

## How to Create an E-mail Account with Yahoo

1. Type in [www.yahoo.com](http://www.yahoo.com) in the address bar.
2. Look to the right and find the words, *Free mail: Sign Up*. Click on **Sign Up**.
3. Fill in the information.
4. When you are finished, scroll down to the bottom of the screen and check the box stating that you agree with the Yahoo! Terms of service. Then click on **Create My Account**.
5. You will then see a confirmation page.
6. You are now ready to send and receive e-mail.

The screenshot shows the Yahoo! account creation form with several callout boxes providing instructions:

- When choosing a Yahoo! ID/e-mail address, your first choice may already be taken. Click on "Check" to see if a Yahoo! ID is taken.** (Points to the "Check" button next to the ID field)
- Your password will not be displayed as you type. You will be asked to enter it twice to confirm.** (Points to the password and re-type password fields)
- If you already have another e-mail address, you can enter it here. This step is optional.** (Points to the "Alternate Email" field)
- Choose a security question and an answer. You will need to know this if you ever forget your password.** (Points to the "Security Question" and "Your Answer" fields)
- Enter the code. If you cannot read it, click on "Try a new code."** (Points to the CAPTCHA code and the "Try a new code" button)

The form fields are as follows:

- My Name: Jonathan Doe
- Gender: Male
- Birth Day: January 22, 1970
- I live in: United States
- Postal Code: 18360
- 2. Select an ID and password: Yahoo! ID and Email: raidersfan348 @ yahoo.com (Check button: This ID is not available)
- Here are some suggestions...
  - 1. doejonathan@yahoo.com
  - 2. doe\_jonathan@yahoo.com
  - 3. jonathan\_doe@yahoo.com
- New Yahoo! IDs
  - 1. jonthandoe@rocketmail.com
  - 2. jonthandoe@ymail.com
- Password: [masked] Password Strength: [Progress bar]
- Re-type Password: [masked]
- 3. In case you forget your ID or password...
  - Alternate Email: [empty]
  - Security Question: Who is your favorite author?
  - Your Answer: James Patterson
- Just a couple more details...
  - Type the code shown: A3wJynL
  - By entering this code you help Yahoo! prevent spam and fake registrations. This code can be typed in all lowercase.

## Checking your e-mail:

1. Go to [www.yahoo.com](http://www.yahoo.com)

2. Look to the right and find the envelope that says Mail. Click on the envelope and you will go to the login screen. Enter your e-mail address (example: [raidersfan3344@yahoo.com](mailto:raidersfan3344@yahoo.com)) and password.

3. You have now successfully logged into your e-mail account. To read your messages, select Inbox and click on your message. The message will then be displayed in the window at the bottom.

Click on New to create and send an e-mail. (See picture below)

Your messages will be listed here. Click on one to read it.

Go to Inbox to read your mail.

After you click on your message, it will be displayed in this window.

After you have finished, click Send.

Enter the recipient's e-mail address in this box.

Type your message here.