

Free Email from Yahoo

A lot of things you might want to do online (like buying something or applying for a job) will require you to have an email address. Usually if you pay for internet access at home your internet service provider (or ISP) will also give you an email address. However, that's no help if you prefer to use the internet at the library. Fortunately there are a number of companies that will give you a free email address you can access through the web. We're going to walk through setting up and using an email account from Yahoo.



To get started we need to open the web browser and go to www.yahoo.com. There are a lot of links and pictures and things on this site, but we're looking for a link in the upper right corner that says "Free mail: Sign Up." When we click on this link it will take us to an application form.

The first section of the form is pretty straightforward. They want to know your name, gender, birthday, and ZIP code. Put the appropriate answer in each box. You can use tab to jump to the next box. Gender, birthday, and "I live in" all use dropdown menus. Just click on the little down arrow at the right end of the box to open the menu and select the answer you want.

A screenshot of the first section of the Yahoo! sign-up form, titled "1. Tell us about yourself...". It contains several input fields: "My Name" with sub-fields for "First Name" and "Last Name"; "Gender" with a dropdown menu showing "- Select One -"; "Birthday" with dropdown menus for "Month" and "Year"; "Live in" with a dropdown menu showing "United States"; and "Postal Code" with an empty text box.

The second part of the form is a little trickier. First off you need to select a Yahoo ID. Whatever you pick is going to be part of your email address so you want to be

A screenshot of the second section of the Yahoo! sign-up form, titled "2. Select an ID and password". It contains three input fields: "Yahoo! ID and Email" with a dropdown menu for ".com" and a "Check" button; "Password" with a "Password Strength" indicator below it; and "Re-type Password" for verification.

sure it's something you'll be able

to remember. However, it has to be different from every other Yahoo ID anyone else has made, so chances are good you won't be able to do something as simple as just your name. Usually Yahoo will provide a few suggestions. You can either click one of these or type in whatever other email address you'd like (you can't include any spaces between words but you can use a dash or a period instead). A red error message will pop up if you try to enter an ID that's already taken. Once you've decided on a Yahoo ID you know what your email address will be. It will be your Yahoo ID with "@yahoo.com" stuck on the end. This is what you'll need to tell people or web pages that ask for your email address.



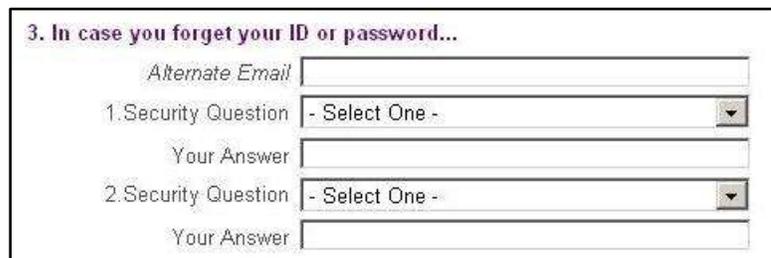
Once you've got your ID set you need to come up with a password. You'll need to enter your password every time you log in to your email account you want to make it something you'll remember. However, you don't want to make it something too obvious or someone might be able to guess it and get into your account. To make sure you don't use a really obvious password Yahoo won't let you use a password



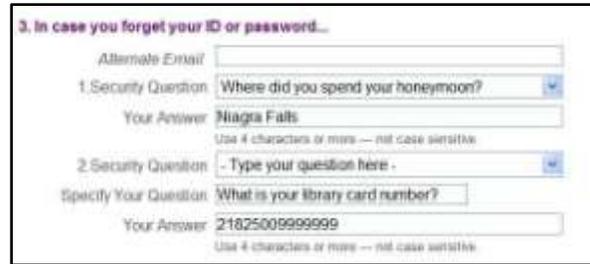
shorter than eight characters or containing your name or

Yahoo ID. If you enter a password that breaks any of these rules an error message will pop up. After you've figured out a password you have to enter it a second time to make sure you didn't make any typos on the first one.

The third part of the form sets up a few ways for you to get into your email if you should forget your password. First Yahoo asks for an alternate email address. If you have an email address already you can enter it here and Yahoo can email your password to you if you forget it. If you don't already have an email address (which is more likely) you can just skip this question. Next Yahoo wants you to select a couple of



questions you can answer to prove who you are. Each security question has a dropdown menu that gives options for different questions. Click the small down arrow at the right end of the box to open the menu. Pick one you can easily answer and then type the answer into the box under the menu. Type your answer carefully because you'll have to get it just right if you ever have to answer the question in the future (in other words, if you misspell the answer now the computer will expect you to misspell it again in the future). Notice that both dropdown menus also give you the option of writing your own question.



