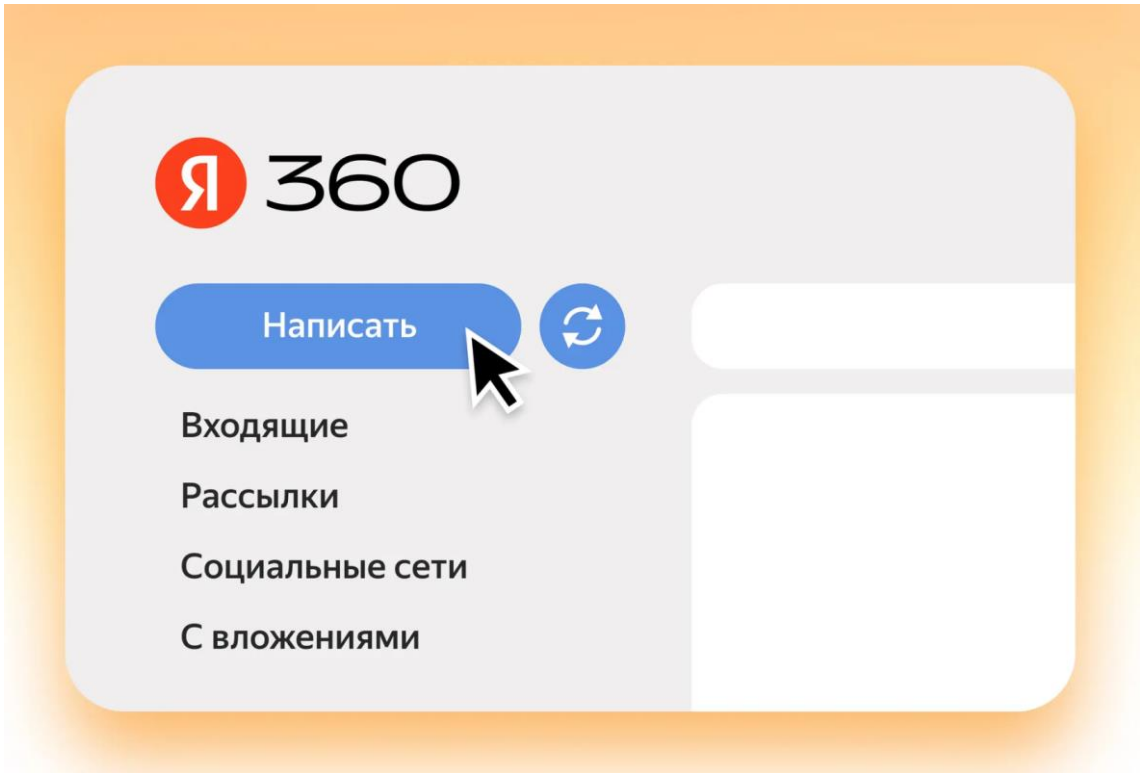
How to start working in Yandex Mail

How to write your first letter in Yandex Mail

If you are already authorized in Yandex services, Mail will open immediately and you can start working; you do not need to create an additional account. If you don't have an account in Yandex, the service will prompt you to register.

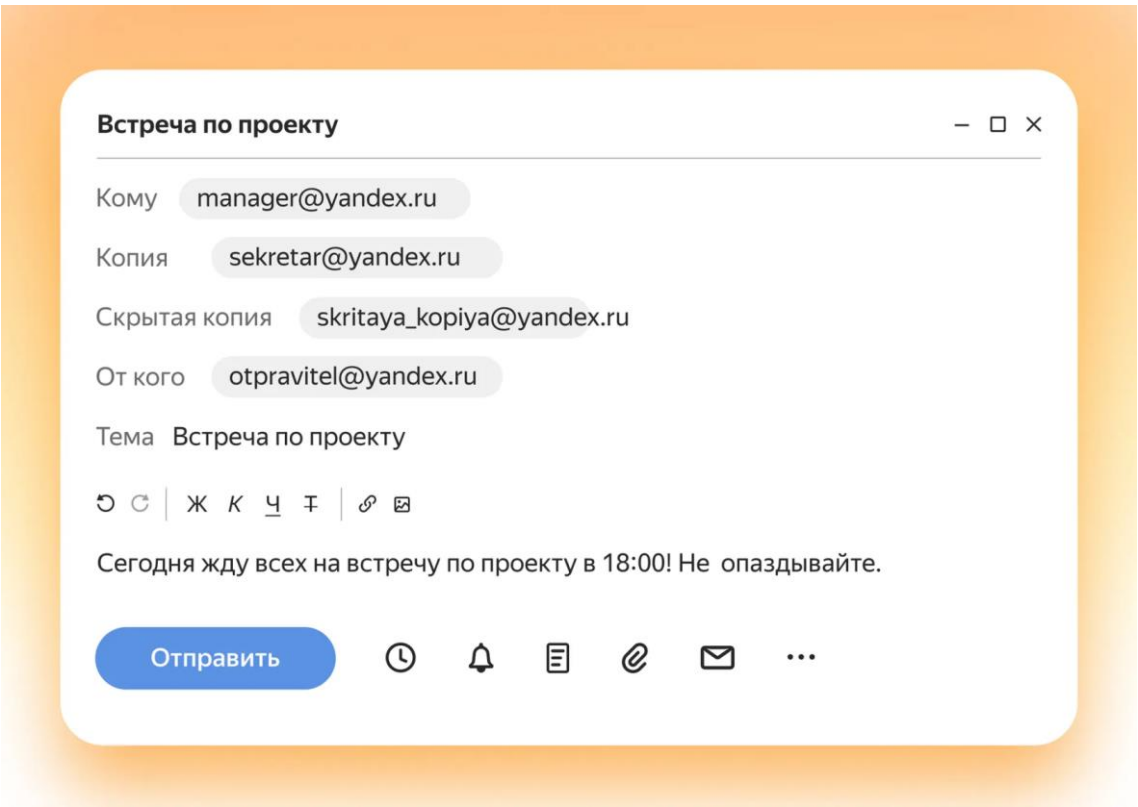


Mail main page. While it is new and there are no incoming letters

How to write a letter. Click the Write button in the top left corner. In the "To" field, enter the email address of one recipient or several at once, separated by commas. If there is one main recipient, and you are sending the letter to other people for review, indicate their email in the "Copy" field. In this case, all recipients will see who

else you wrote to. If you want to prevent some of the addresses from being visible to others, move them to the Bcc field.

