

A Step-by-Step Guide to Use AOL Mail

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Introduction to AOL

The AOL enterprise headquartered in New York, United States was earlier known as America Online and started operations around 1983. It is a huge conglomerate providing a cornucopia of products and services in the Media, Computer Software Technology and Web Search Engine Industry. The AOL group specializes in providing state-of-the-Art multimedia and IT solutions catering to a diverse target market.

Initially starting with the provision of dial-up services, AOL Inc. expanded its service mix to digital dissemination of high quality content for publishing firms, consumers and advertising agencies. Apart from this the firm also actively funds, produces and supports the growth of web portals and various brands/labels. It has recently been acquired by Verizon Communications and offers the following categories of products and services:

- Content
- Advertisements
- Local
- Membership & AOL Ventures

Content:

The AOL group provides value added digital content to a diverse customer base. Its primary product Huffington Post Media Group, led under the direction of Arianna Huffington is a knowledge portal spanning various domains, including current affairs, perspectives, society, lifestyle, entertainment, community and digital content. The entire AOL group's online portal has about a million contributors, including education and literature experts, political figures, celebrities and various bloggers. The portal contains a plethora of useful content providing multimedia and digital information relevant to Business, Media, News, Communities, Sports, Health, Science & Technology, Rapports, Games, Celebrity news, Autos and various topics of interest that benefit millions.

Advertising:

The AOL group also provides an online platform for advertising firms and publishers to market their products and services. The advertising firms can market genuine brands that are available in affiliation with the AOL Huffington Post Media Group. It also offers various online advertising resources, products and services like AOL Advertising.com Group, Adtech, AOL On Network, Advertising.Com, Pictela and Studio Now. These resources allow the publishers and advertising firms to target specific customer groups and enhance their profitability.

Local:

AOL provides users with localized content that includes business information or listings, subscriber or user generated information like mapping details, geographical news etc. Popular products include *MapQuest* and *Patch*.

Membership:

AOL also provides various Networking and communication tools and services that provide the user with facilities to link up with others. Typical products include:

- Dial-up Services - Internet services for users.
- AOL Mobile - Telecommunications services like mobile apps/products across various platforms.
- AOL Mail- Email Application that allows users to send and receive mail.
- AIM (AOL Instant Messenger) - Chatting Application for users with video chat included as a feature.
- AOL Desktop and Lifestore.com

AOL Ventures:

It is an initiative of AOL that supports the growth and development of websites and brands. It actively sponsors and invests in startups that offer internet services.

Basic Features of AOL Mail (Desktop)

AOL's email application or email client allows the user to easily send and receive emails. The AOL Mail enables seamless communication by providing a smooth platform for exchanging emails. The user-friendly interface allows a dynamic user experience making real time communications more productive through the integration of AIM (Instant Messenger) for chats and conversations.

The email application offers you the following features:

- Creating Emails with interactive content
- Managing your inbox with easy to use tools and Actions
- Setting up your inbox as per your preferences, including styles and themes.
- The new standard version of the email allows flexibility and interactivity.
- You can easily login to your Account through your AOL username that can be used with all AOL applications and integrated third party applications.
- Easily create and manage folders to better organize your mail.
- Sync Calendar and Contacts and set up Mail and Calendar Alerts.

You can also switch between versions, especially if you are using the AOL mail desktop application. There are three versions available Standard, Basic and Accessibility. You have the option to switch between versions depending on your personal preferences.

Standard Edition: This is the new version of the email and has a dynamic user interface with many features.

Accessibility Edition: This edition is for users who do not need to use a mouse while working in the mail. They perform actions through keyboard shortcuts and commands. This one is a specialized edition for advanced users with the expertise and convenience for keyboard commands and instructions.

Basic Edition: This email edition is the older version and is well suited to desktop browsers.

- The new Standard edition offers a dynamic user experience with a brilliant interface that has many features and options available to the user. This version is also similar to the version using a mobile browser.

- The Search feature is available to the user that can be used to search and lookup emails, events and contacts.

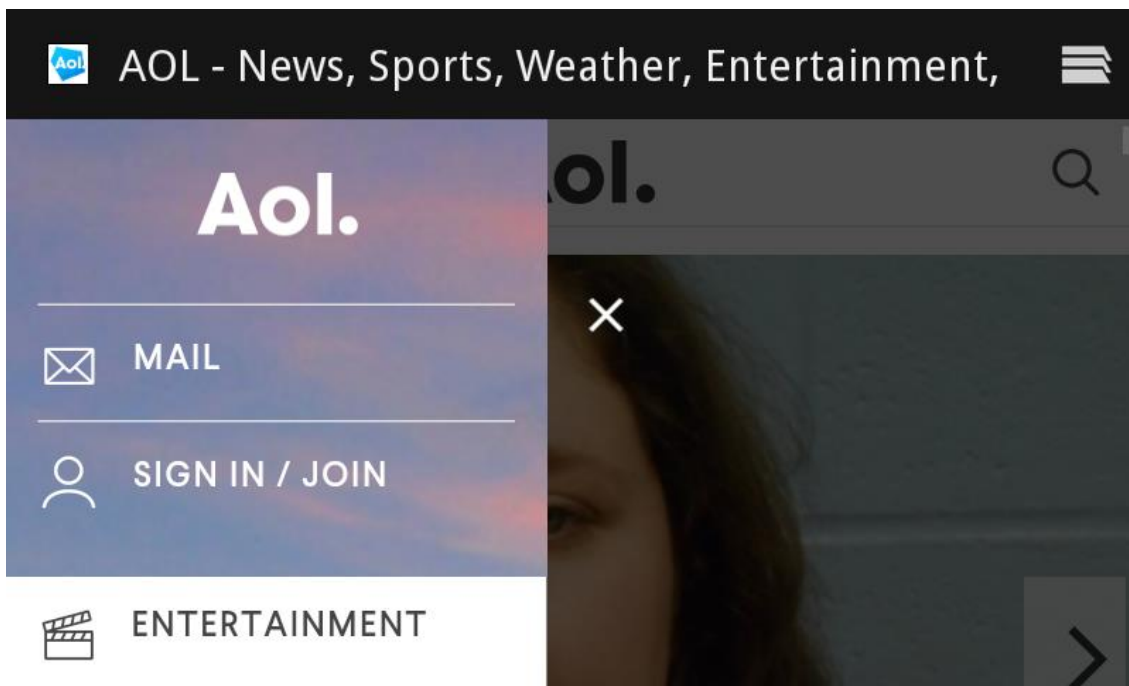
- The integration of AIM, AOL's instant messenger allows for real time communication, enabling the users to interact through IMs and video chats.

- You can also set up email filters to customize your email according to your preferences.

- The emails from your AOL mail can easily be synced with the AOL app on your mobile, allowing for flexible communications while on the move.

- The Help feature is available to allow users to quickly get access to troubleshooting with their emails and inbox issues or queries. The desktop version also includes a quick feedback section to enable users to submit questions and comments or suggestions regarding their email account.

The AOL website provides easy access to the user to go to their AOL Mail. Just visit aol.com from your computer's browser and select Mail from the menu on the website. Alternatively, you can also visit mail.aol.com. This would also direct you to the email webpage where you can access your email. You can also directly sign in from the AOL's website aol.com and click Mail, which would direct you to your inbox without having to sign in. Of course, you need to be registered with AOL in order to use their email or applications.



Setting up your AOL Mail Account

Setting up your AOL account is easy. If you are not registered with AOL and are using AOL mail for the first time, then you will have to sign up for an AOL account. This can be easily done through the AOL website. There are two ways you can set up your mail account on AOL.

- Go to aol.com and click sign up/login on the main menu. This will direct you to the registration or sign up page.
- Type mail.aol.com in your computer's browser and follow the instructions for registering by clicking 'sign up for a free account'. This will direct you to the account registration page that will be used to create your AOL mail account.



Aol.





