



CREATING AN E-MAIL ACCOUNT In Yahoo, Hotmail or Gmail

- Step by Step Instructions to creating a free E-mail account with Hotmail, Yahoo, or Gmail.



A compilation organized
by TQM Consulting in association with the
Kamloops Work Search Centres
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Table of Contents

What is Email?	3
Using Email For Your Job Search	3
Creating an Email Account	4
Creating an Account with Yahoo.....	4
Creating an Account with Hotmail.....	8
Creating an account in Gmail	12
Tips For Using Email as Part of Your Job Search.....	14

What is Email?

With today's dependency on technology, you may find that many industries and employers use email to communicate with their clients and staff, as well as potential employees. Increasingly, employers are asking work seekers to apply for work by email because it is more convenient for them and it illustrates the applicant's computer knowledge.

Email stands for "Electronic Mail". It involves sending and receiving messages and documents anywhere in the world, electronically. Messages are sent through a computer via the Internet. To use email, you need a computer that is connected to the Internet and your own email account.

When you have an email account, you have your own online mailing address to send/receive digital letters, photos, documents, magazine articles, and even junk mail. Like the postal system, you can also send electronic documents, images, etc. to anyone with an email address on the Internet, anywhere in the world.

Using Email For Your Job Search

Email can be a very useful tool for you to use for your job search. You can use it to:

- Send copies of your resume to employers
- Send copies of documents to employers
- Apply for jobs online
- Receive job descriptions or postings from employers
- Communicate with potential local employers, or with employers out of town
- Network

Email can be very effective for the job searcher and the employer because it is fast and an inexpensive way to communicate and send documents, especially over long distances. Plus, it is easy to access from any computer in the world that is connected to the Internet.

Email does have its disadvantages though, so use it with care:


- Although email can be convenient for some job seekers and employers, some employers find it to be impersonal. Therefore, **be sure that you add that "in person" touch by following up by phone or in person to be sure that the application or email was received.** In other words, try not to depend on email for your job search.
- Email is not always a dependable format to use. It is common for emails to be re-routed, computer systems to be down, and sometimes employers are unable to open attached files. Therefore, if you are using email to apply for a job, be sure to follow up by phone to ensure that the application was received, or send a hard copy (paper copy) by mail as a backup.

Creating an Email Account

This handout will guide you through creating a new email account and checking your email inbox. First, choose any one of the following **free** email providers:

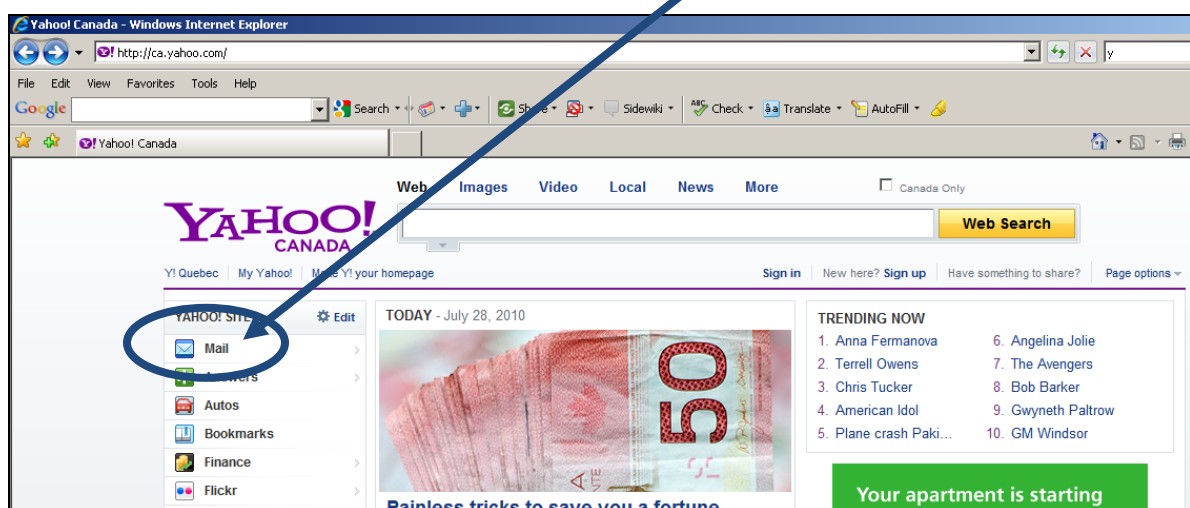
- Yahoo (page 4-7)
- Hotmail (page 8-11)
- Gmail (page 12-13)

Creating an E-mail Account with Yahoo

- Once you have logged on to a computer, open up the Internet by double clicking on the Internet Explorer icon 
- In the “address bar” at the top of the page click once in the white space to highlight the text in blue then delete it. Type “yahoo.ca” and then click “enter”



- On the Yahoo webpage, use your mouse to click on the “**Mail**” button near the top left hand corner of the page. This will take you to the email login page.