Write the text of the letter in the editor. It has basic design tools: bold, italic, link, underline, and so on. Finally, click on the “Submit” button.



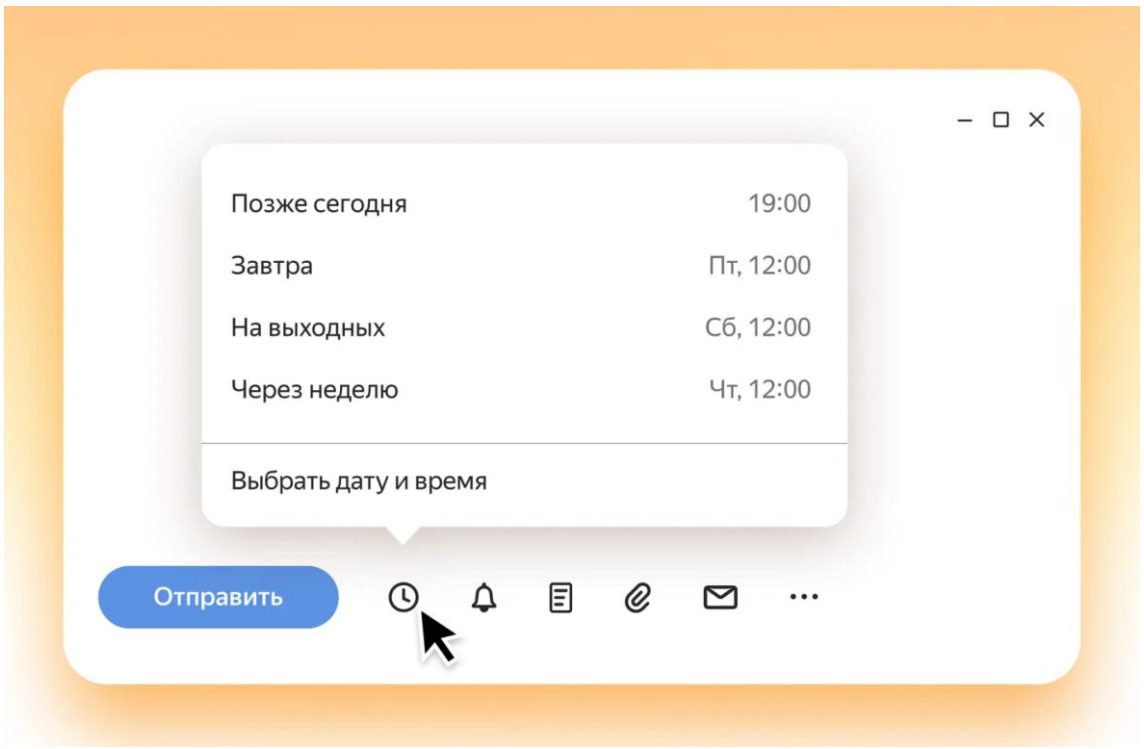
One letter can be sent to no more than 50 recipients

There are also additional features in the letter editor.

Postpone sending

You may not send the letter right away. For example, you might want a colleague to receive a link to a video meeting ten minutes before it starts. The meeting will be in a week at 15:00. To avoid forgetting, write the letter right away and schedule it to be sent.

Click on the clock icon, the service will prompt you with the dates and times. If they do not fit, go to “Select date and time” and enter it manually.



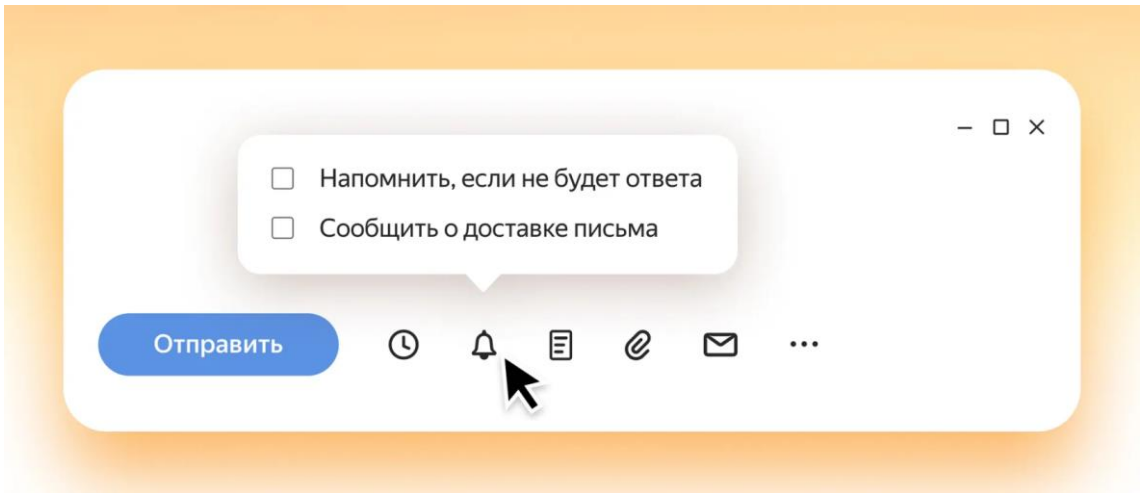
The function is useful if you don't need to send a letter right away, but you are afraid that you will forget about it

Enable Alerts

For important emails, you can additionally enable reminders:

- about the delivery of the letter;
- that the recipient did not respond within a certain time - a day, a month, and so on.

