How to Open a Yahoo Mail or Gmail Account

Even if you already have e-mail from your Internet Service Provider (ISP) and are using either Outlook Express or Windows Mail, there are several advantages to having a web based e-mail account:

Web-based e-mail means world-wide availability, wherever you can get an Internet connection.

All mail is stored online, allows for maximum portability as nothing is kept locally on your computer.

A second e-mail account allows you to supplements your ISP e-mail, which is typically used for personal e-mail. A second e-mail account can be used for business and commercial purposes.

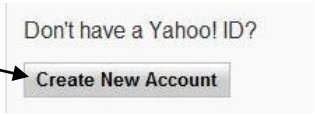
Two of the most popular web-based e-mail providers are Yahoo (Yahoo Mail) and Google (Gmail)

Setting up a Yahoo E-Mail Account

1. Click the Internet Explorer button in the lower left corner of the screen.
The program opens at the Yahoo web site.

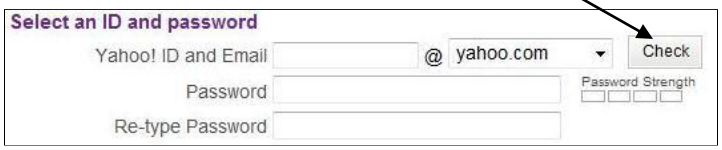
2. To start a new Yahoo e-mail account, click the button for Yahoo **Mail**

3. In the Sign In to Yahoo window, click **Create New Account**



4. Fill in all the information requested in the upper part of the sign-in sheet. (First and last name, gender, birthday, country and postal code)

5. In the "Select an ID and password" section, Yahoo will offer a suggested ID. Either accept the suggested ID or type a desired ID and click the **Check** button. If the ID is not accepted, try another.



6. Type a password (use both letters and numbers) of at least 8 characters. Write down both the ID and password on a piece of paper to keep in a safe place. Re-type the password – remember that the password is case sensitive, so note any capital letters.

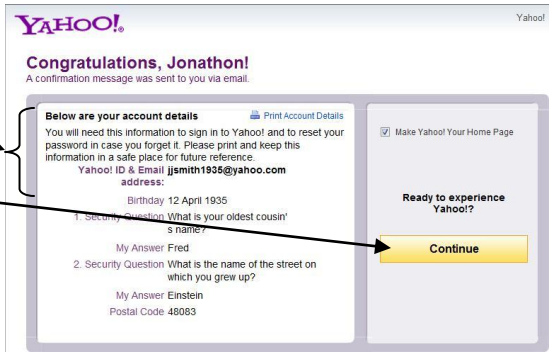
7. In the section called "**In case you forget your ID or password**…" click the down arrow for **Secret Question 1** and click a question you can answer. Write the question on the piece of paper. Type the answer in the "**Your Answer**" box and then write the answer on the piece of paper exactly as it was typed. Repeat these steps for **Secret Question 2**.

8. In the last section, "**Type the code shown**", there is a display of some distorted letters and numbers. Type the letters and numbers in the box.

If the distorted characters are too difficult to read, click the **Try a new code** button.

9. Finally, click the **Create My Account** button.

10. The Yahoo Congratulations window opens:
Confirm your Yahoo ID, Birthday,
Security Questions/Answers and Postal Code.



11. Click the **Continue** button.
This opens the **My Yahoo!** window.

12. In the **Quicklinks** list,
click the **Mail** button.
This opens Yahoo Mail
and your e-mail account.

Starting Yahoo Mail from Internet Explorer

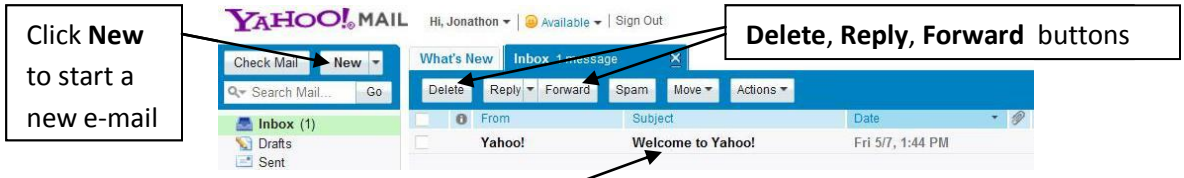
After opening a new e-mail account with Yahoo, you will want to use it to read or send e-mails.

Click the Internet Explorer button in the lower left corner of the screen.
The program opens at the Yahoo web site.

Click the **Yahoo! Mail** button in the **My Favorites** list.