Yahoo Registration Process

- It is here that you can either *sign up* for the first time (click here)
- Or *sign in* to your account (if you already have one)

Sign in to Yahoo! - Windows Internet Explorer
https://login.yahoo.com/config/login/verify2?.intl=ca&.src=ym

YAHOO! MAIL CANADA

Welcome to Yahoo!
Enjoy all the benefits of Yahoo! Canada.

- Stay in touch with **free Mail and Messenger.**
- **Protect** your PC with **free Anti-Spy and Pop-Up Blocker.**
- Get **weather forecasts** and current conditions for your area.
- Tune in to the latest in **music, entertainment, and sports.**

Get all the best with one Yahoo! ID.
Your Yahoo! ID gives you access to powerful communications tools like mail and instant messaging, security features like email AntiVirus and Pop-Up Blocker, and favorites like online photos and music — **all for free.**

Don't have a Yahoo! ID?
Signing up is easy.
Sign up for Yahoo!

Already have a Yahoo! ID?
Sign in.
Are you protected?
Create your sign-in seal. (Why?)

Yahoo! ID:
(e.g. free2rhyme@yahoo.com)

Password:

Keep me signed in
for 2 weeks. [Sign out.](#) [Info](#)
[Uncheck if on a shared computer]

Sign in

[I can't access my account](#) | [Sign-in help](#)

- On the registration page, you must fill in all the required information to register and create a username and password for your new email account. Follow the next steps to complete the registration process.
- Use your mouse to click in the first white space and type in your first name as you want people (& employers) to see it. This information will appear when you send people an email.

YAHOO! CANADA

With a Yahoo! Account, get free email and other leading web services.

Name First Name Last Name

Gender - Select One -

Birthday - Select Month - Day Year

Country Canada

Postal Code

- Continue through the application to enter all of the information required. Some boxes you have to fill in with text and some you will pick from the drop-down menu by clicking the little black arrow.

Yahoo Registration Process

- Next, you will create an email address for yourself. Choose something professional as you may want employers to contact you by email, for example your name, johnsmith@yahoo.ca and then click “check” to make sure no one else is using that email address.

Select an ID and password

Yahoo! ID and Email @ yahoo.ca

Password Password Strength

Re-type Password

- If someone is already using the email name you want, you can add numbers or symbols to find something slightly different that works (email addresses are not case sensitive, so capital letters will not count), some examples are:

john.smith john_smith smithjohn j-smith johnsmith24 j.a.smith

- Then create a password you will be able to remember for the next time you log in and retype it below to confirm (passwords are case sensitive so if you use capital letters, make sure you remember for the next time you log in).

TIP: Remember, if you are using your email to contact employers, keep your username appropriate for work search. “bigjohnny@yahoo.com” is not likely the best way to make a good first impression with a potential employer.

- Choose a friend’s email account or a secret question in case you forget your password and need yahoo to re-send it to you or allow you to re-set the password in order to access your account
- The final step is to verify you are not a hacker or a computer, type the coded numbers and letters you see in the box provided. If this one is too difficult to read, click “Try a new code” to find one you can decipher
- When you have completed all of these steps, click “Create My Account”

In case you forget your ID or password...

Alternate Email (optional)

Secret Question 1 - Select One -

Your Answer

Secret Question 2 - Select One -

Your Answer

Type the code shown

V5A8GA

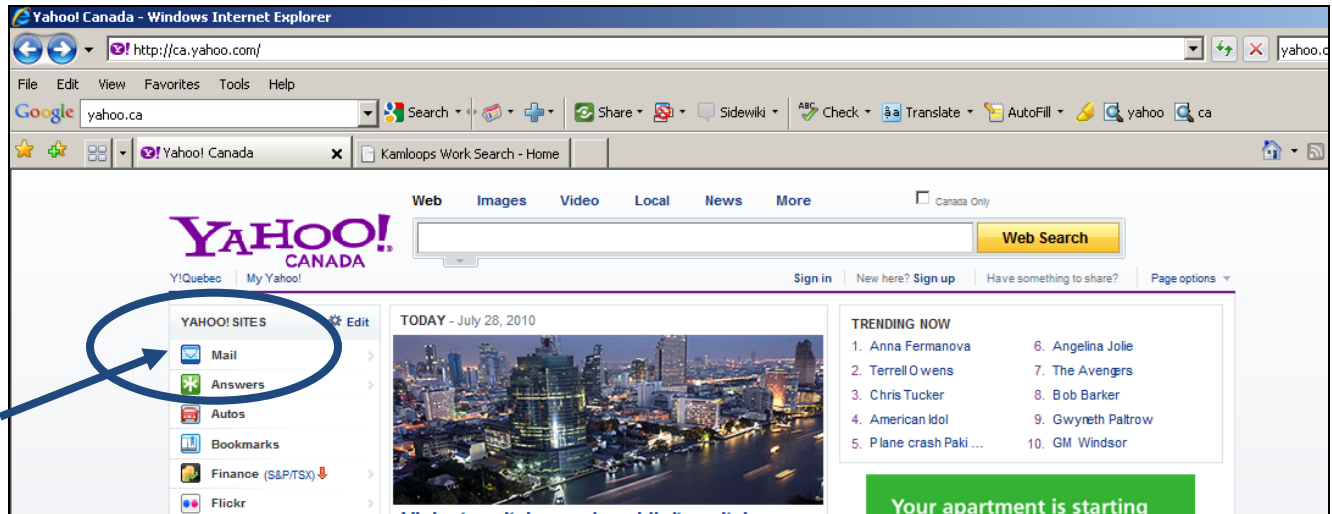
By clicking the “Create My Account” button below, I certify that I have read and agree to the [Yahoo!Terms of Service](#), [Yahoo!Privacy Policy](#) and [Mail Terms of Service](#), and to receive account related communications from Yahoo!electronically.