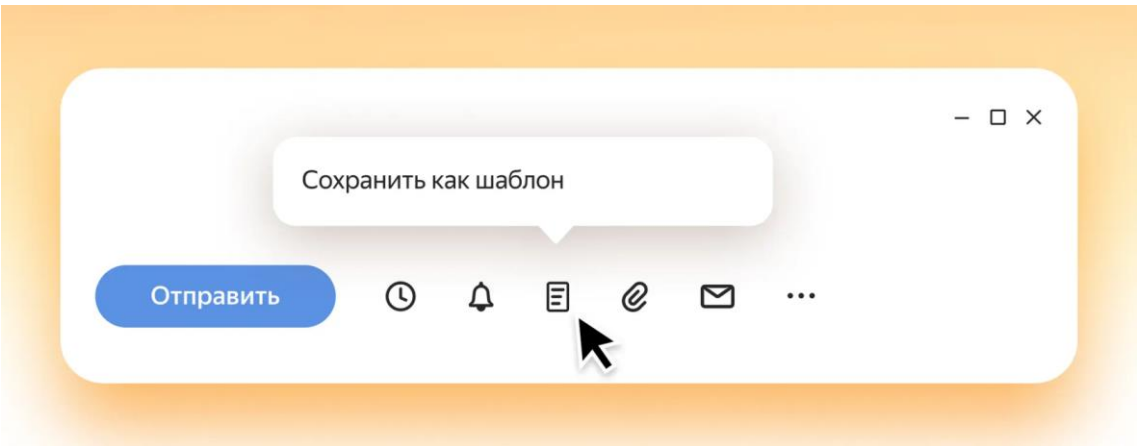
To do this, click on the bell icon.



Check the appropriate box

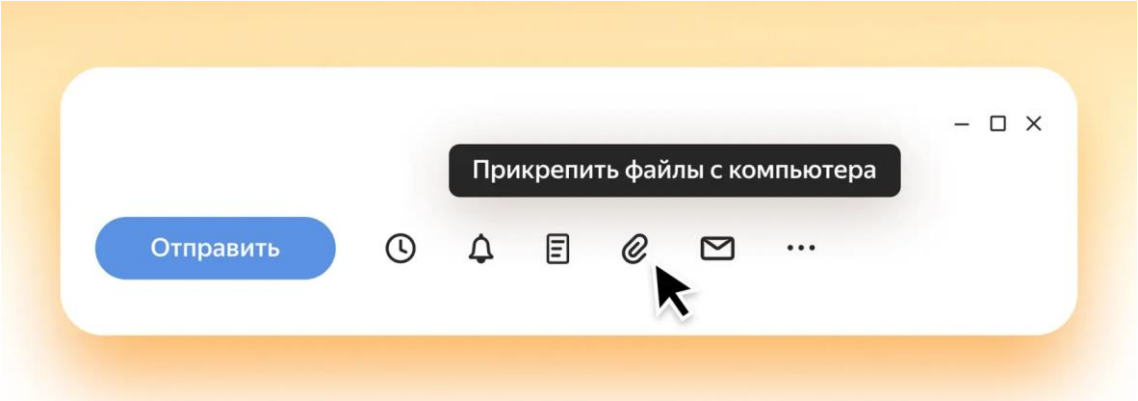
Save as template

Click on the icon with the text → “Save as template”. The letter will go to the “Templates” folder, which is located in the left menu. From there, the template can be opened and used for other emails. This is useful if you often send standard messages, for example, describing a vacancy to applicants.



Attach files

You can send pictures, documents, videos to recipients. Click the paperclip icon and select files on your computer.



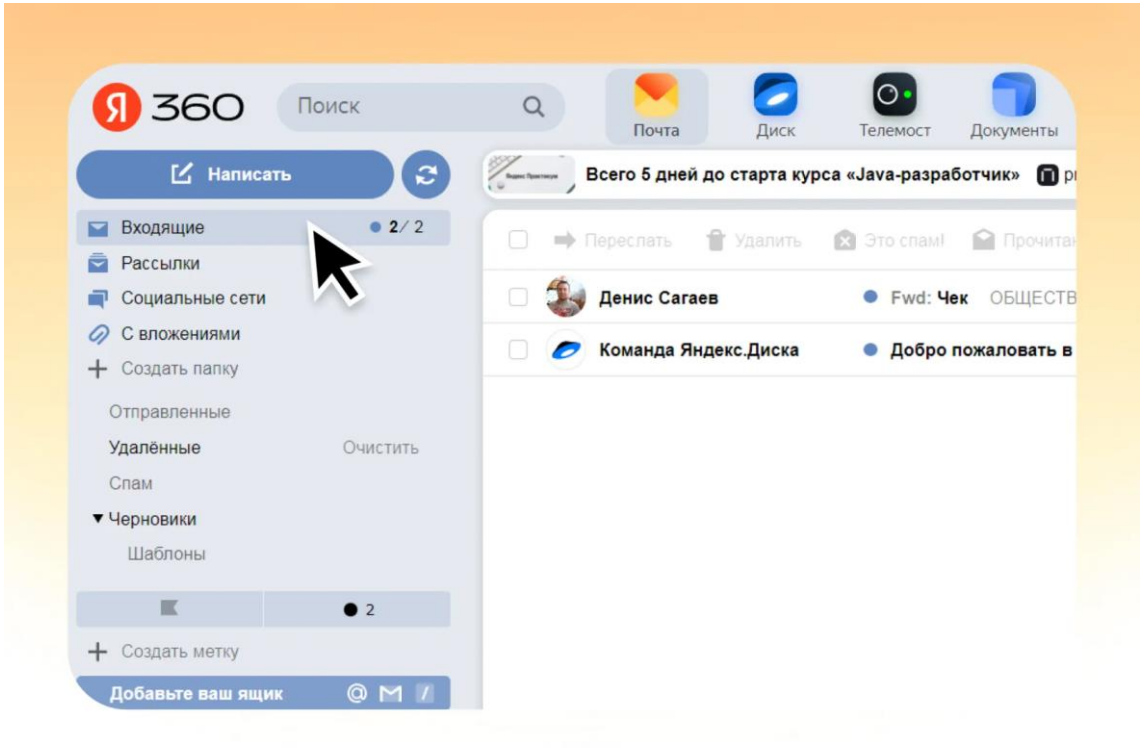
The maximum size of one attachment is 1 GB. For larger files, you need a subscription to Yandex 360

