

How To Open an Email Account Tech Tools Project

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This slideshow will walk you through the process of setting up a free Internet email account.

First, you will need:

- A library card



- Which allows access to the library's computers

- A basic understanding of computers



There are a number of free Email service providers available.

The most popular include:

The logo for Yahoo!, featuring the word "YAHOO!" in a bold, purple, sans-serif font, tilted slightly upwards to the right.The logo for Gmail, featuring the word "Gmail" in a colorful, sans-serif font (G in blue, M in red, a in yellow, i in green, l in blue) with a small envelope icon integrated into the letter 'a'. Below it, the text "by Google" is written in a smaller, grey font.The logo for Windows Live Hotmail, featuring a yellow envelope icon with a red ribbon on the left, and the text "Windows Live" in a small, grey font above the word "Hotmail" in a larger, bold, black font.

They all offer similar services.

This guide provides instructions for Yahoo.

However, the process is similar for most services.

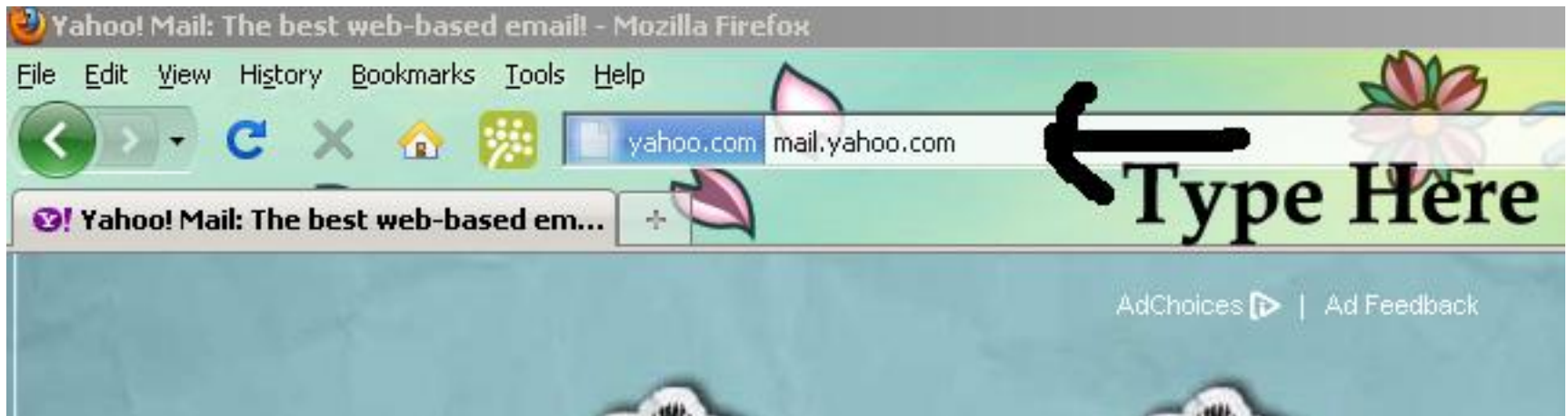
After logging into the computer,
open the Internet browser.

Double click on the Firefox icon on the desktop:



Navigate to the website of the email provider.

Using the address bar (pictured) navigate to the Yahoo website by typing the address (also called a URL) into the text box.



- For Yahoo, type: <http://mail.yahoo.com>
- For Gmail type: <http://www.gmail.com>
- For Hotmail, type: <http://www.hotmail.com>

Click on “Create an Account”