[Forgot password?](#)

Sign In

[Sign Up for a Free Account](#)

OR

Sign in with one of the following

[Terms of Use](#) | [Help](#) © 2015 AOL Inc. All Rights Reserved

When you are directed to the registration page, the account form will need to be filled. Enter your details for specific fields like:

- First & Last Name
- Username and Password
- Zip code
- Date of Birth
- Secret Question
- Security Code

After you have correctly entered all required data in the form, check the terms and conditions' acceptance box and then enter submit. Your new AOL account would be set up in a few seconds and you will be directed to the confirmation page displaying your account details.

You now have an AOL mail account that can be accessed using the username/password you mentioned during registration. You can change your password by accessing the account settings in your inbox. It is recommended to change your account password every ninety days to keep your mail secure.

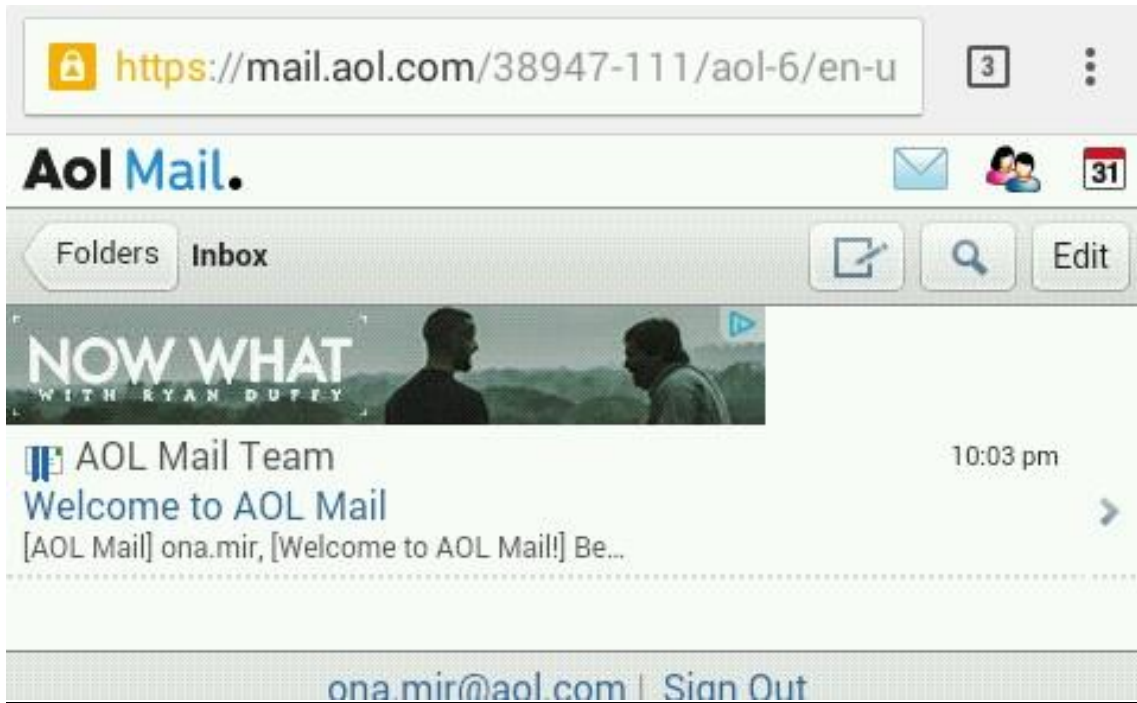
Accessing Your Inbox

The AOL inbox can be accessed when you login to the AOL email using your account details. On the mail.aol.com page, enter your username and password details. Click sign in and it will direct you to your inbox.

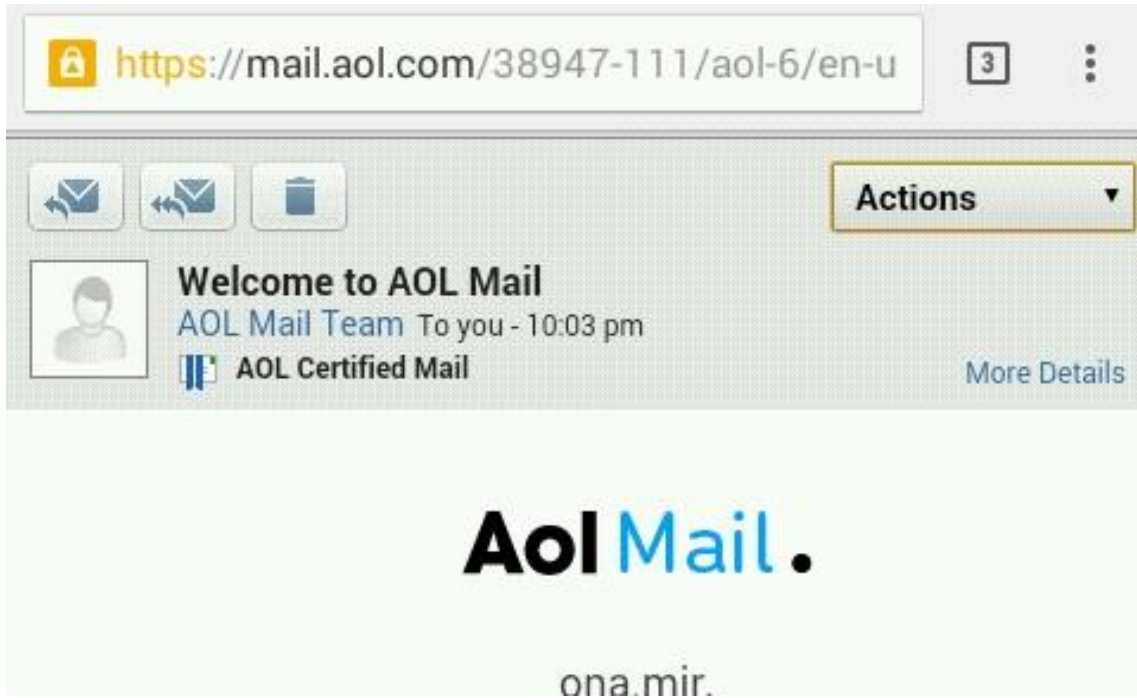
Your AOL inbox is the place that stores and organizes your emails. All new emails that you receive will be displayed here and the inbox is updated to reflect the latest emails that you have received. The inbox can also be accessed by clicking the main menu that is displayed on the very right of your email panel.



To access any email just click on the particular email to open it. It will direct you to the email page where you can read your email and reply to it.



When you click on a certain email, it opens the email with **Actions** tab to perform functions you desire relative to that email. Just choose the option you want and reply, forward, delete, move, or mark an email in seconds.