Add a signature

To avoid having to include your name, position and contacts in every letter, you can customize your signature. It will be automatically added to the letter. If you communicate from the same address with clients and contractors and need them to see different contacts, set up several signatures and select one of them when sending.

How to work with letters in a list

A list of incoming messages opens on the main Mail page. Some of them are sorted into the “Mailmails”, “Social Networks” and “With Attachments” folders. For example, a letter stating that someone liked your photo on VKontakte will be included in the “Social Networks” list. A message from a friend with an attached video will go to the “With attachments” section.

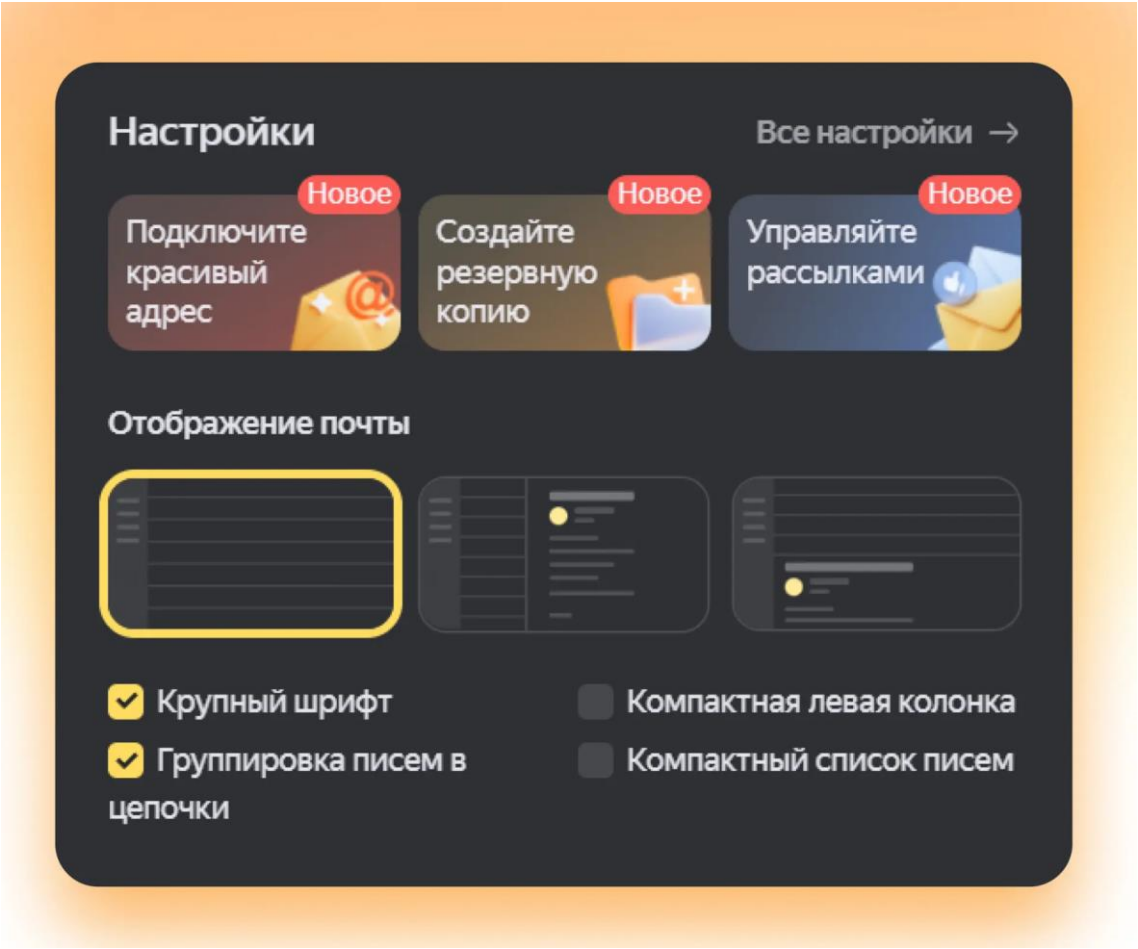


Click one of the tabs in the left menu to open letters

Group emails or disable grouping

By default, all incoming messages are grouped into threads by topic. Messages from different senders and located in different folders can fall into one chain. For example, messages from VKontakte are grouped into one chain, but inboxes with links to the social network can also be included here.

If grouping by topic is inconvenient, you can disable it in the Mail settings. To do this, click on the gear icon in the upper right corner of Mail and uncheck the “Grouping letters into threads” checkbox.