Copyright © 2010 Yahoo! Canada Co. All rights reserved. [Copyright/IP Policy](#) | [Terms of Service](#) | [Guide to Online Security](#)
Code verification technology developed in collaboration with the Captcha Project at Carnegie Mellon University.
NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#).

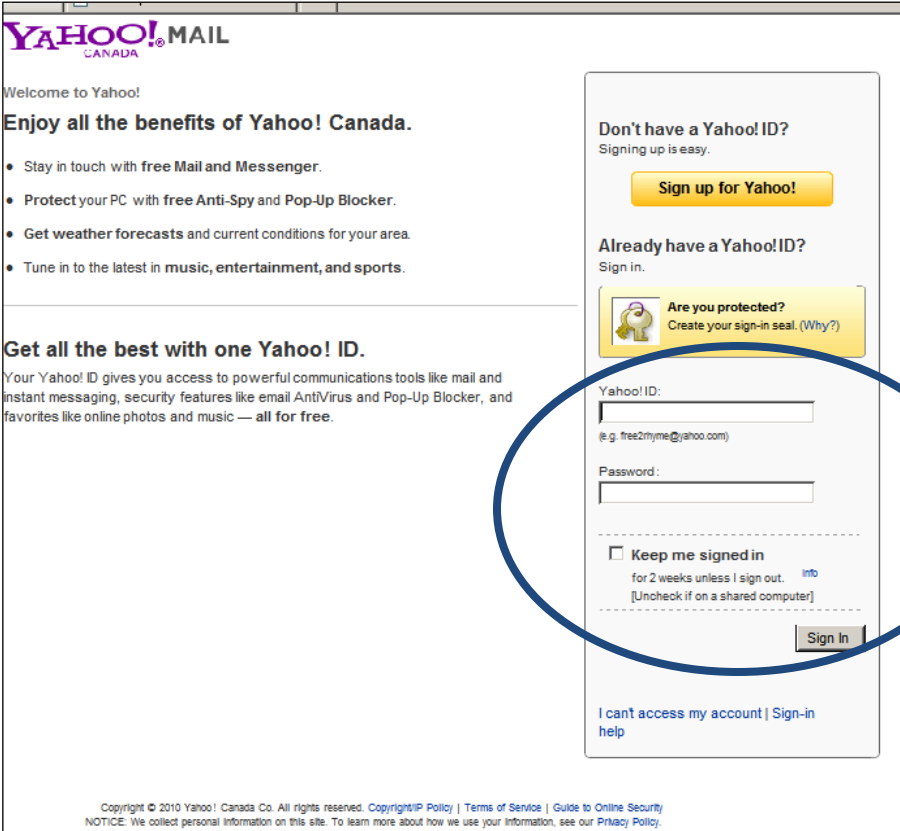
- If you made any errors on the registration page, red lettering will appear asking you to fix the errors. When you are done, click on “**Create My Account**” again.

Yahoo Registration Process: Checking your Email

- To log into your new email account to check if you have new email messages, simply follow the steps you took to get to the sign up page, but type in the email address (Yahoo ID) and password that you created



- Enter your email address (Yahoo ID) and password and click sign in!



YAHOO! MAIL CANADA

Welcome to Yahoo!

Enjoy all the benefits of Yahoo! Canada.

- Stay in touch with free Mail and Messenger.
- Protect your PC with free Anti-Spy and Pop-Up Blocker.
- Get weather forecasts and current conditions for your area.
- Tune in to the latest in music, entertainment, and sports.

Get all the best with one Yahoo! ID.

