

How to get an E-mail account:

E-mail accounts are necessary for many Internet transactions. For example, most online job applications require an e-mail address. This document should help you get your first free e-mail account in only 3 easy steps.

Step 1 - You must choose a website that provides free web-based e-mail. There are many sites out there that do this. You may have heard of some of them. The library does not endorse any of these, but we have listed a few below that you can choose from. Just click the blue link.

1. **Hotmail** - <http://www.hotmail.com> (Sign up)
2. **Yahoo** - <https://login.yahoo.com/> (Create New Account)
3. **Google Mail** - <http://www.gmail.com> (Create an account)

Step 2 - Each site requires you to fill out some registration information before you can get your account. Use your mouse to click on each blank box and then enter your information exactly as they say. For example, some sites require your birth date to be entered 01/01/1955. Other sites allow you to type 1/1/55. When you've finished each requirement, just use the mouse to click on the next blank.

There are some parts of registration that make this process more confusing.

User Identification:

In addition to providing your first and last name, you will also be asked to create a user identification for your e-mail account. Each e-mail provider calls this user identification something different. It may be called a member name or a Yahoo ID, but they all have the same purpose. This user ID will become part of your e-mail address.

Example:

Abby Carter wants her username to be **adcarter11**. This will be her username/member name. Keep in mind; you may not be able to get the first username that comes to your mind because it may be in use. The service will most likely have suggestions if this is the cause.

Passwords:

You will need a user ID and password to check your e-mail. Passwords often need to be of a certain length, i.e. more than 5 letters or numbers. They also may require you to use only letters, only numbers, or a mix of both letters and numbers.

Duplicate E-mail addresses or User IDs:

E-mail addresses must be unique. Many addresses are already taken. When selecting your user ID, you may not be able to use only your first name or even first and last name as an e-mail address. In this case, they will ask you to come up with a unique address. Sometimes this requires adding letters to your name (Bob234) or just lengthening your choice (bobthep plumber). Don't make it too long though. You must remember this name (and your password) every time you check your e-mail.

Secret or Security Question:

Some sites require you to enter a question and answer that only you know. This serves as an emergency backup if you ever forget your user ID and password. Some common questions that people use are "mother's maiden name" or "What is the name of my dog?" Again, don't make it too hard just in case you are asked in the future.

Code or Registration Verification:

Some sites also have a little box at the bottom of the screen with a bunch of weird-looking numbers or letters in it. Just type the letters as you see them in the box provided.

Step 3 - Once you've finished filling in all of the blanks, just submit or enter this information. If you've left anything blank or entered it improperly, you will be sent to a screen where you can fix your errors. When everything is correct, you will be ready to send and receive e-mail. In the future when you want to check your e-mail, you just need to re-visit the site where you got the address (www.hotmail.com, www.yahoo.com, www.gmail.com) and enter your user ID and password. If you need to tell someone your e-mail address, it should appear with your user ID and then the "@" symbol and then your e-mail site, i.e. *userID@yahoo.com* or *userID@hotmail.com*

That's it! Good luck and don't forget your user ID and password. You will need it every time you want to check your e-mail.