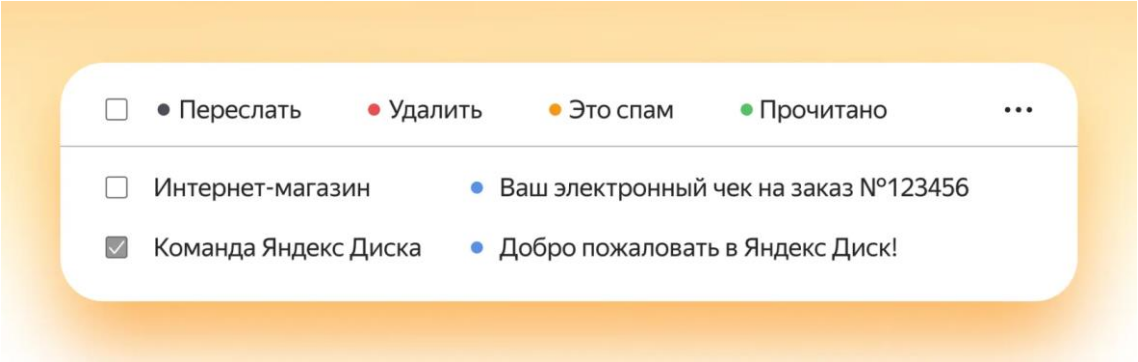


When you uncheck the box, all letters will be displayed separately

Read, delete, pin an email from the list

There is a menu above the list of messages, which is inactive by default. To start working with it, select one or several letters at once in one of the following ways:

- Use the left mouse button to place a checkmark to the left of the letter.
- Navigate through letters using the arrow keys on your keyboard. When you get to the one you want, hold down Shift and the message will be highlighted.



Select letters and the menu at the top will become active

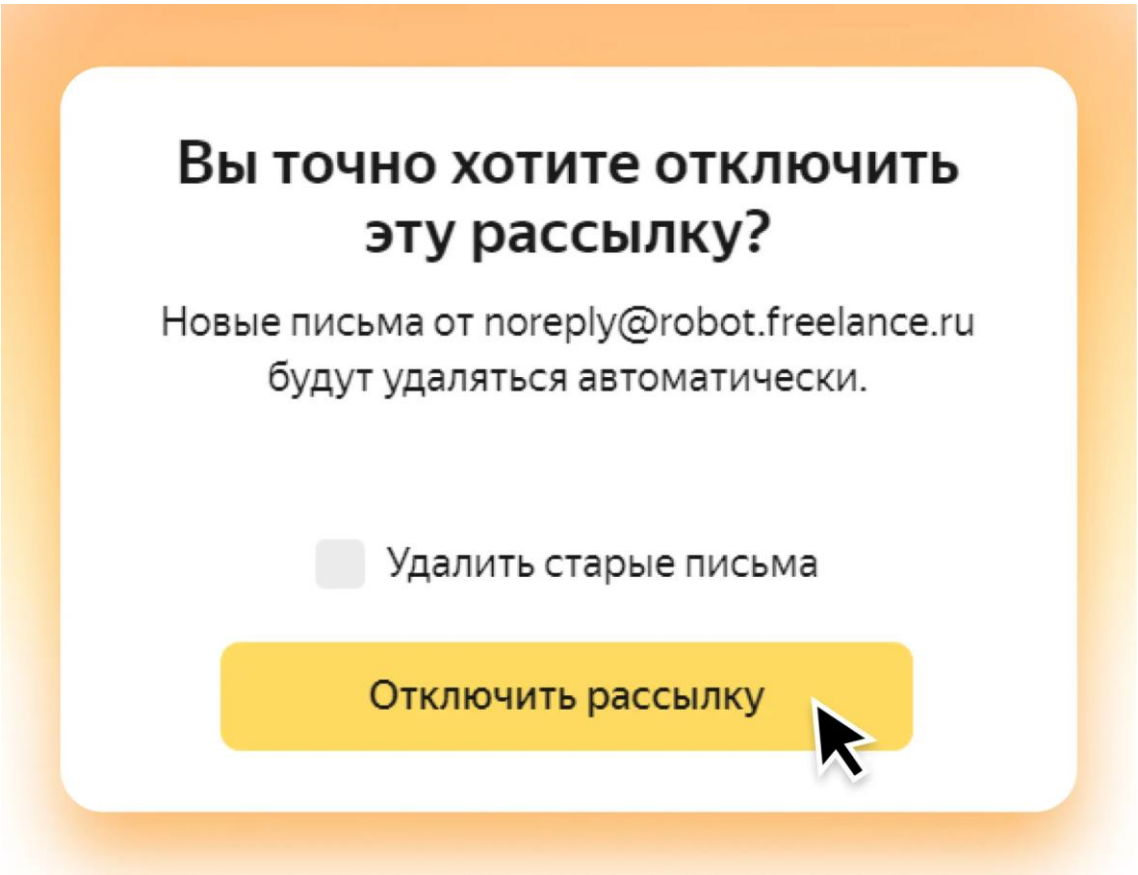
In the menu you can choose one of the actions:

- **Forward.** Selected messages can be sent to other recipients.
- **Delete.** The letter is sent to the trash, but it can be recovered from the “Deleted” tab in the left menu. Messages are stored for 31 days, after which they are permanently deleted.
- **Read.** Mark the email as read, even if you haven't opened it. It is useful if you know for sure that there is nothing needed inside.
- **Pin.** The selected email will appear at the very top of the list. This is useful if, for example, the message contains important information that you constantly use.
- **Label.** You can mark messages as important or set your own labels, for example, “Work”, “Entertainment”.
- **To a folder.** You can, for example, move letters from “Newsletter” to “Social Networks” and vice versa.