Your Yahoo! ID gives you access to powerful communications tools like mail and instant messaging, security features like email AntiVirus and Pop-Up Blocker, and favorites like online photos and music — all for free.

Don't have a Yahoo! ID?
Signing up is easy.

Sign up for Yahoo!

Already have a Yahoo! ID?
Sign in.

Are you protected?
Create your sign-in seal. (Why?)

Yahoo! ID:

(e.g. fres2myne@yahoo.com)

Password:


Keep me signed in
for 2 weeks unless I sign out. [Info](#)
[Uncheck if on a shared computer]

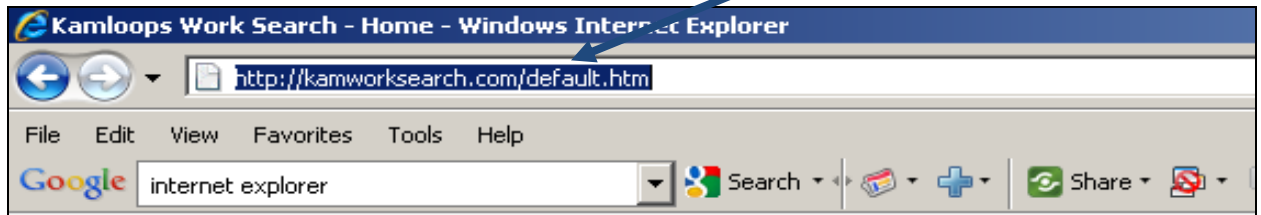
Sign In

[I can't access my account](#) | [Sign-in help](#)

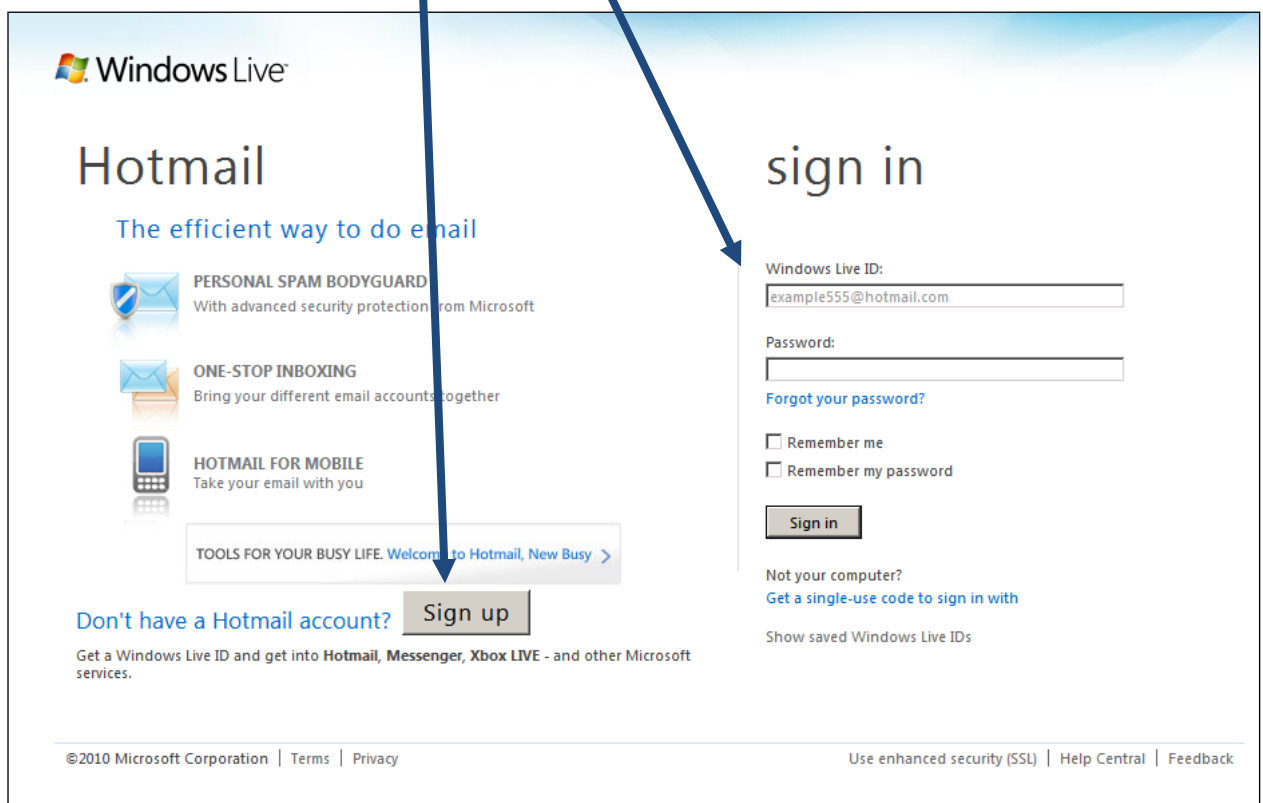
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NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#).

