

# Getting An E-mail Address

1. Choose an e-mail server. There are numerous free e-mail providers online. Listed below are a few of the free e-mail servers and examples of the requirements to enroll.

www.excite.com  
www.gmail.com  
www.gmx.com

www.hotmail.com  
www.mail.com  
www.yahoo.com

2. Click on “**sign up**” or “**registration**” to create your e-mail account. Be prepared to answer these types of questions. Carefully read the entire question before answering. Some of them are hard to change at a later time.

**Choosing Your ID or login name:** You will use this information to access your mail each time. Capitalization matters. See examples:  
marshall@yahoo.com MarshAll@yahoo.com MARSHALL@yahoo.com

Your ID will have to be something unique, but easy for you and your friends to remember. It can contain both letters and numbers. Avoid things that may create typos. Spaces are not permitted, but you can use the underscore key \_ to indicate a space. Ex. Marsh\_all@yahoo.com  
If a screen name has already been taken, but you really want it, try putting a number like your zip code or phone area code after the name, and it may work. Beware, however, of giving out personal information.

**Choosing Your Password:** When selecting your ID you will have to provide a password. Using a password ensures privacy. After typing in your password you will be asked to type it again. This is to duplicate the spelling to be sure you entered it correctly.

**Security Question:** This is a question for which you should be the only person to know the answer. It is the best way to verify your identity. Ask a question and supply the answer to protect your account. Make sure your answer is memorable for you, but hard for others to guess.

**Birthday:** You will be asked for your birth date, month/day/year. This will help if you forget your password and need assistance from your provider to recall your information.

**Personalize Your Account:** Next you will be asked for information pertaining to you. Your first and last name, address, zip code and gender. Also occupation, industry and interest information makes it easier for advertising to be directed to you--the price you pay for free e-mail service. Some of the information is optional and can be ignored.

**Submit:** The last step in getting your e-mail server and address is to submit your information. At this time you will be notified if a needed answer is missing or should be changed. When all changes are made, you are ready to start e-mailing your family and friends.