Creating an e-mail account

Step 4 (continued):

**+ Creating a Security Question & Answer**

If you forget your password, you will be asked for the security answer to your account security question.

**Typical security questions:**

- What is the name of your childhood friend?
- What is your frequent flyer number?
- What is the name of your favorite book?
- Where is your mother’s birthplace?
- What is the name of your first pet?

Creating a security question and answer:

- Choose a question and answer only you would know the answer to and that is not associated with your password.
- Choose a question that cannot be answered through research. (For example, your mother’s maiden name, your birth date, your first or last name, your social security number, your phone number, your pet’s name, are questions that can be easily researched.)
- Choose an answer that is memorable, but not easy to guess.

Step 5: Accept the Terms of Service, Program Policy, and Privacy Statement if applicable

Step 6: Review all fields and correct any mistakes

Step 7: Click the “Create my Account” link / icon once

**Step 7: AND YOU'RE DONE!**

You may either be asked to enter your user ID and password at this time or will automatically be directed to your new e-mail account.

You are ready to start e-mailing!

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**Some Notes & Tips:**

→ ★ **NOTE - Each registration process may differ!**

Each e-mail service registration may be slightly different than shown in this pamphlet. They all have similar field characteristics and provide you with easy registration and account setup.

→ **Do not forget your user ID and password!**

If you forget your user ID / username there is no way of retrieving your account information, you must create a new e-mail account.

If you forget your password you can reset it by answering your Security Question and other personal information asked of you, correctly.

If you don’t think you can remember your user ID and/or password, write it down and leave it in a safe place. Do not store it in your home or office computer, e-mail messages, mobile phone, etc.

→ **Creating your first e-mail message**

The main page of your e-mail account is called your **inbox**. It is where your received messages are stored. You will also see menus and folders to the left-hand side. Locate the “compose new mail” icon/link and click.

TO: [ enter the e-mail address of recipient ]

SUBJECT: [ enter a title for your e-mail ]

BODY: [ this is where you type your message ]

★ You cannot un-send an e-mail message ★

Once you have reviewed your message, click on the “send” icon/link and you're done!

**You’ve successfully created your very first e-mail message!**
Creating an e-mail account

E-mail (or electronic mail), is a method of writing, sending, receiving and saving messages over an electronic communication network, such as the Internet or mobile phone.

There are many web-based e-mail systems available for FREE! as well as paid yearly subscriptions for their services. It is best to research and “shop” around before choosing your e-mail provider. Many offer an expanded list of features, such as calendars, instant messaging, unlimited free storage while others may have basic send and receive functions. Listed below are the most popular e-mail systems.

- **Yahoo! Mail**
  - Web address: www.yahoo.com / www.mail.yahoo.com

- **Windows Live**
  - Web address: www.hotmail.com / www.mail.live.com

- **Gmail**
  - Web address: www.gmail.com / www.mail.google.com

- **AOL**
  - Web address: www.webmail.aol.com / www.aol.com

- **me.com**
  - Web address: www.me.com / www.mac.com

- **mail2web**
  - Web address: www.mail2web.com

- **mail.com**
  - Web address: www.mail.com

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**Step 1:** Decide on the e-mail provider that suits your needs! We recommend you visit the websites (to the left) and find out what features they offer.

**Step 2:** Once you have chosen a suitable e-mail service, you can begin to register for a new account! Direct your Internet browser to the proper e-mail web address, for example: www.gmail.com

**Step 3:** Navigate the webpage and you will see icons / links that say “Sign up for …” or similar.

**Step 4:** You are now at the registration page. You will see many fields including: first & last name, gender, country, zip code, user id / login name, password, etc. ★ NOTE - you may see an asterisk (*) at most fields, this indicates a required field, do not skip!

**Choosing a user id / login / e-mail address**

When you select an ID, make it memorable! You may choose to use your whole name, initials, nicknames or significant numbers. You may also add an underscore ( _ ) or a dot ( . ) NO Spaces!

Here are some examples:

- johndoe
- johndoe88
- jdoe88
- john.doe
- john.doe88
- johndoe_88

Your user ID / login is the first half of your e-mail address followed by “@yahoo.com, @gmail.com”

**Selecting a safe password**

To protect your privacy, the first step is to create a secure password - one that won't easily be guessed by a computer program or individual.

Creating and keeping your password secure:

- Mix capital and lowercase letters
- Include similar looking substitutes, such as the number 0 for the letter “O”
- Create a unique acronym
- Include punctuation marks and/or numbers
- Never share your password (even family/friends)
- Never send your password by e-mail
- Change your password periodically

**Things to avoid:**

- Don’t use a password that contains personal information (names, birth dates, SSN, etc.)
- Don’t use keyboard patterns (asdf) or sequential numbers (1234)
- Don’t use complete words from a dictionary

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+ **Understanding the “verification code” field box**

You must type all characters (letters & numbers) correctly as you see it or your registration process will not go through. Example:

Verification Code translated into field box

n5562eAF = n5562eAF

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[ continue on next page ]