Disable mailings and set reminders

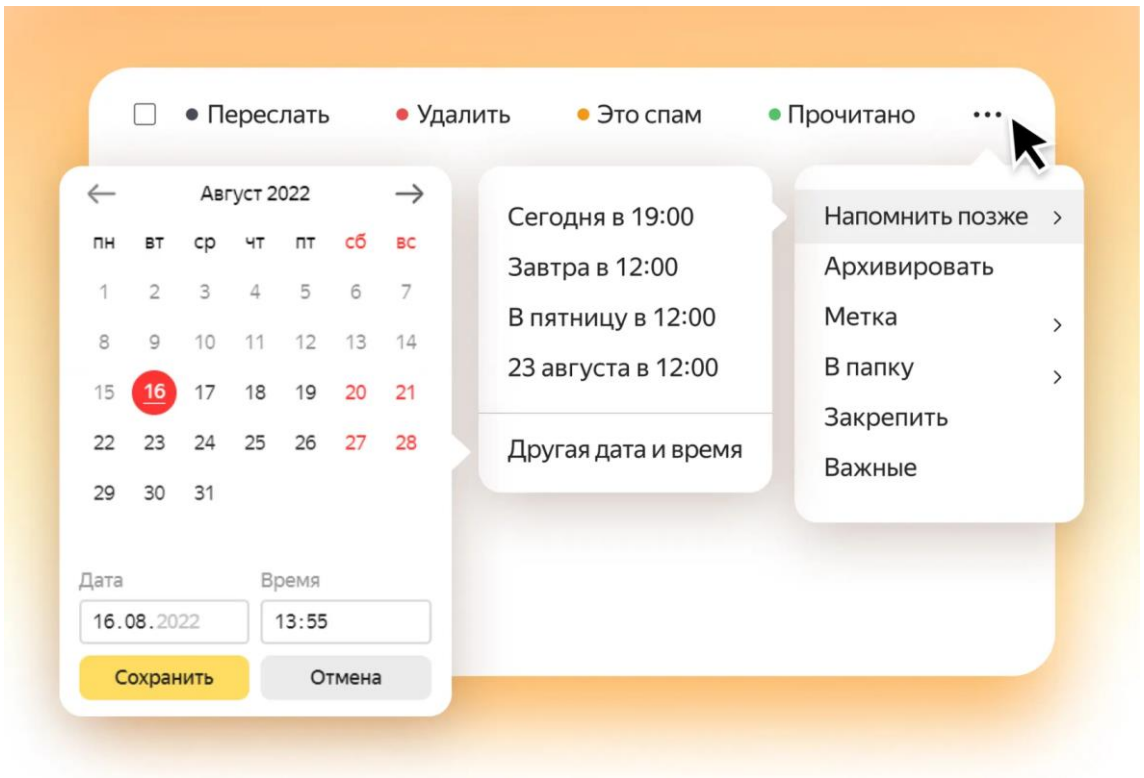
Disable mailings. The Mail algorithm itself determines letters from mailing lists. You can quickly disable one or more mailings without going to the sender's website.

Select your inbox and click on the “Disable mailing” button in the top menu above the list of letters. In the window that appears, confirm the action with the “Disable mailing” button. After this, you will not receive messages from recipients.



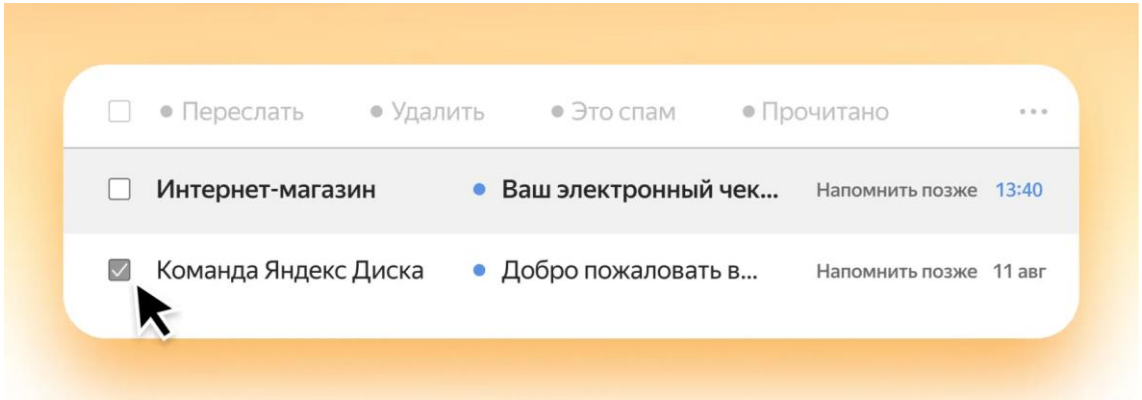
Check the box “Delete old emails” if you want to clear your mail of old emails from this mailing list

Remind me later. Useful for postponing an important letter, but not forgetting to return to it later. Click the "Remind me later" button and choose a date and time for the reminder, or set it yourself.



You can set the time accurate to the minute.

At the set time, you will receive a notification about the receipt of a new incoming message, and the letter will be fixed at the very top of the list.



The reminder email will become pinned.