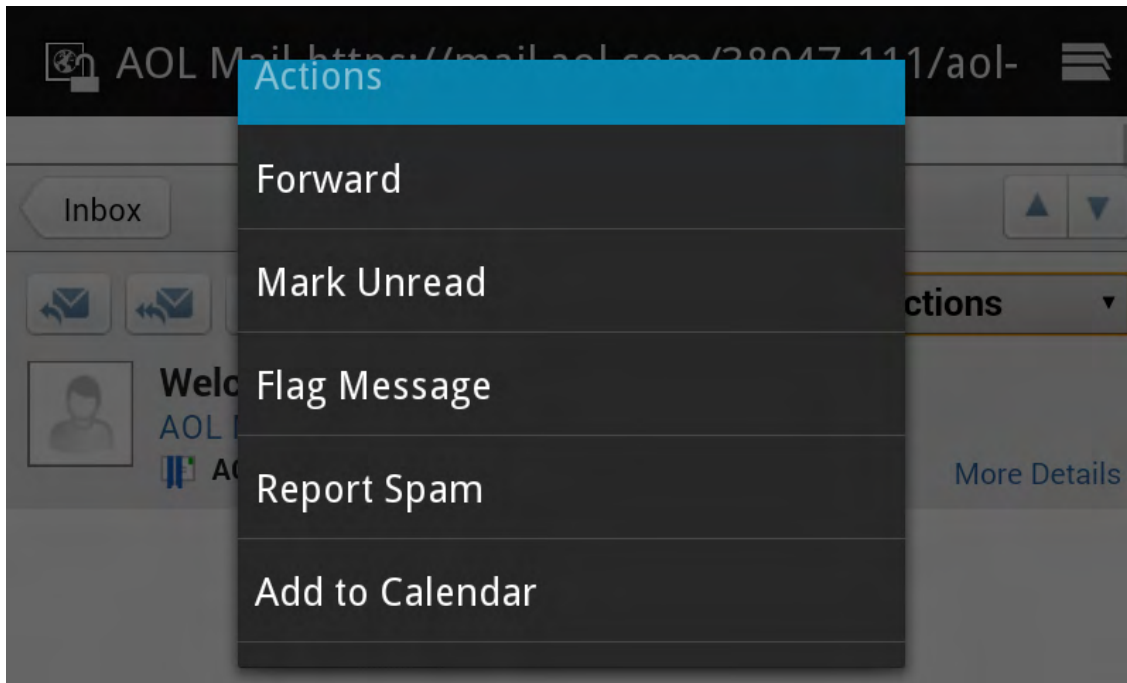


There are various options available and you can select the particular action you want making your communications fun and easy.

Click **Actions** Tab and it will provide the following options for you to choose.

- Reply
- Forward
- Mark unread
- Move to
- Report spam

In the inbox section, you can also check boxes next to all your email items to perform actions on multiple email items simultaneously instead of individual emails. Just select the email items that you want to perform an action on and click the arrow icon on top of the menu bar. Select from the list of actions and your instruction will be processed. You can also check an individual email item box and click **Edit** icon to modify the details of your email.



To compose a message, click the compose icon on the right of the menu bar of your inbox. The compose message window would appear allowing you to create interactive emails with attachments. Type the recipient's email address in the '**To**' section and add '**cc**' if you desire. This is the email address you want to send a copy to. From the contacts icon you can choose which contacts to send the email to if you have them already added to your address book or contact book. You can also send attachments by clicking the **attachment** icon in the compose message window. Images, documents, multimedia content and other text files can be attached.

Once you are done composing your mail, you have the option of choosing to save it as a draft or send it. You might want to save it as a draft in case you need to make changes later. The drafts can easily be accessed from the **Drafts** option in the AOL mail's menu on the right of your inbox panel.

If you wish to send your email then click send and your email will be on its way in seconds.

https://mail.aol.com/38947-111/aol-6/en-u

Cancel Save Draft

From: ona.mir@aol.com

To: Type a Name

Subject: Type the Subject

Type Your Message Here

You can also use the **search** feature of the email to search for relevant material in your emails, events and contacts. The search icon is available on the right corner of the menu bar of your inbox near the compose message icon. Click on the icon to search for an email or contact. Type in the details of your search query and click search button. The email application will search all your mail data to display search results. You can use this feature if you wish to search for a specific mail item, to find out an event schedule or an address book contact.



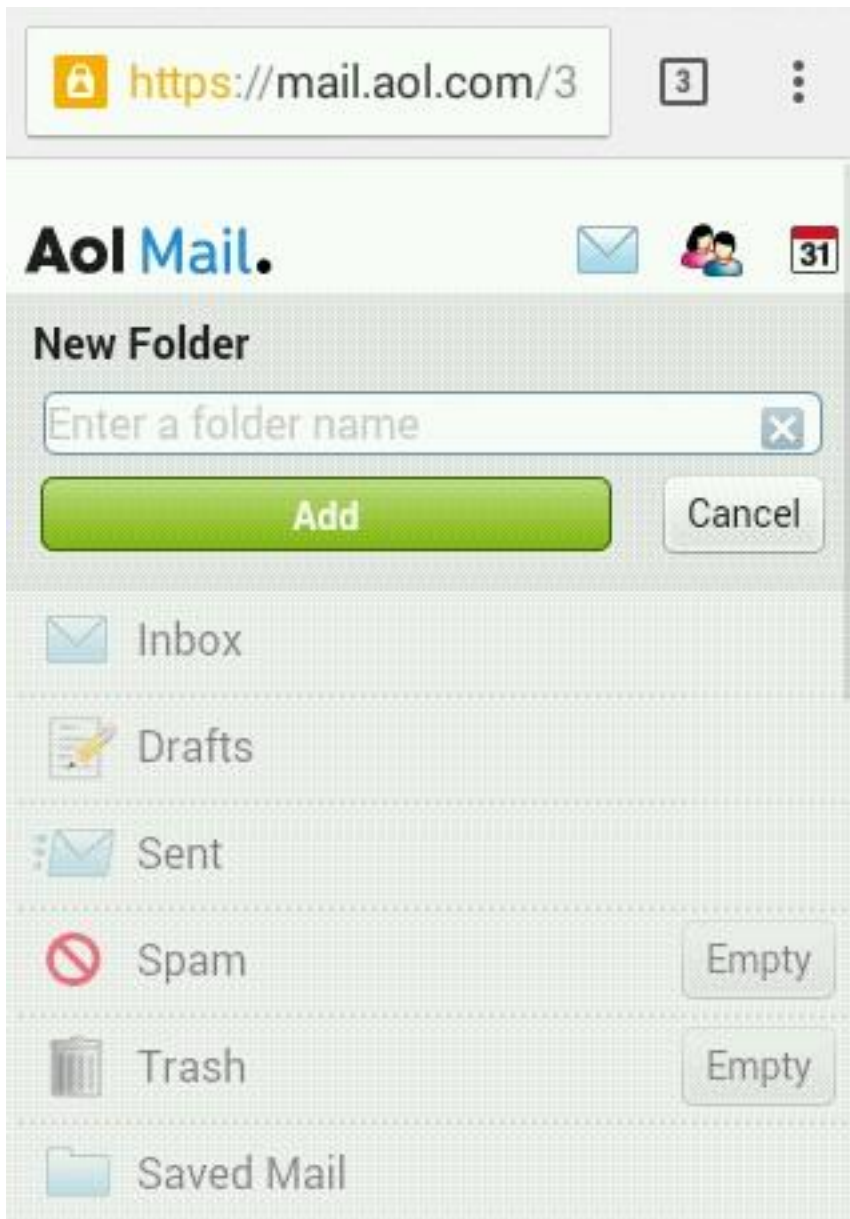
You can use the **trash** folder to add unwanted or deleted mails in order to keep your inbox organized and clear of any junk items. Items in the trash folder are automatically removed or deleted after a month. You can access the trash folder by clicking the **Trash** folder in the main menu of your inbox and clicking any item that is present there to perform the following actions:

- Deleting permanently
- Moving to another folder
- Restoring email item

You might want to restore an email item if you have deleted it by mistake or if you do not want it in the trash folder.

Creating and Editing Folders

You can easily create and edit folders in your AOL mail. The inbox can be organized according to your preferences and priorities. To add or edit a folder, click the '**new folder**' option in the main menu of the inbox in the right panel of your AOL email. Type the name of the new folder and click add. The new folder will be created and will be visible in the main menu. You can add email items to the new folder by clicking a particular email item and selecting **Move** from the Actions menu. Select the folder you want to move the email to and it will reflect in the new folder.