Creating an E-mail Account with Hotmail

- Once you have logged on to a computer, open up the Internet by double clicking on the Internet Explorer icon 
- In the “address bar” at the top of the page click once in the white space to highlight the text in blue then delete it. Type “hotmail.com” and then “enter”



- It is here that you can either **sign in** to your account (if you already have one)
- **Or sign up** for the first time (click here)



Hotmail Registration Process

➤ Here you will create your email address, choose something professional as you may want employers to contact you by email, for example, use your name, johnsmith@yahoo.ca

➤ Click the “Check Availability” button to make sure no one else is using that email address. You also have the option of choosing example@hotmail.com or example@live.com. There is no difference. If the address you want is taken, you can add symbols or numbers to differentiate [i.e. john.smith, smithjohn45, j_smith, (capital letters are not recognized)]

➤ Enter a friend’s email address or choose a security question in case you forget your password so Hotmail can email it to an alternative address or so you can reset it.

➤ Enter the letters and numbers you see in the coded message and click “I accept”

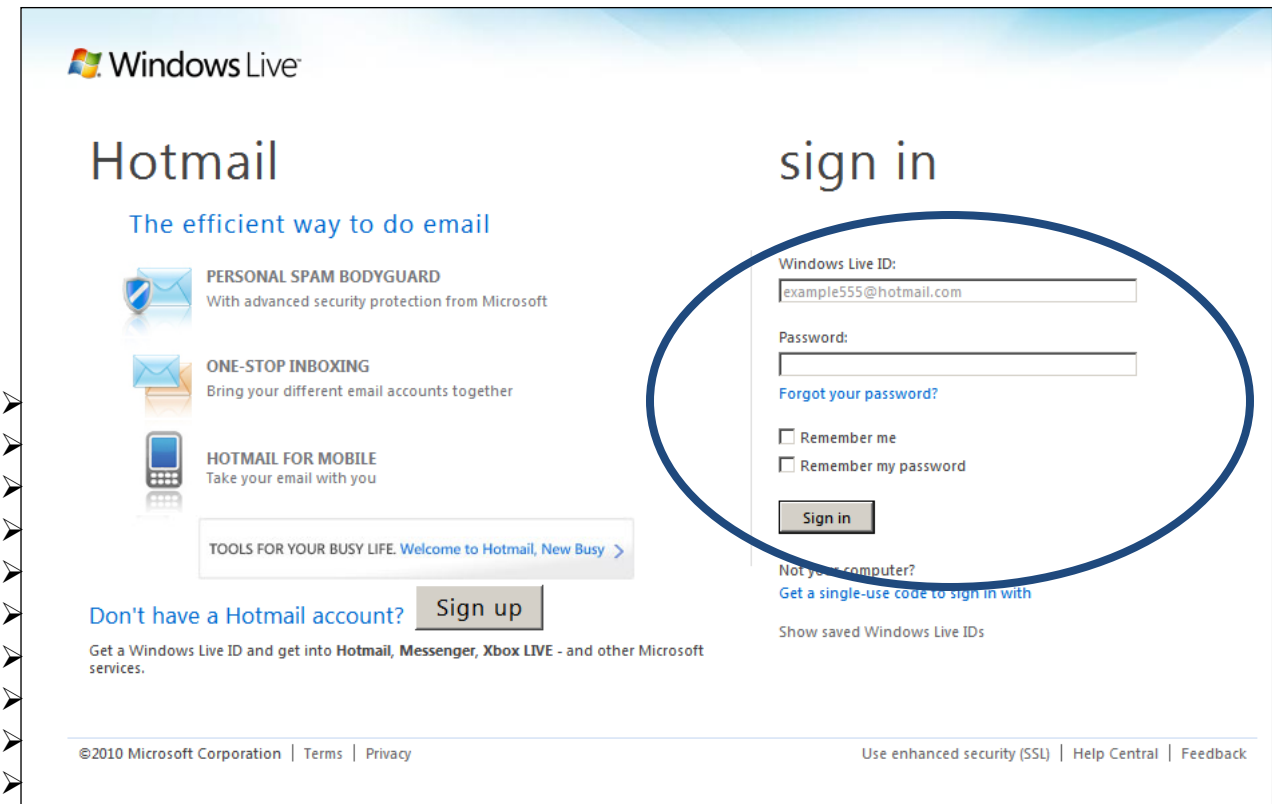
➤ If you made any errors on the registration page, red lettering will appear asking you to fix the errors. When you are done, click on “**I accept**” again.

