

SETTING UP AN E-MAIL ACCOUNT



1. Open the website for an e-mail provider such as MSN's Hotmail (www.hotmail.com) or Yahoo (www.yahoo.com) – click on the envelope icon with the “Mail” label).
2. When the website opens, click on the **Sign Up** button. *Read and follow the instructions carefully!* NOTE: Your free e-mail account must be checked regularly to prevent it being closed by the provider.
3. You will be required to create a user ID and password – write it down as the WorkForce Center staff does not have access to this information and will be unable to help you access your account without it. Since the individual receiving your e-mail may be a potential employer and will see your email address, keep it professional looking.

Sample

User ID: kcsmith

Password: sunshine

Email address: kcsmith@yahoo.com or kcsmith@hotmail.com
(depends on which provider you choose)

4. You can access your account anywhere you can access the internet, such as at the public library or another WorkForce Center.
5. Computers in WorkForce Center Resource Rooms are to be used for job-search related activities only. This includes e-mail and internet use.



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