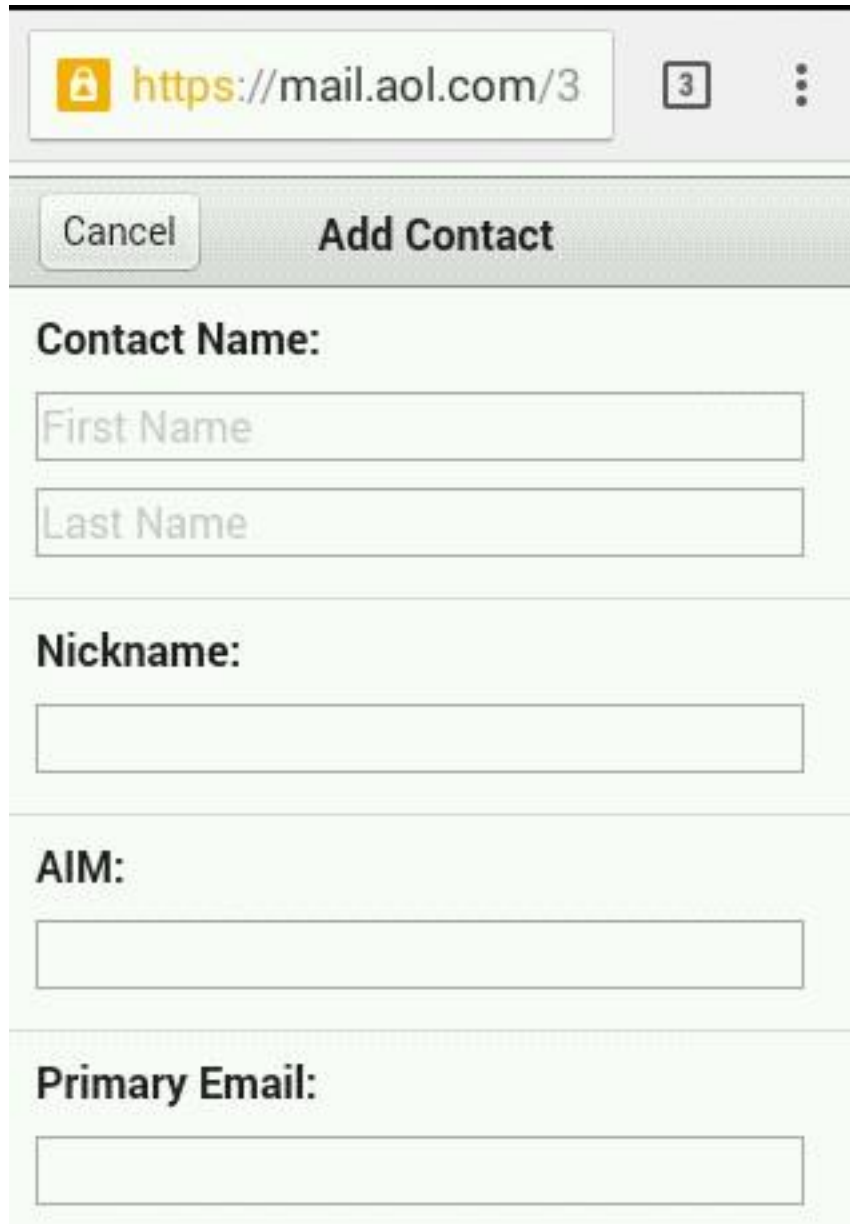


You can manage your Inbox, drafts, trash, sent folders and any other folders that you have created by accessing them from the AOL mail's main menu on the right panel.

You can check all emails that you have sent from the **Sent** folder. Emails that are treated or considered junk are kept in the **SPAM** folder. You can mark any email that you consider as junk to be kept in the SPAM folder by clicking 'Mark as Spam' from the Actions menu.

Managing Contacts Book

AOL mail allows users to add, update and manage contacts in the AOL contact book. This can be accessed from the **Contacts icon** on the top menu of the inbox in the right corner near the compose message icon. Click on the icon to create a contact.



<https://mail.aol.com/3> 3

Cancel Add Contact

Contact Name:

First Name

Last Name

Nickname:

AIM:

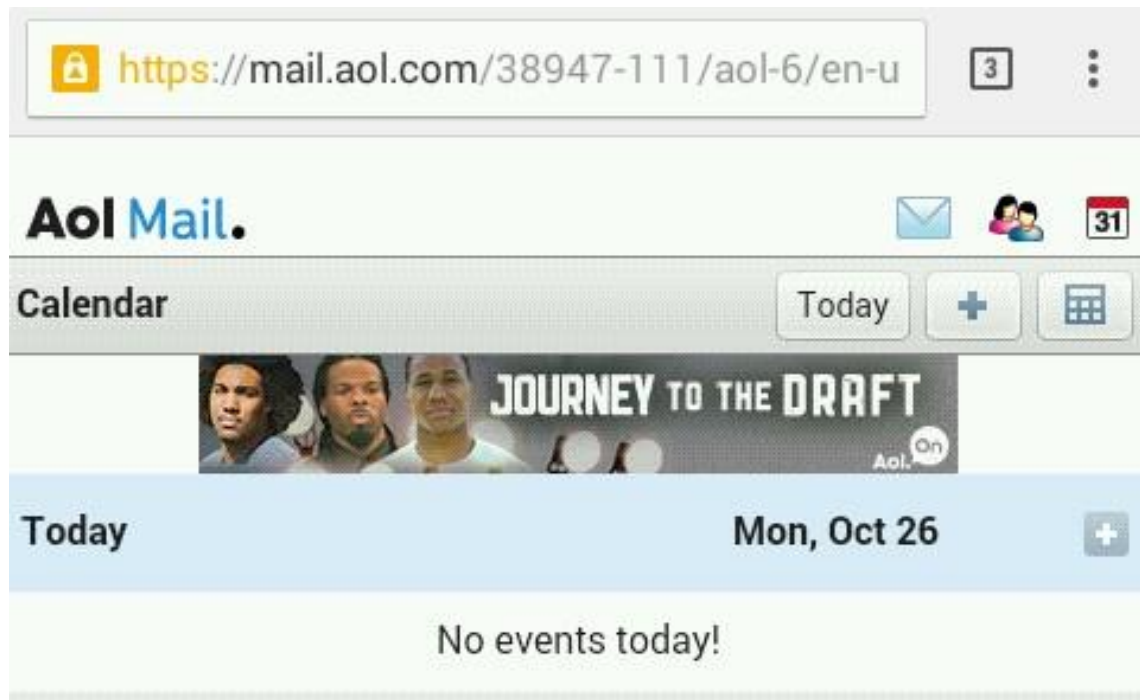
Primary Email:

To add any contact just provide the relevant details like name, primary email address (this should be a valid email id) and secondary email or alternative email ID. You can also add additional information like a nickname and AIM ID for conversing with the person through chats and AOL messenger integrated with the email. Once done, click Add contact and it will be saved in your contact book. You can edit or delete a contact by clicking on the

contact and selecting **Edit/Delete**. Contacts can be synced with your mobile device as well, which will be described later in the guide.

Setting Up Calendar and Mail Alerts

You can set up mail alerts and events alerts by customizing your calendar. The AOL mail provides Calendar that enables you to stay organized by managing events and setting email alerts. To access your Calendar click the **Calendar icon** on the top menu of your Inbox in the right corner next to the contacts icon.



Initially, it would display no events. To add an event simply click on the (+) sign in the right corner of the top bar and fill the relevant information. Be sure to add the correct information for the schedule and date of the events. The mail would use this information to send you alerts.

https://mail.aol.com/3 3

Cancel Add Event

Event Name:

Date:

Monday, October 26, 2015

All day event


Calendar

ona.mir@aol.com ▼

[More Details](#)

Save

Click save to add an event or scheduled program/meeting. You will start getting mail alerts once you have added events based on the time and day the event is scheduled.

 <https://mail.aol.com/3>

3



Sort By

Last Name ▼

Calendar

Show days at a time ▼

Time Zone

Pacific Time ▼

Show calendars



ona.mir@aol.com

Save

Using AIM in your AOL mail Account and Changing Account Settings

You can use AIM , AOL's instant messenger to chat and converse with your contacts and friends. The Integration allows for real time interaction. You can click a contact to send an IM or message to and collaborate through video calls. All your conversations can be viewed in saved conversions folder in the main menu of the Inbox.