Enter (type) your Yahoo ID and Password into the boxes in the **Sign in to Yahoo!** section. Click the **Sign In** button. The Yahoo Mail window opens.

Click **Inbox** or **Check Mail** and a list of e-mails appears with **From**, **Subject** and **Date** columns.



To read an e-mail, double-click its **subject**. When the e-mail is open you can **Delete**, **Reply** to or **Forward** the e-mail by clicking the appropriate button.

To start a new e-mail, click the **New** button.

Type the e-mail address in the **To:** box. Click the **Subject:** box to type a subject and then click in the body of the e-mail area to type your message.
When finished with typing the message, click the **Send** button.

Setting up a Gmail E-Mail Account

1. Double-click the Google button on the desktop.
The Internet Explorer window opens at the Google web site.

2. In the Google web page, click the **Gmail** link.
The **Welcome to Gmail** window opens.

3. In the right hand side of the window
click the **Create an account** button.

4. In the **Create an Account** window type your **First name** and **Last name** in the boxes provided.

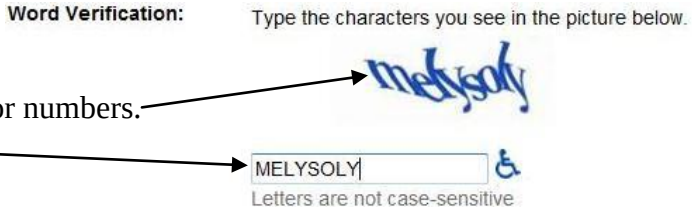
5. Type a **Desired Login Name** in the box
and then click the **check availability!** button.
If that login name is taken, try another until it is accepted

6. In the **Choose a password** box, type a password (use both letters and numbers) of at least 8 characters. Write down the **login name** and the **password** on a piece of paper and keep it in a safe place.
Re-type the password – remember that the password is case sensitive, so note any capital letters.

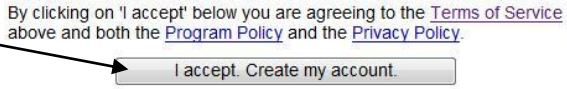
7. Click the down arrow for **Security Question:**
and click a question you can answer.
Write the question on the piece of paper.
Type the answer in the "**Answer**" box
and then write the answer on the piece of paper exactly as it was typed.

8. Type your birth date in the **Birthday:** box.

9. In the last section, "**Word Verification**",
there is a display of some distorted letters and/or numbers.
Type these letters and numbers in the box.



10. Finally, click the **I accept. Create my account.** button.



11. A **Sign in** window opens. Confirm your new **Username**.

12. Click the **Password** box and type your new password.

The Gmail window opens with your Inbox
and a list of e-mails.

Starting Google Gmail from Internet Explorer

After opening a new e-mail account with Google, you will want to use it to read or send e-mails.

Click the Google button on the desktop.
The program opens at the Google web site.

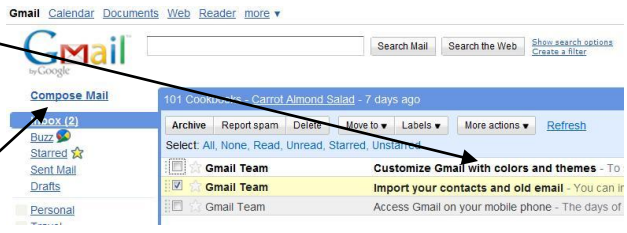
In the Google website page click the Gmail link.

The **Welcome to Gmail** window opens.
In the right side of the window, click the **Username** box
and type your new login name.
Click the **Password** box and type your password
Then click the **Sign in** button.

The Gmail window opens.

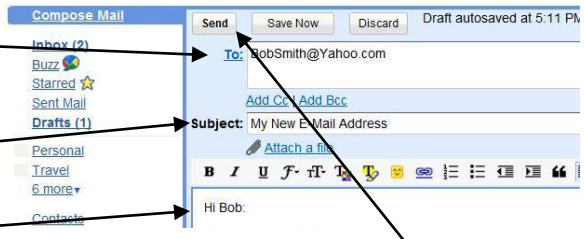
To read an e-mail, click the subject.
After the e-mail opens there are **Reply**,
Forward and **Delete** buttons to use.

To start a new e-mail click **Compose Mail**.
A new e-mail window opens.



Type the e-mail address in the **To:** box.

Click the **Subject:** box to type a subject



and then click in the body of the e-mail area to type your message.

When finished with typing the message, click the **Send** button.