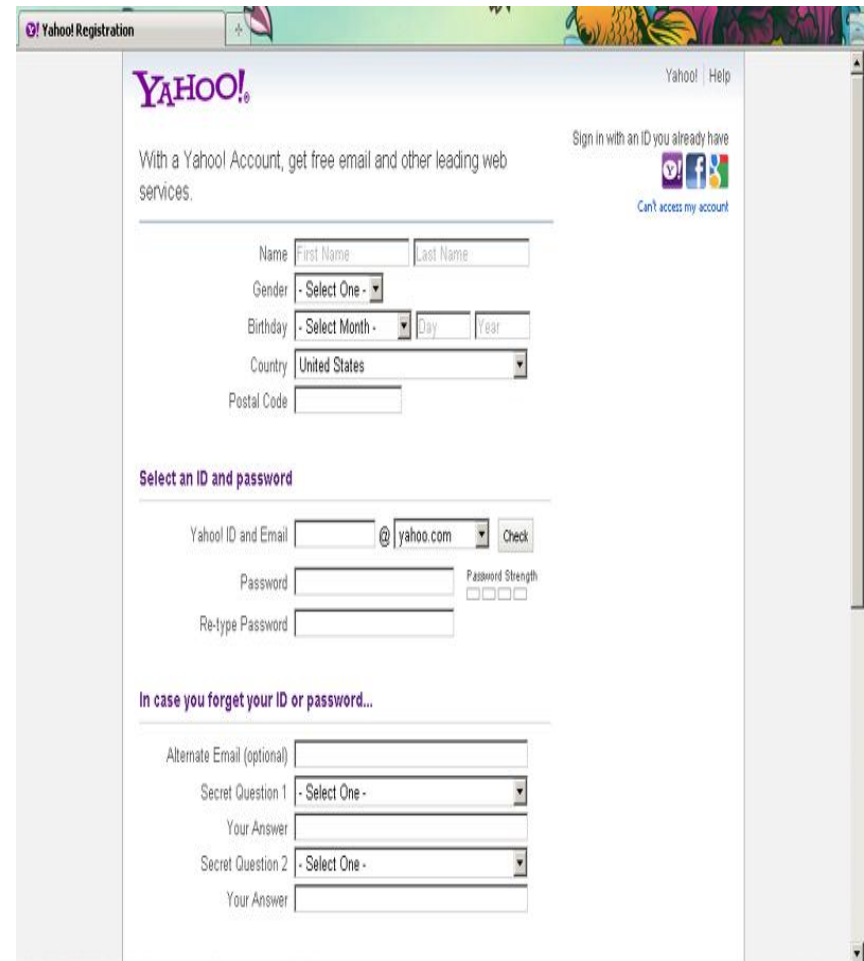
On the lower right side of the Yahoo Web site, click on the large button that says, "Create An Account."
You may have to scroll down.



Gmail and Hotmail will have something similar, though it may not be located in the same place.

Enter the registration information for your account, including:

- Your desired Yahoo ID
 - (which will be your email address),
- Choose a password



The screenshot shows the Yahoo! Registration page. At the top, there is a navigation bar with the Yahoo! logo and links for 'Yahoo! | Help'. Below this, a message reads: 'With a Yahoo! Account, get free email and other leading web services.' To the right, there are links for 'Sign in with an ID you already have' and 'Can't access my account'. The main registration form is divided into several sections:

- Name:** Two text input fields for 'First Name' and 'Last Name'.
- Gender:** A dropdown menu labeled '- Select One -'.
- Birth Day:** Three dropdown menus for '- Select Month -', 'Day', and 'Year'.
- Country:** A dropdown menu currently set to 'United States'.
- Postal Code:** A text input field.

Below the personal information section is a section titled 'Select an ID and password':

- Yahoo ID and Email:** A text input field followed by a dropdown menu set to '@ yahoo.com' and a 'Check' button.
- Password:** A text input field with a 'Password Strength' indicator consisting of four small squares.
- Re-type Password:** A text input field.