You can access your Account Settings from the **Settings option** provided in the email below. This is relevant to the basic version of the email. In the settings tab just define the settings for your email account including theme, message display options, calendar and contact details, account password and other information.



AOL Mail-https://mail.a



Aol Mail.

Cancel

Settings

Themes





Mail

Show **10** messages at a time

In full reading view, display the next message after moving or deleting the current one

[Change your password](#)

 <https://mail.aol.com/3> 3 

Change your password

Contacts



Show contacts at a time.

Contact Display

Sort By

Calendar

Show days at a time

Be sure to keep a regular check on the storage space limit provided by AOL. Keep your inbox organized and free from unwanted mail to regulate storage space for your inbox.

AOL Mail from your Mobile

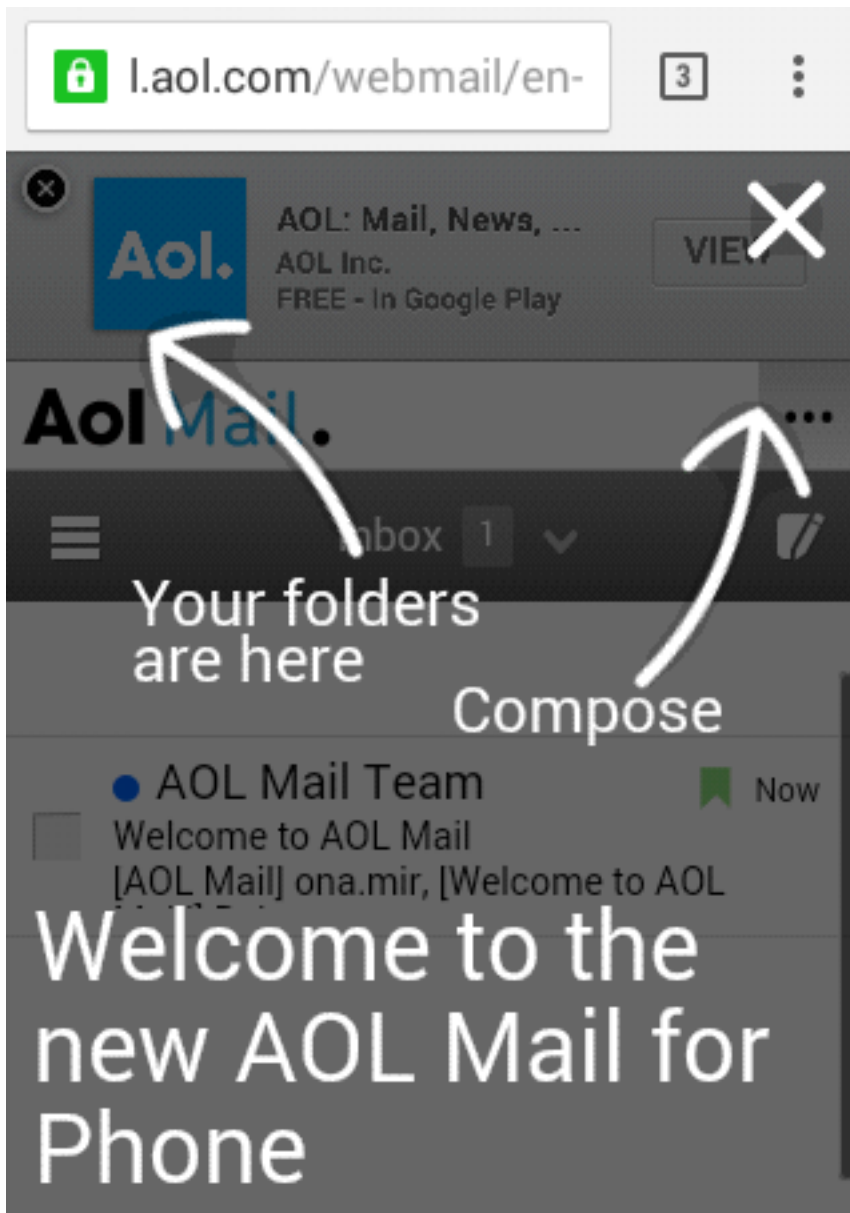
You can now access AOL mobile mail from your device's browser or by downloading the AOL app from Google play store or from the AOL website. The AOL mail has support for both the Android and iOS platforms and is compatible with devices running the latest version of these operating systems. You can also synchronize your AOL email with your phone's email client to access your emails with ease and comfort.

AOL Mobile Mail provides the flexibility to exchange emails while on the go and provides an enriching user experience. Your AOL email, contacts and events can be synchronized with your mobile easily providing for a dynamic user experience.

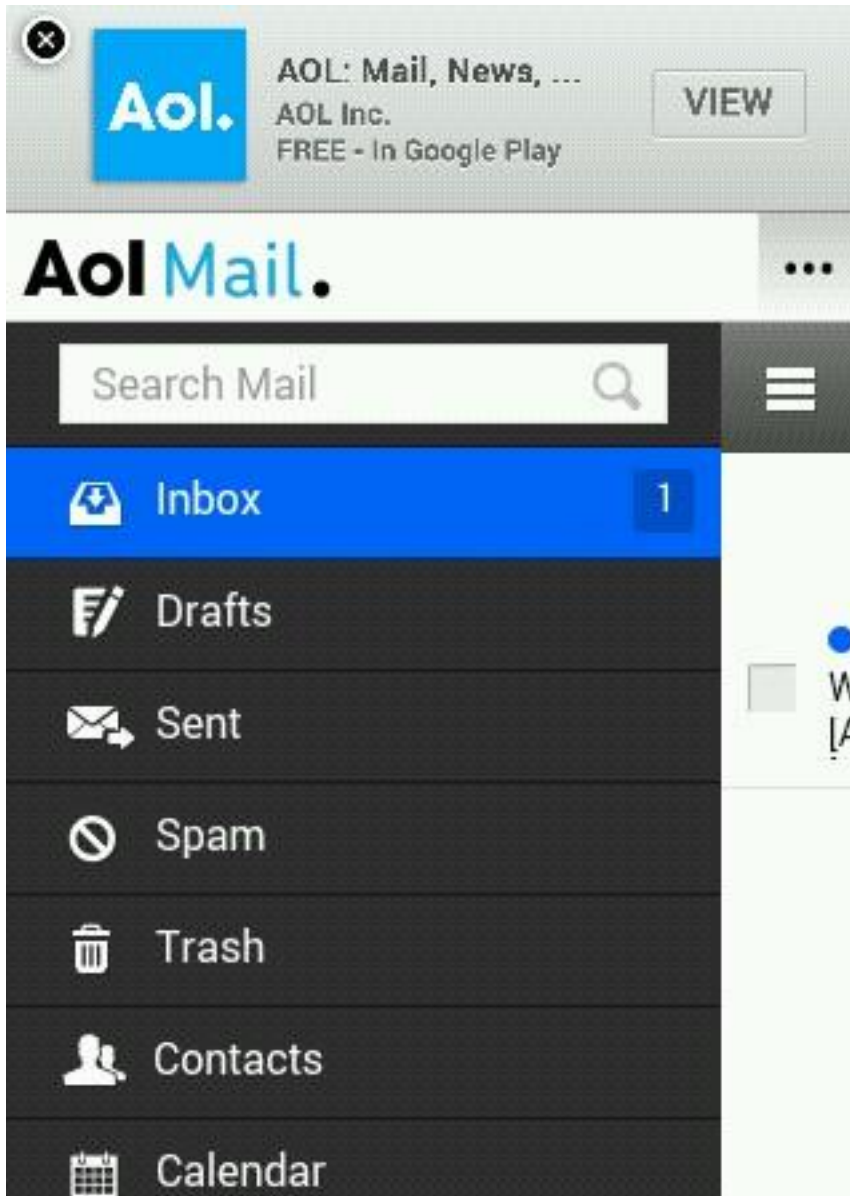
Using the AOL Mobile Mail through Mobile Browser

AOL Mobile is easily available from your Mobile (Android or iOS) through the mobile web browser. The email is very much similar to the Standard version of the desktop mail. You can access email from your Android's browser or your iOS phone as it is compatible for both platforms. From your browser, visit mail.aol.com and browse through your inbox.