The screenshot shows the 'Create your Hotmail account' page. At the top, it says 'This is your Windows Live ID—it gets you into other services like Messenger and SkyDrive. All information is required.' Below this, there is a link for 'Already using Hotmail, Messenger, or Xbox LIVE? Sign in now'. The main form includes fields for 'Hotmail address' (with a dropdown for '.com'), 'Create a password' (with a '6-character minimum; case sensitive' note), 'Retype password', and 'Alternate e-mail address'. There is a 'Check availability' button. Below these are fields for 'First name', 'Last name', 'Country/region' (set to 'United States'), 'State' (set to 'Select one'), and 'ZIP code'. There are radio buttons for 'Gender' (Male/Female) and a 'Birth year' field (with an example of '1990'). A security question section is titled 'Or choose a security question for password reset' and shows a distorted image of the letters 'ESM SIMGRO' in purple. At the bottom, there is a paragraph of terms and conditions and an 'I accept' button. Blue arrows from the text on the left point to the 'Hotmail address' field, the 'Check availability' button, the 'Alternate e-mail address' field, the 'Or choose a security question' link, and the 'I accept' button.

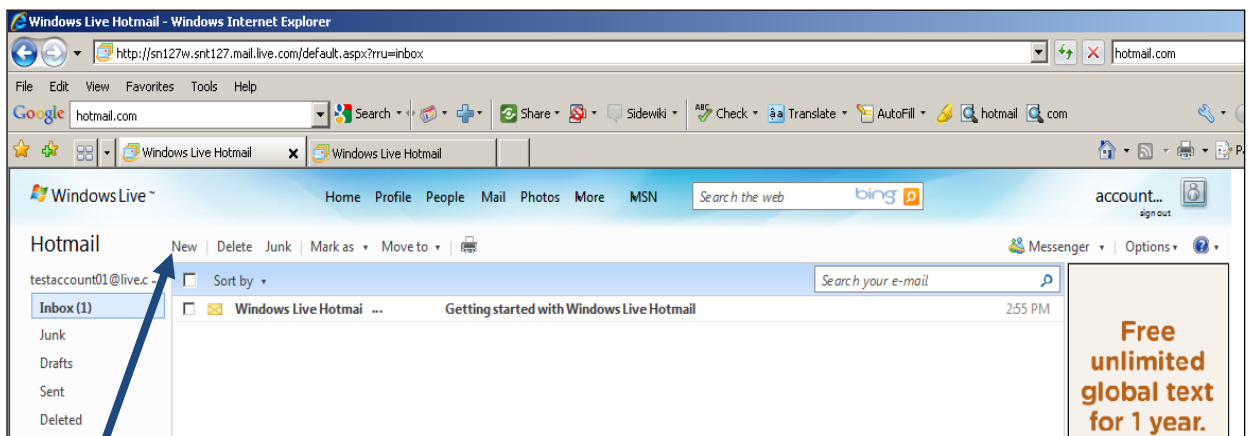
TIP: Remember, if you are using your e-mail to contact employers, keep your username appropriate for work search. “sexysusie@hotmail.com” is not likely the best way to make a good first impression with a potential employer.

Hotmail Registration Process: Checking your Email

- To log into your new email account to check if you have new email messages, simply follow the steps you took to get to the sign up page, but type in the email address (Windows Live ID) and password that you created



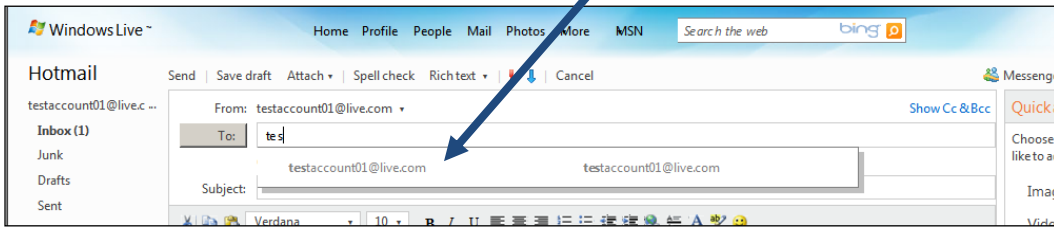
- To get started with your account, you must verify it first. To do this, simply send a test email to yourself



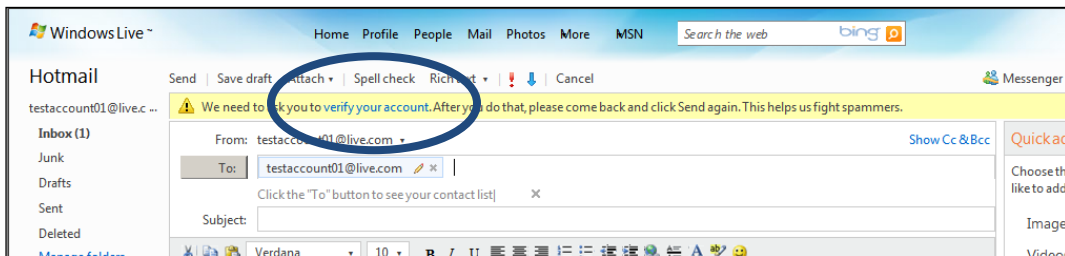
- Click "New"