3. In case you forget your ID or password...

Alternate Email:

1 Security Question: Where did you spend your honeymoon?
Use 4 characters or more -- not case sensitive

2 Security Question: - Type your question here -

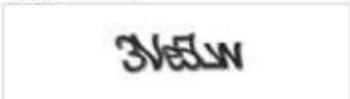
Specify Your Question: What is your library card number?
Use 4 characters or more -- not case sensitive

Now Yahoo wants you to do something to prove you're a real person and not a computer program written to make email accounts to send spam from. Yahoo gives you a picture of a small group of distorted numbers and letters and wants you to



Just a couple more details...

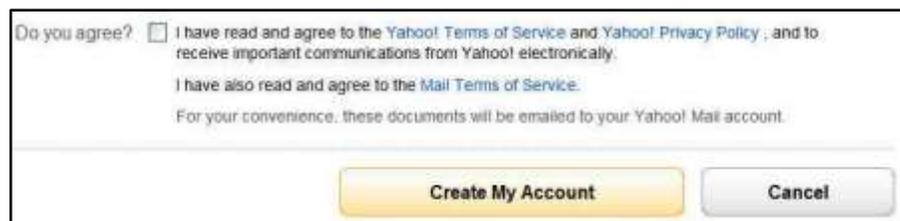
Type the code shown:



type them into the empty box. The picture will probably contain both capital and small letters, but you can type them all as small. If you're not sure what some of the numbers or letters are you can click the button labeled "Try a new code" and get a

different set of numbers and letters to work with.

There's just one more thing to do on this page. Click in the small white box to show that you agree to

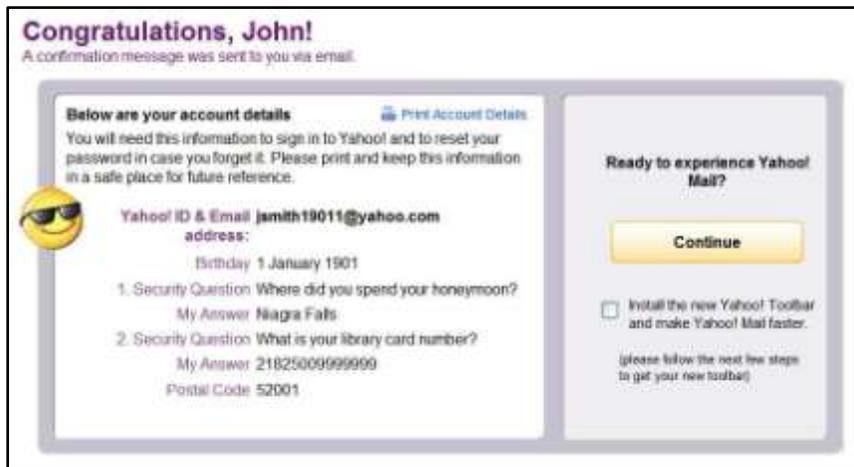


Do you agree? I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.

I have also read and agree to the [Mail Terms of Service](#).

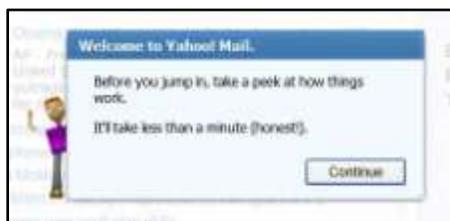
For your convenience, these documents will be emailed to your Yahoo! Mail account.

Yahoo's terms of service and privacy policy. You can read these policies first by clicking on the blue text. Once you've put a check mark in the box you can click "Create My Account." If there's anything wrong with how you filled out the form the page will reload with the mistake highlighted in red. If that happens just fix the mistake, retype your passwords, and click "Create" again. If there aren't any mistakes you'll be taken to a page congratulating you for successfully making an account.