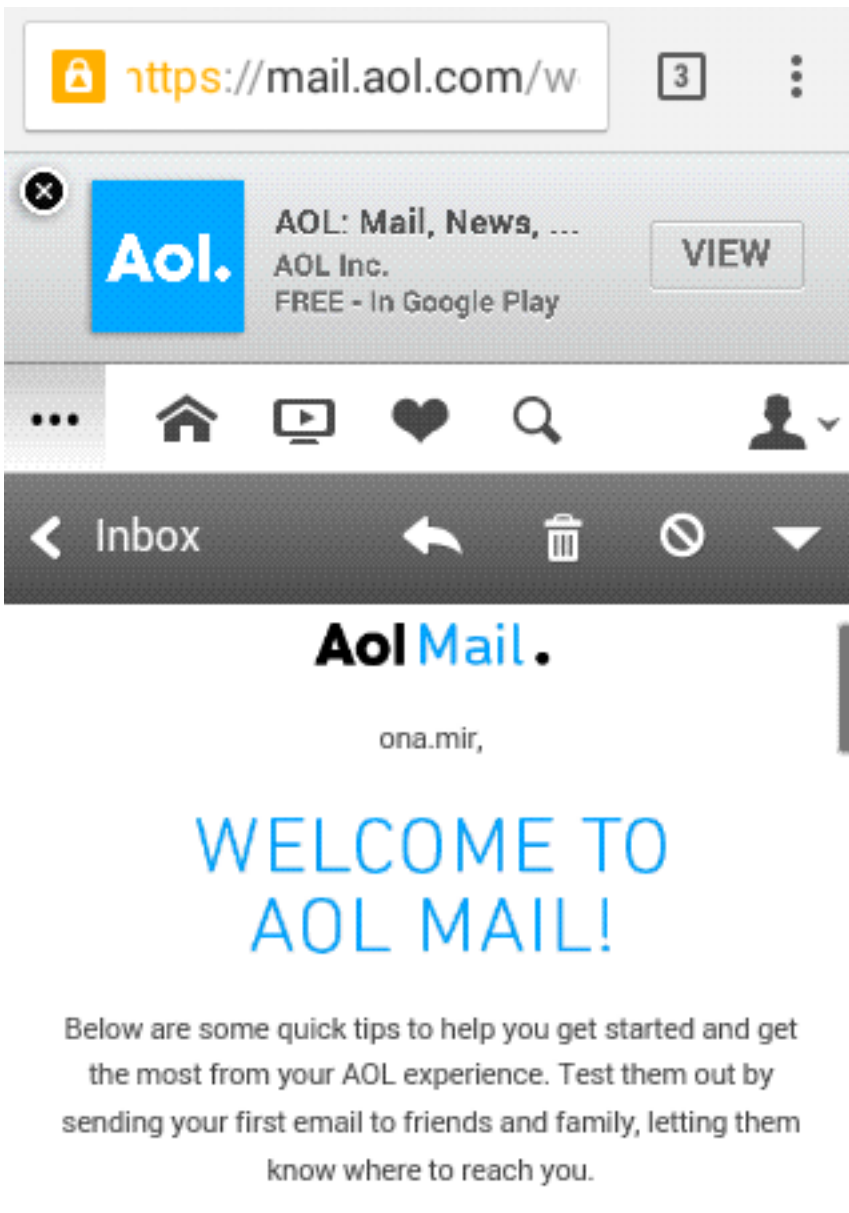
To access your email, you just need to enter your account details in the sign-in page and then click submit to access your inbox.



Once the Inbox has been accessed, you can easily view your emails and perform tasks by clicking options from the menu bar in the right panel of your inbox.




Just as with the Desktop email, the Mobile Mail for AOL provides an easy to use interface making your work easier. Click or tap on the Menu Icon on the left corner of the inbox panel to open menu options and email folders.



https://mail.aol.com/w

3

 AOL: Mail, News, ...
AOL Inc.
FREE - In Google Play

[VIEW](#)

⋮     

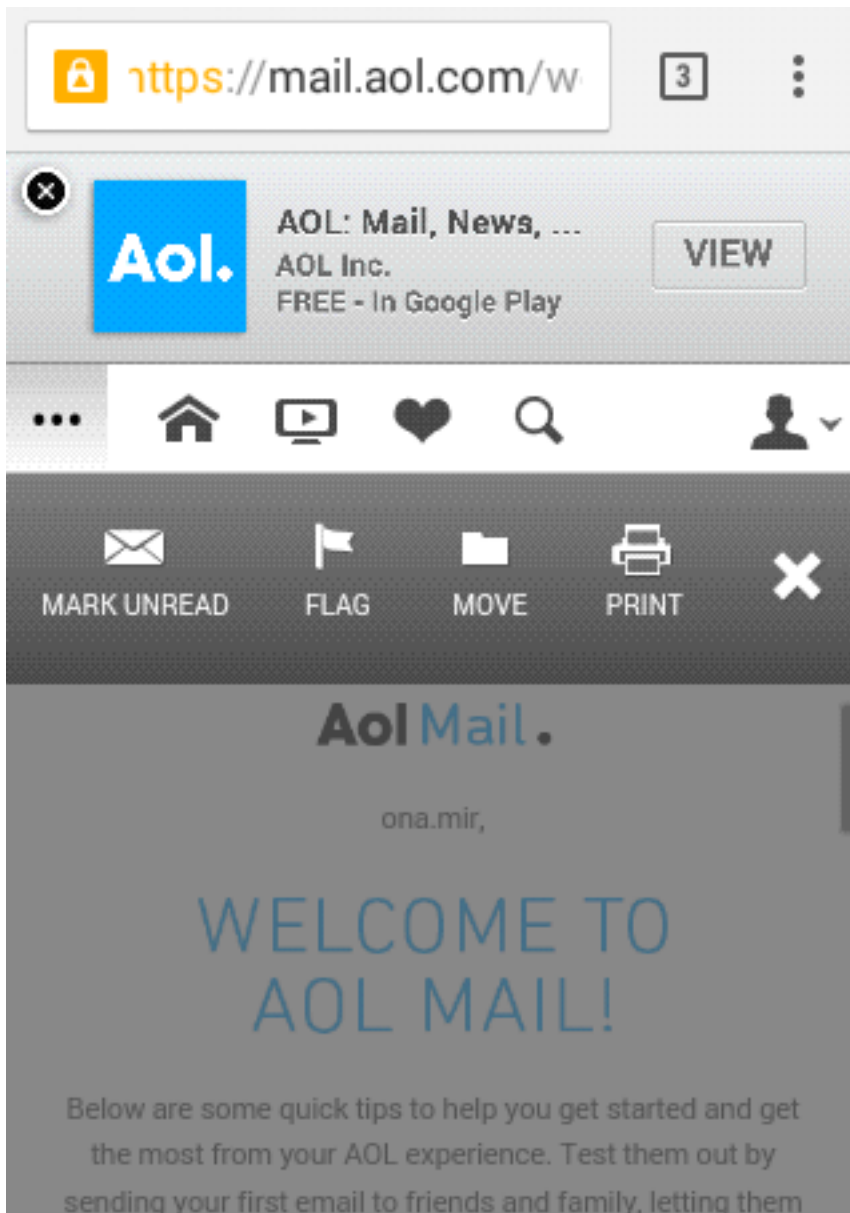
 Inbox    

Aol Mail.