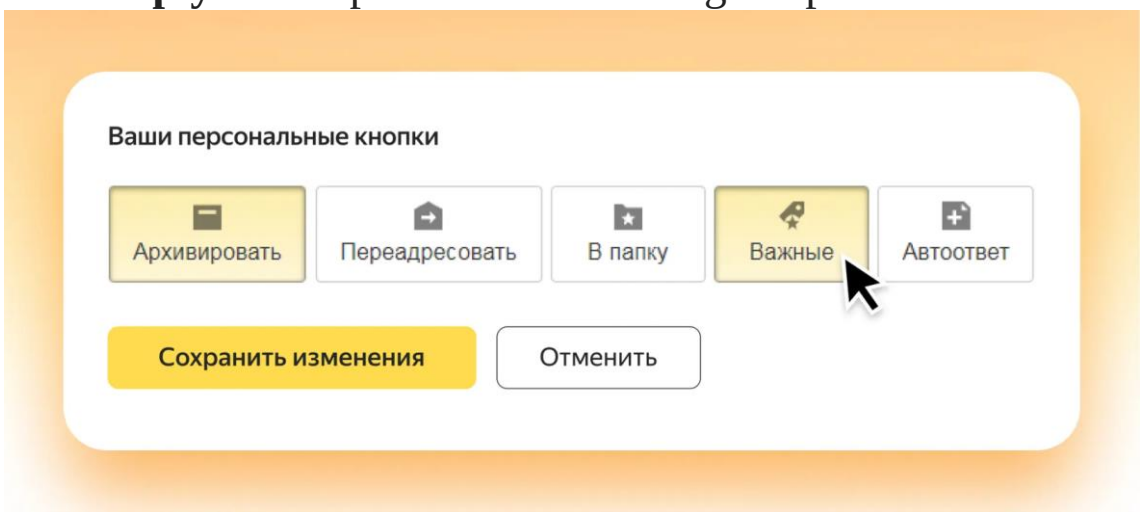
Add buttons for frequent actions

If you often perform the same action with letters, for example, adding a standard label, you can add a separate button for it in the

menu. To do this , click on the gear icon next to the action menu. The following buttons will be available to you:

- **Archive.** Send any letter to the archive with one click.
- **Forward.** Specify the address to which incoming messages should be sent.
- **Label.** To tag emails with one click.
- **To a folder.** Set one folder and send incoming messages there.

Auto reply. To respond to emails using template text.

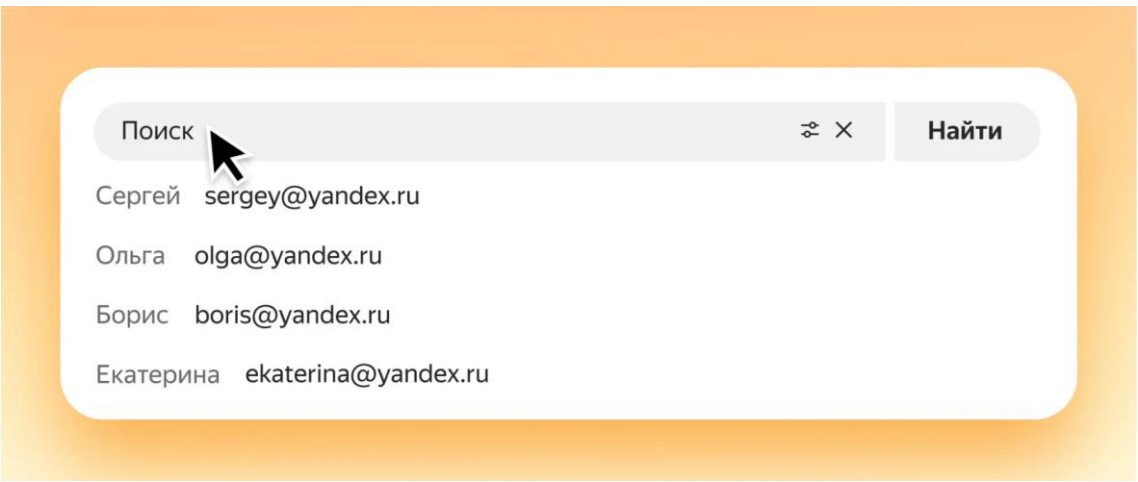


Buttons are useful for performing frequent actions in one click

How to find a letter in Yandex Mail

To find a letter inside Mail, use the search bar on the main page. As soon as you place the cursor, the service will show a list of contacts, and you can immediately go to the one you need.

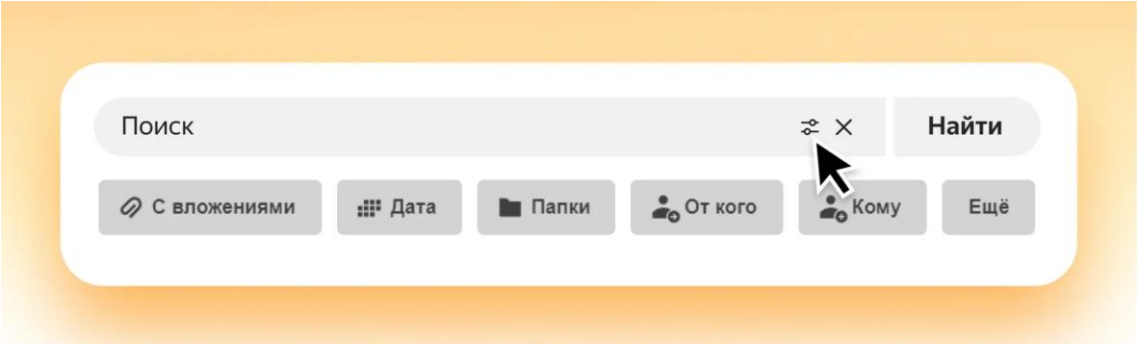
You can quickly open the search using the “/” hotkey.



Convenient if you were looking for a specific addressee

Letters can be searched by any keywords in English or Russian. For example, if you enter the word "Computer", Mail will show all messages where it appears.

You can narrow your search using the filter on the right side of the line. Choose the option you need: from whom, with attachments, search in specific folders, and so on.

