



Free Web Based E-Mail Accounts

There are many, many free web-based E-Mail accounts available. For a gigantic list, check out www.emailaddresses.com. The Lewis & Clark Library does not endorse one client over any other, and all e-mail clients are similar: you get storage space, you can write and read messages. In the interest of simplicity, we are going to use www.yahoo.com's e-mail client for this class.

For more information about E-Mail you might look at *Smart Computing*'s December 2004 issue, which focuses several excellent articles on E-Mail.

Signing Up for Email

1. Open Internet Explorer by double clicking the big blue e
 - a. Click in the address bar
 - b. Hit "Backspace" on your keyboard
 - c. Type in the new address: www.yahoo.com
 - d. Hit "Enter" on your keyboard
2. Find the Email Icon and click on it
3. Go to "Sign Up" link and click
4. Get to free email sign-up
5. Fill out the form. Some things to keep in mind:
6. Yahoo! ID...try using initials and zip code combined (ab59601), no spaces.
7. Password...at least 6 characters, no spaces.
8. Fill out the rest of the info.
9. Click "Submit Form" button
10. Re-do any fields in red that may come up.
11. WRITE DOWN user ID, email address and password
12. Sign out completely



E-mail Tips

A web address (or URL) looks different than an e-mail address.

Web: www.lewisandclarklibrary.org

E-mail: senioronly1@yahoo.com



E-mail will have the @ symbol. This is one way to tell the difference between the two.

Remember, e-mail account passwords are secret, so they will show up on your screen as stars!

E-mail accounts need an user name, or ID, and a password. Be sure to write these down so you won't forget them.

To get to your E-mail account:

- Click in the web address (URL) bar (the white space after the word address on your browser bar at the top)
- Hit “Backspace” on your keyboard to erase the existing address
- Type in the web address to your e-mail account (i.e. www.yahoo.com or www.hotmail.com)
- Hit “Enter” on your keyboard
- Now that you are at your E-mail’s web site, you may have to look for and click on an icon (picture) to get to the e-mail portal.
- Find the white box asking for your username or ID, and type that in.
- Find the white box asking for your password. Type it in. Remember, it’ll show up as stars, so be careful typing!
- Click on “Sign In” or the similar command

Generally, all e-mail providers will give you the same service. The pages may have different colors or different formats, but for the most part, they all do the same thing: send and receive e-mail, plus attachments. You may also be able to organize your e-mail into various files.



The Quick n' Dirty How-To: E-Mail

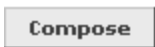
1. Open Internet browser, such as Internet Explorer



2. Sign into your E-Mail account

A screenshot of a Yahoo! login form. The form has a blue background and contains the following elements: the text 'Enter your ID and password', a 'Yahoo! ID:' label followed by a text input field, a 'Password:' label followed by a text input field, a checkbox labeled 'Remember my ID on this computer', and a 'Sign In' button at the bottom right.

3. **Write a Message:** Find the COMPOSE button on the screen, click it.



a. Write a note to your neighbor. Type their address in the TO: field.

A text input field with the label 'To:' in blue text to its left.

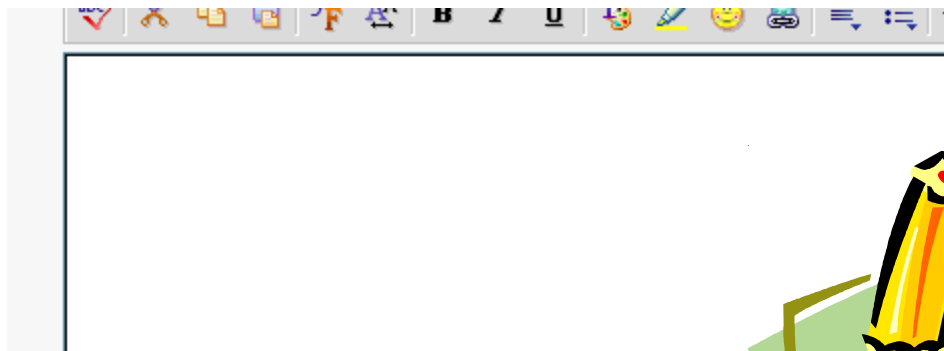
b. Remember that an email address has three parts:

ab59601@yahoo.com

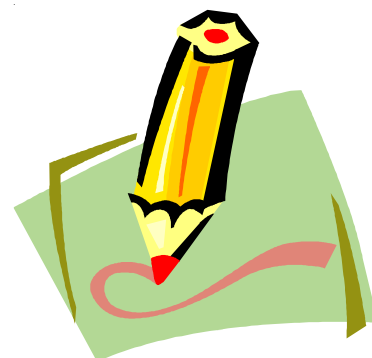
c. Type a subject for the SUBJECT field.

A text input field with the label 'Subject:' in bold black text to its left.

d. Click in message box and type a brief message.



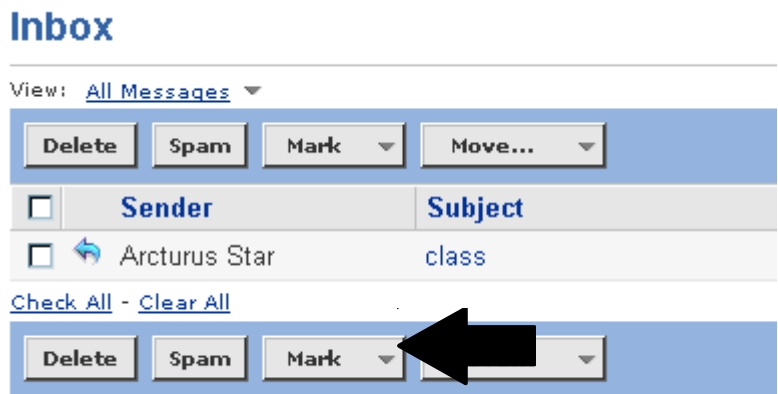
e. Click on SEND button.



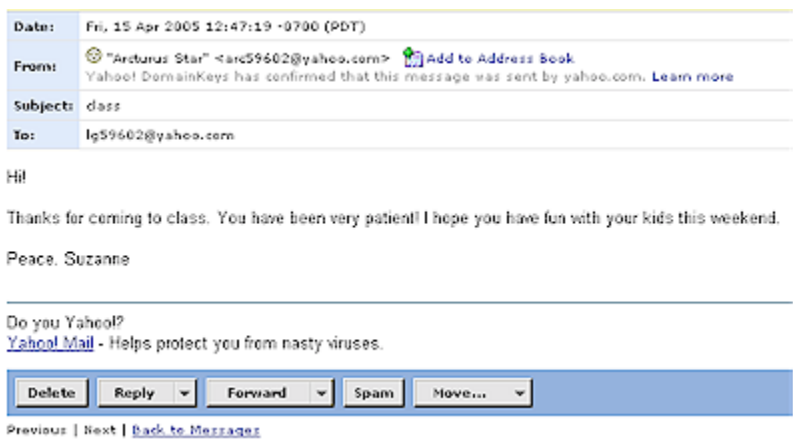
4. Read a Message: Find the CHECK MAIL button on screen and click on it.



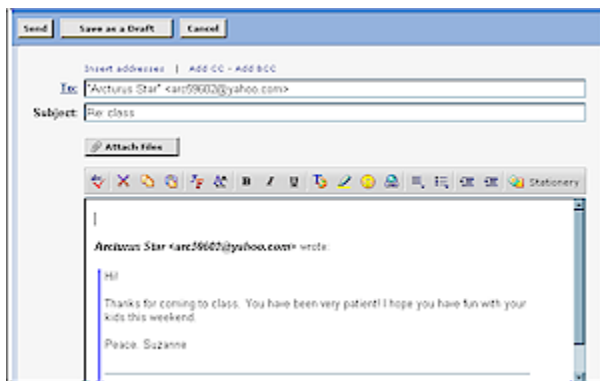
- a. Find the message from your neighbor, and click the link to open it (under subject).



- b. Read said message.



- c. Reply to the message by clicking on “Reply.”  Type a response message, then click on send.



5. Don't forget to click on “Sign Out” when you are finished! [\[Sign Out\]](#)