This screen gives you the option of printing out some of your account details for future reference. If you don't print them you might want to at least write down your email address and password and keep them

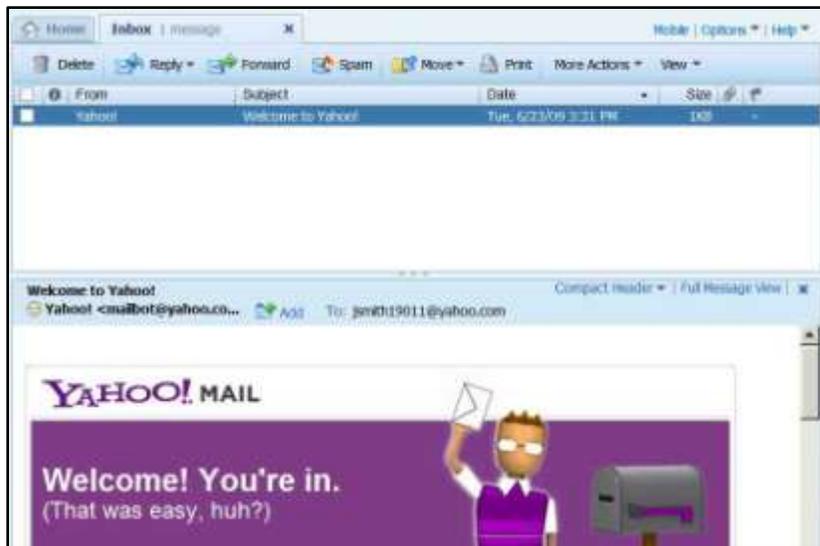
somewhere safe in case you ever forget them. It's especially important that you remember your email address. If you forget your password Yahoo can help you out, but if you forget your email address Yahoo won't have any way to know who you are. When you're ready to proceed click the big, yellow "Continue" button.



Before you actually get at your account Yahoo gives you a quick tour of the site. It's pretty short and somewhat helpful. Just click "Continue" to start it and keep reading the windows that pop up and clicking "Next" until you're done.

At this point you'll be at the home screen for your email account. The news and weather on this screen will change from day to day but a few things will stay the same. It will always tell you across the top of the page whether or not you have new mail. All the items in the white box along the left side of the screen will stay the same as you move around within your mail account. They're a good way to access all the different parts of the web page. This is another place for you to see if you have new email to read. The "(1)" next to the word "Inbox" lets you know that you have one new email. To go to your inbox and read your mail just click on the word "Inbox."

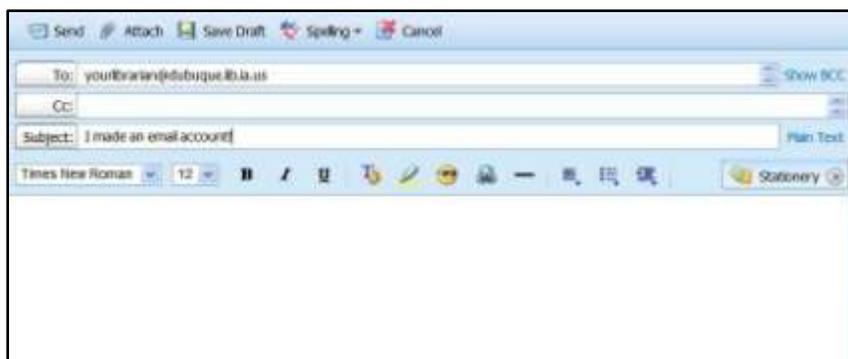




Your inbox is where you find all the mail that people send to you. The top part of the screen gives a list of all the different emails you've received. When you click on the sender or subject of an email the text of the email appears in the bottom. Notice the buttons just above the list

of emails. You can use these to reply to emails, forward them to someone else, delete them, or do a few other things. Yahoo only gives you a certain amount of space to save old emails so it's a good idea to delete unimportant emails after you read them. Just underneath the list of emails you can find a repeat of the subject and sender of the email you're currently reading. There is a button marked "Add" next to the sender. You can click this to add the sender to your email address book when you get email from someone you want to keep in touch with. You can access your address book by clicking "Contacts" in the white menu along the left side of the screen.

If you're interested in writing email rather than reading it you can click the "New" button at the top left of the window. This will open up a blank email. Put the address of the person you want to write to in the "To" box and put a subject in the "Subject" box. The big white area at the bottom is where you write the body of



your message. Click "Send" to send the message when you're done. Notice you've also got a few word processing options like

different fonts and a spell-check.

When you're done reading a writing email it's important to log out of your account so



the next person to use the computer doesn't get access to your information. The "Sign Out" button is at the top left of the screen.



When you want to get back to your email you'll go to www.yahoo.com just like you did when you first made your account. This time click on "Sign In." This will take you

to a page that asks for your Yahoo ID and password. Enter them into the appropriate boxes, make sure the "Keep me signed in" box isn't checked, and click "Sign In." If you can't remember your password you can click on "I can't access my account." Once you're signed in you'll go to the email home screen just like you did after you made your account.