Hotmail Registration Process

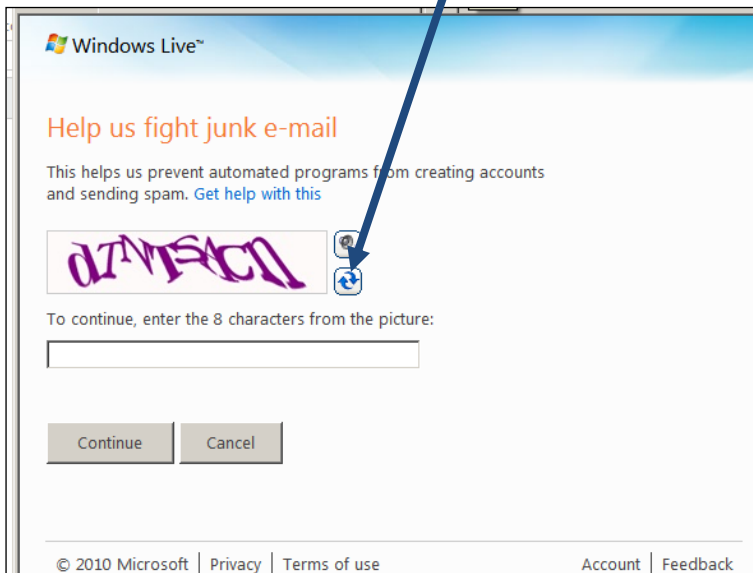
- Start typing your email address in the “To” spot and it should pop up automatically so you can click on it to select that email address



- Click “Send” and a yellow box asking you to verify your account will appear, click on “verify your account”




- A box will pop up asking you to type the coded letters and numbers again, when you are finished, click “Continue”. If you cannot make out the code, click the refresh button to view a different variation.



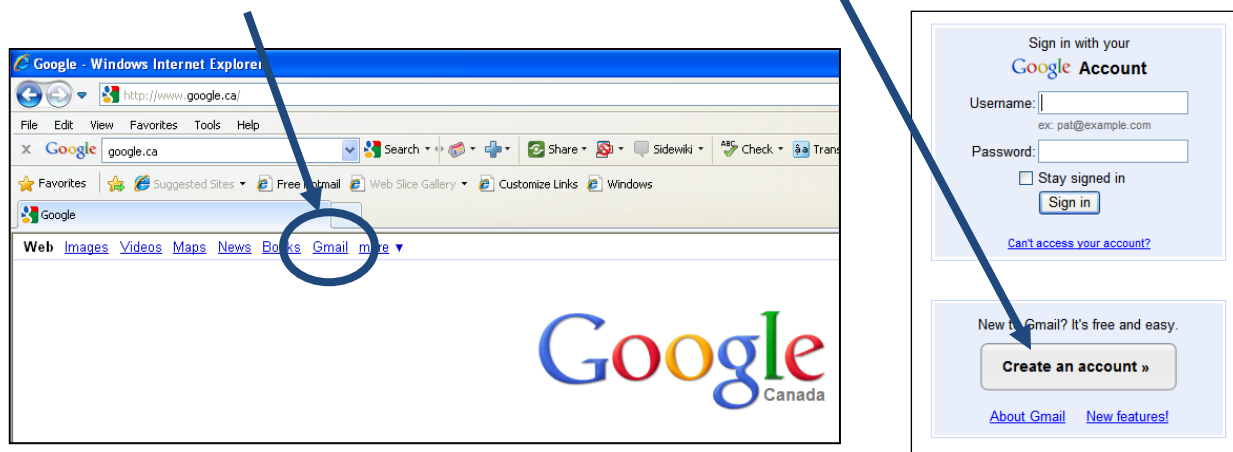
- Once you have clicked continue, you will get a thank you box in which you will click on the “Close” button. Go back to your inbox and delete the “test” message you created
- Your account is now ready to go!