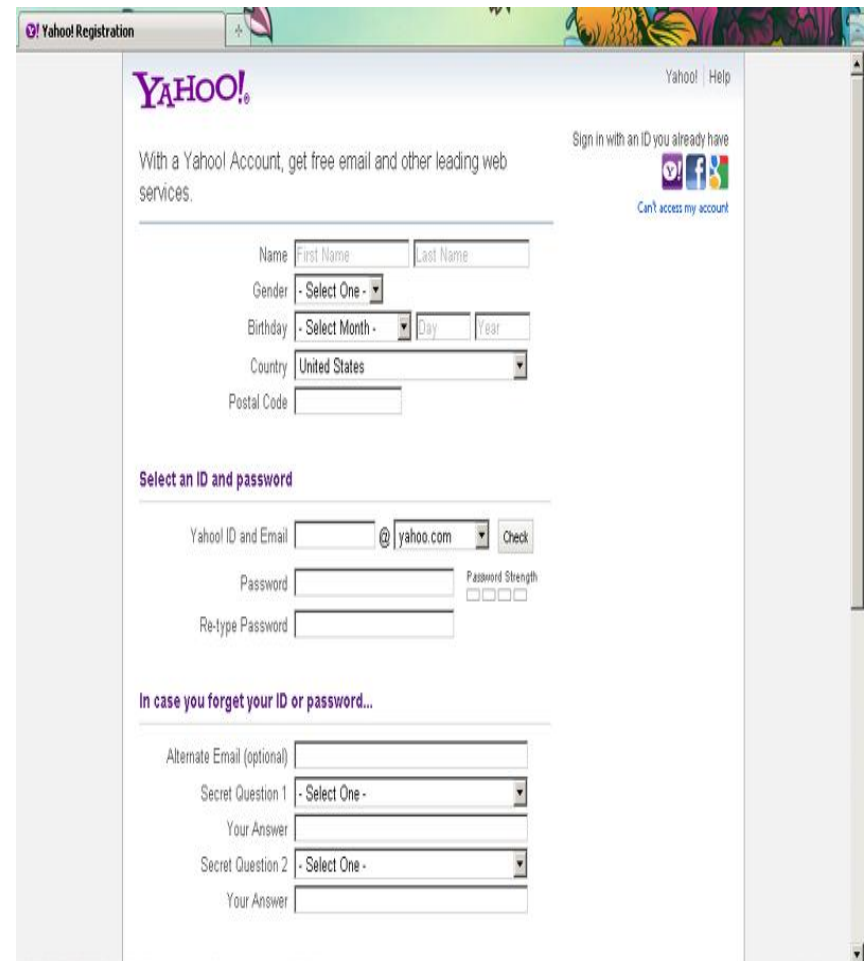
The final section is titled 'In case you forget your ID or password...':

- Alternate Email (optional):** A text input field.
- Secret Question 1:** A dropdown menu labeled '- Select One -' followed by a text input field for 'Your Answer'.
- Secret Question 2:** A dropdown menu labeled '- Select One -' followed by a text input field for 'Your Answer'.

- Yahoo will tell you if your desired ID is available.
 - If not:
 - It may already be assigned to someone else
 - Yahoo will suggest a new password or
 - You can try something else until you find one that's not in use.
- Yahoo will also let you know how strong your chosen password is.
 - Secure passwords include both letters and numbers.

Enter the registration information for your account, including:

- Answers to two security questions
 - If you forget your password, these answers will verify your identity
- Displayed security code
 - Verifies that a person is creating the account, not a spammer's program.



The screenshot shows the Yahoo! Registration page. The browser title is "Yahoo! Registration". The page features the Yahoo! logo and a sign-in link for existing users. The registration form includes fields for Name (First Name and Last Name), Gender, Birthday (Month, Day, Year), Country (United States), and Postal Code. Below this is a section for "Select an ID and password" with fields for Yahoo ID and Email, Password, and Re-type Password, along with a Password Strength indicator. The final section is "In case you forget your ID or password...", which includes an optional Alternate Email field and two Secret Questions with corresponding answer fields.

