

# Setting Up an E-Mail Account

Before you send your resume to an employer or post your resume on the Internet, you must have an e-mail address. Employers would like to contact you the same way you contacted them: electronic mail.



## When setting up an e-mail account:

- Read the site directions carefully. The free e-mail Internet site will guide you through the steps needed to set up your account.
- When creating your e-mail name for job search purposes, it is best to use a professional looking e-mail address using your name. For example: [johndoe@mail.com](mailto:johndoe@mail.com)
- Your e-mail address isn't case sensitive. It does not matter if you use uppercase (CAPITALS) or lowercase letters, it will all default to lowercase.
- When you mail your resume or correspondence to employers via e-mail, be sure to check your e-mail account often to see if you have any responses. Also remember, most free e-mail accounts will be deleted if not used for an extended period of time: 30, 60, or 90 days depending on the site's policy.
- The E-mail account you set up at the WorkForce Center is not through our WorkForce Center's computers, it is through the Internet. You can access your e-mail account/site anywhere you find Internet access. When you use your e-mail account at the WorkForce Center, please use it for job search purposes only. If you would like to send or read personal e-mails, your local library is the place to go. A list of all free Internet access sites in Hennepin County is on the back of this sheet.

## Here are just a few free e-mail sites available on the Internet:

You can find more at <http://www.about-the-web.com/shtml/email.shtml>

<http://www.dccemail.com>

<http://www.hotmail.com>

<http://www.mail.com>

<http://www.mailcity.lycos.com>

<http://usa.net>

<http://www.startribune.com/stribmail>

<http://www.yahoo.com>