Creating an Email Account with Gmail

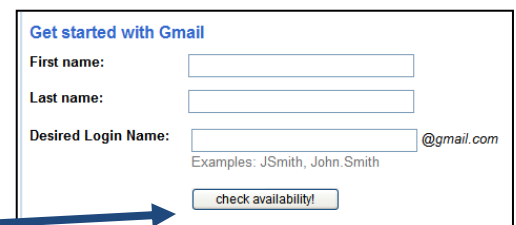
- Once you have logged on to a computer, open up the Internet by double clicking on the Internet Explorer icon 
- In the “address bar” at the top of the page click once in the white space to highlight the text in blue then delete it. Type “google.ca” and then “enter”



- Click on “Gmail” in the top left then click “Create an account”



- Fill out your personal information in the application form and choose an email address (login name) and password. Choose something professional as you may want employers to contact you by email, for example your name: johnsmith@yahoo.ca

A screenshot of the "Get started with Gmail" form. It has fields for "First name:", "Last name:", and "Desired Login Name:". The "Desired Login Name" field has a dropdown menu and a "@gmail.com" suffix. Below the "Desired Login Name" field are examples: "Examples: JSmith, John.Smith". There is a "check availability!" button at the bottom.

- Click the “Check Availability” button to make sure no one else is using that email address. If the address you want is taken, you can add symbols or numbers to differentiate (i.e. john.smith, smithjohn45, j_smith, etc)

Gmail Registration Process

TIP: Remember, if you are using your e-mail to contact employers, keep your username appropriate for work search. “sexysusie@hotmail.com” is not likely the best way to make a good first impression with a potential employer.

Choose a security question or enter a friend’s email address in case you forget your password in the future and need to have it emailed to you or reset

➤ Type the coded words you see in the space provided. Once you have completed the whole application process, click “I accept. Create my account”

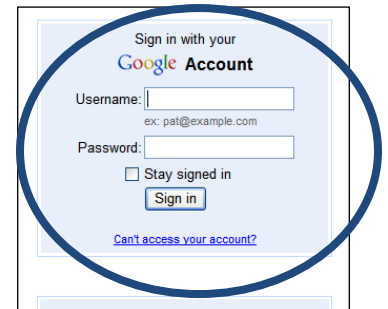
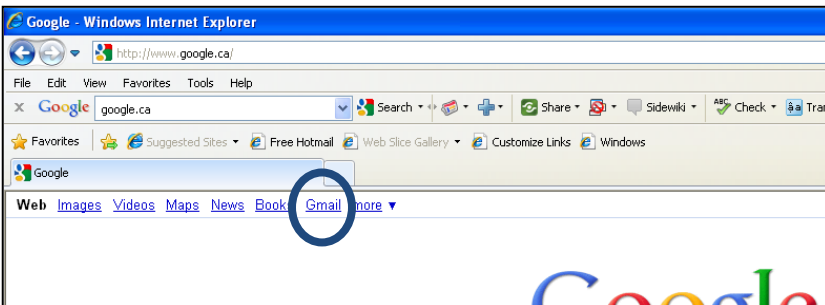
➤ If you made any errors on the registration page, red lettering will appear asking you to fix the errors. When you are done, click on “**Create My Account**” again.

The screenshot shows the Gmail registration form with the following fields and instructions:

- Security Question:** A dropdown menu with the selected option "What is your primary frequent flyer number". Below it, a note says "If you forget your password we will ask for the answer to your security question. [Learn More](#)".
- Answer:** A text input field containing "123456".
- Recovery email:** An empty text input field. Below it, a note says "This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)".
- Location:** A dropdown menu with "Canada" selected.
- Word Verification:** A text input field containing the word "unyhom" in a stylized green font. Below it, a note says "Type the characters you see in the picture below." and "Letters are not case-sensitive".
- Terms of Service:** A section with text: "Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below." and "With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)".
- Printable Version:** A link in the top right corner.
- Google Terms of Service:** A scrollable area containing "Welcome to Google!" and "1. Your relationship with Google".
- Agreement:** Text stating "By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#)." followed by a button labeled "I accept. Create my account."

➤ In the next screen that pops up, click “show me my mail”, this will take you to your inbox.

➤ **To log into your new email account to check if you have new email messages,** simply follow the steps you took to get to the sign up page, but type in the username and password you created



Tips For Using E-mail as Part of Your Job Search

- **Email your resume to yourself!** The document can stay in your mailbox and then you will be able to access it from any computer that has access to the internet for printing, editing, or sending to an employer.
- **ALWAYS follow up** after you have sent a resume to an employer through e-mail, phone or in person. Very frequently emails are re-routed or lost, computers crash, systems are down or employers are unable to open your attachments. Be sure the employer received your resume and is able to read it.
- **Try not to depend on email** for your job search. Some employers prefer email, others prefer to meet you in person. Make a personal impression with every chance you have.
- **When using free email providers** such as Yahoo or Hotmail, be sure to check your email inbox regularly. If your account is unused for as little as a month, companies sometimes delete your account, erasing your email address, letters, and documents.
- **Remember to always** be professional in your job search. You are always making an impression on potential employers. When using email, you need to remember that the employer will be receiving and reading whatever you send. Always proof read for spelling and grammar errors, there is usually a spell check option to double check.