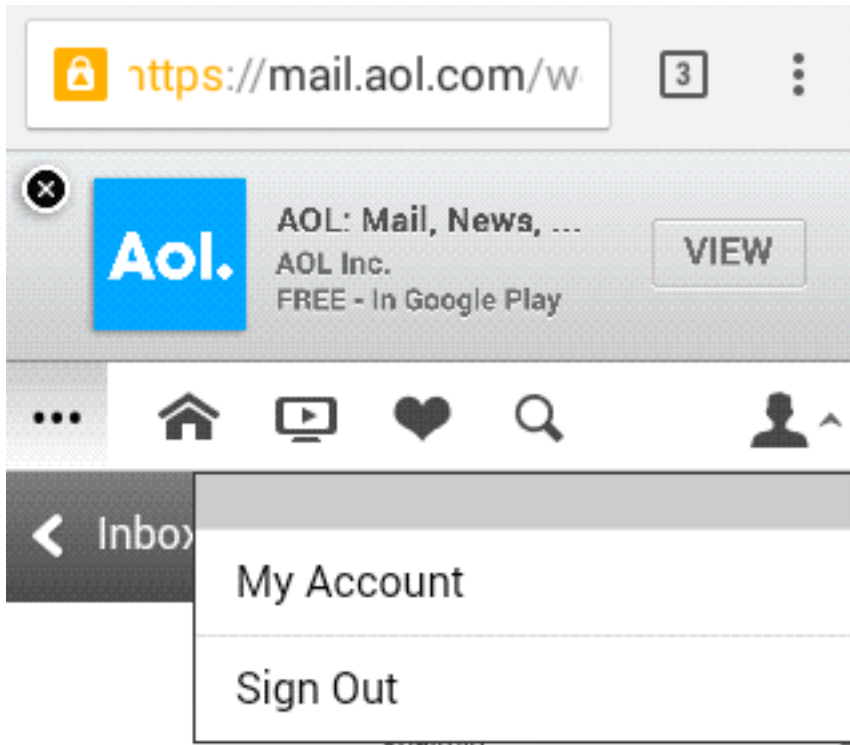
ona.mir,

WELCOME TO AOL MAIL!

Below are some quick tips to help you get started and get the most from your AOL experience. Test them out by sending your first email to friends and family, letting them know where to reach you.



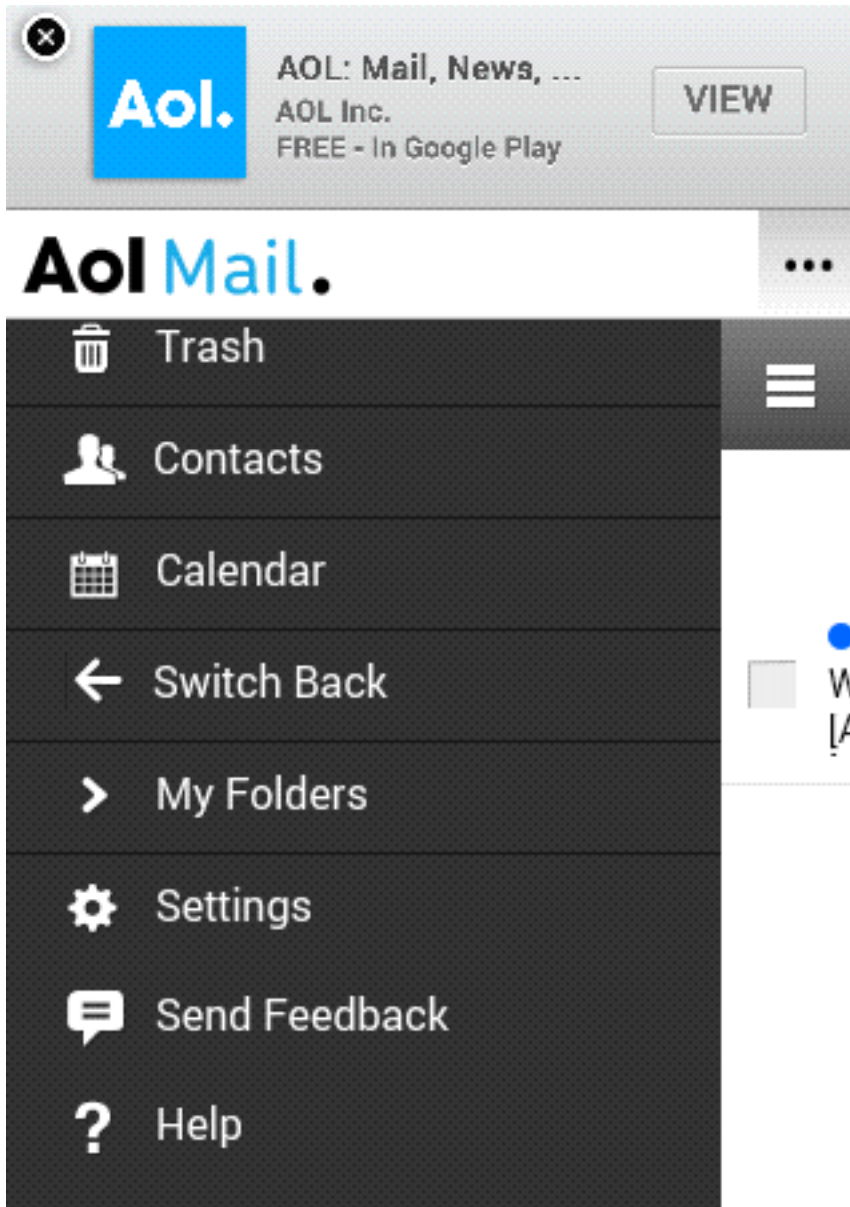
Click or tap the **Account** icon on the right of the top menu to change account settings or to log out.



WELCOME TO AOL MAIL!

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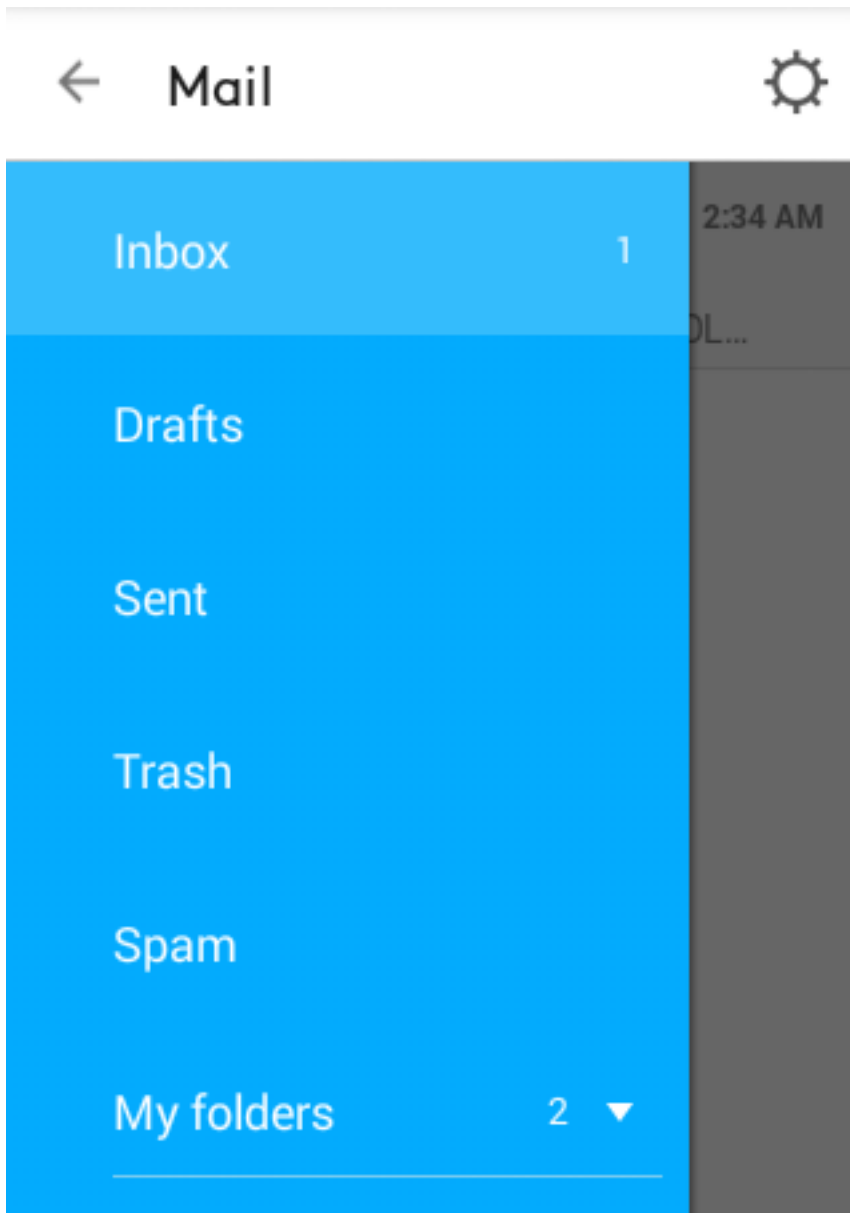
The **Switchback** option can be used if you want to work in the Older version of the email which is the Basic version.