After you've entered all of this information, click the yellow "Create My Account" button:

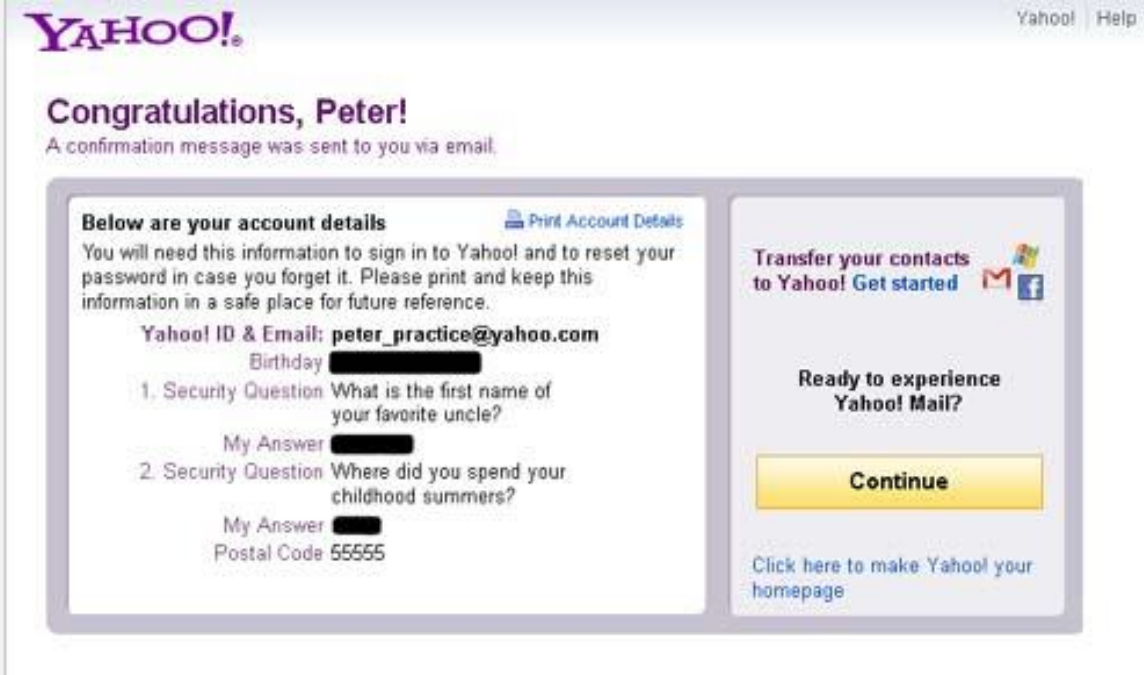
By clicking the "Create My Account" button below, I certify that I have read and agree to the [Yahoo! Terms of Service](#), [Yahoo! Privacy Policy](#) and [Communication Terms of Service](#), and to receive account related communications from Yahoo! electronically. Yahoo! [automatically identifies](#) items such as words, links, people, and subjects from your Yahoo! communications services to deliver product features and relevant advertising.



Clicking the button means that you agree to abide by Yahoo's Terms of Service, (or TOS).

After you've clicked the "Create My Account" button, you will see a welcome screen summarizing your account information.

Print this information out, or copy it down for later reference.



The screenshot shows the Yahoo! account creation confirmation page. At the top left is the Yahoo! logo, and at the top right are links for "Yahoo!" and "Help". The main heading is "Congratulations, Peter!" followed by a sub-message: "A confirmation message was sent to you via email." Below this, a box contains account details. On the left side of this box, it says "Below are your account details" with a "Print Account Details" link. The text explains that the user will need this information to sign in and reset their password. The details listed are: Yahoo! ID & Email: peter_practice@yahoo.com; Birthday: [redacted]; 1. Security Question: "What is the first name of your favorite uncle?" with My Answer: [redacted]; 2. Security Question: "Where did you spend your childhood summers?" with My Answer: [redacted]; and Postal Code: 55555. On the right side of the box, there is a section titled "Transfer your contacts to Yahoo! Get started" with icons for Gmail and Facebook. Below that, it says "Ready to experience Yahoo! Mail?" and features a prominent yellow "Continue" button. At the bottom right of the box, there is a link: "Click here to make Yahoo! your homepage".

When you click "Continue," you will be automatically logged into your new email account.

Thank You

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