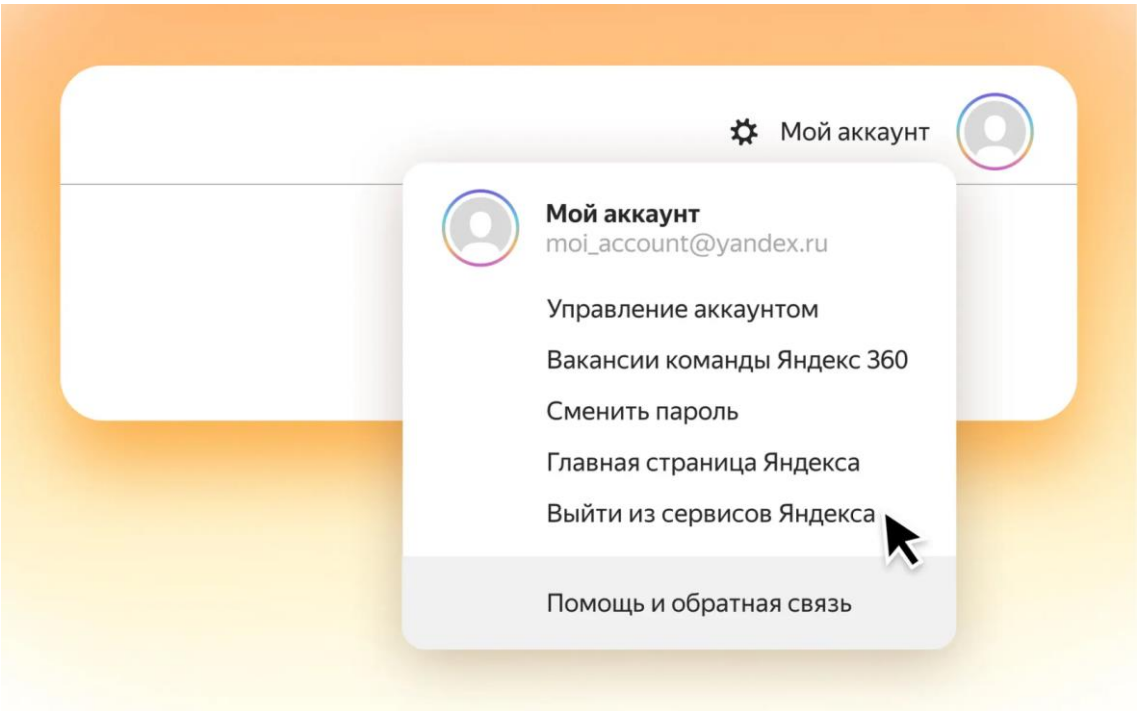


Filters are convenient when you know for sure that the desired letter is in a certain folder

How to sign out of Mail

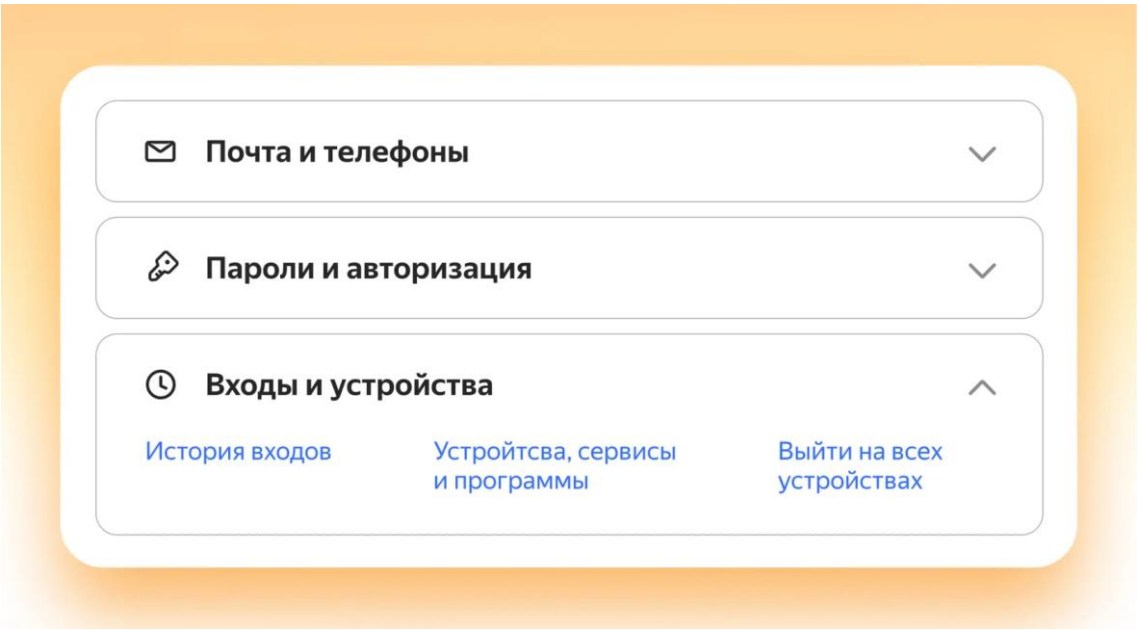
If necessary, you can exit Mail, for example, if you opened it on someone else's computer. Or you have multiple people using your device and you don't want them reading your email.

To exit Mail, click on your avatar in the upper right corner and select “Exit Yandex services” from the drop-down menu.



You will log out not only from Mail, but also from other Yandex services: Disk, Search, Music and others

If you forgot to sign out of Mail on someone else's device, open Yandex ID and in the "Inputs and devices" block, click "Sign out on all devices."



For subsequent access to Yandex services, you will need to re-enter your login and password on each device.