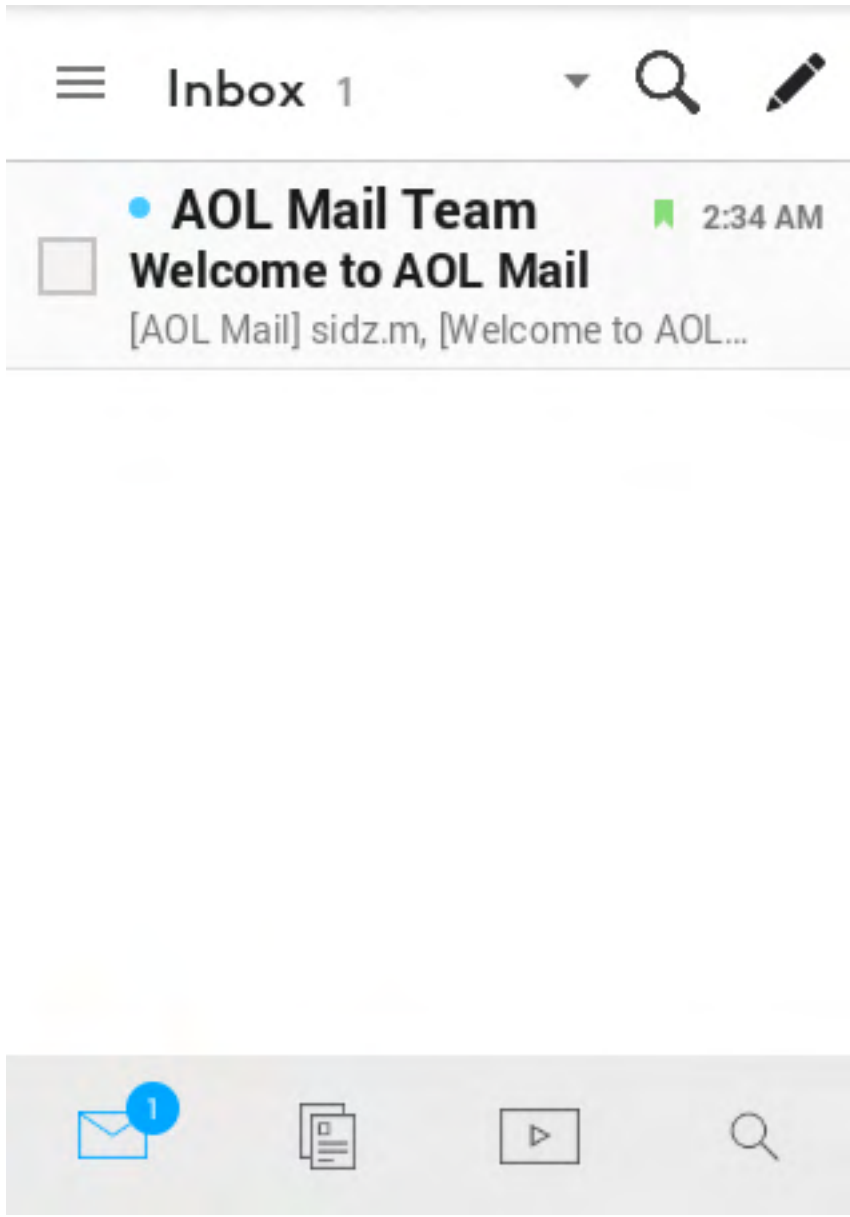
The AOL App for managing your emails and contacts

You can also download the AOL app and browse emails by accessing it through the Google Play Store for Android devices or from the AOL website. The App allows easy access, especially when you are in the offline mode while changes you made are synched once you are connected to the internet.

Just install the APP on your mobile device and enter your account details in the sign-in or login page. The app will direct you to your inbox where you can customize folders and exchange emails just like in the desktop version. You can access the main menu by swiping your finger to the right from the top left corner of your App's inbox or phone screen.




Just click or tap on any email to view it or perform additional tasks for it. The next section would also provide details on how to sync your contacts and calendar with Mobile Mail. With the app, they are automatically synced once you enter account details.



The Mobile APP would also provide email notifications and alerts on your mobile phone for you to keep track of important work.


Using the app, you can perform various tasks and select actions for your emails.

Easily compose messages with the AOL app by clicking or tapping the Compose option.

 **Compose** **SEND**

To: +

Cc:/Bcc: +

Subject: 

Compose your message here

Sent from AOL Mobile Mail

How to sync AOL mail data in your Mobile's email application?

You can easily sync data between your AOL mail application and your Mobile's (Android or iOS) email application. This would enable you to easily access your emails in the offline mode and work in your mobile email's inbox as per your convenience. All your contacts, emails and events would be synched with the mobile's calendar and contacts for you to enjoy seamless communication without interruptions or any hassle. You can send emails directly from your mobile's email application through your AOL mail account to your synced contacts and set up mobile mail and calendar alerts.

To sync your AOL mail account with your mobile mail account just add your AOL username and password in your mobile's email application depending on your mobile model and make and click sync. Your email will be synced after account verification.


You can also sync your contacts and calendar with your mobile device. In Android devices just use the mobile browser and go to mail.aol.com and click contacts. For calendar sync visit calendar.aol.com from your phone's browser. You can also create shortcuts for contacts and calendar on your phone's home screen and just tap them to gain access.

Troubleshooting and using AOL Help

You can use the help.aol.com webpage to guide you through the troubleshooting process. If you are using the desktop version of the email then you can access **Help** feature from the main menu on the right panel of your inbox. This will direct you to the help.aol.com webpage with FAQs to help you solve your query regarding the email application. Apart from queries, information regarding your email inbox is also available with details on all actions relevant to your AOL email. Queries like how to manage folders, how to set filters, how to change account settings and other miscellaneous information is available.

The feedback section is also provided in the Inbox menu for you to provide suggestions and comments on the AOL mail application to the AOL group.

If you are accessing the **Help** section from your mobile's (Android or iOS) AOL app, then tap **help** option from your app's main menu. The help feature in mobile web browser's AOL mail is available under settings after the 'Send Feedback' option to the user. This can be used to get online help and information regarding AOL mail problems and issues from your Mobile's browser. The link will direct you to the AOL Help section to resolve your query. You can also contact AOL's representative in case of a query that requires immediate addressing.

 https://help.aol.com/a

4



Aol.Help



Mail — Jun 12, 2015

AOL Mail for Mobile Web Browsers FAQ



Discover how AOL Mail for Mobile Web

Browsers (for iOS and Android) works and learn some tips on how to get up-to-speed quickly!

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