

CREATING AN EMAIL ACCOUNT

Please make sure you bring this completed packet in with you to the

Email Workshop on Monday, March 27 at 1:00 PM.

This packet is designed to help spend some time considering the possible email account types, email account addresses, and passwords that you would like to use for a successful experience.

These are the more common types of email accounts.

Gmail Yahoo AOL Outlook Mail

1. Take a moment to search the desirable email account types to see if the layout and compatibility features are a good fit for you. Do not create a new account yet, just look over the site and layout. You may also ask friends about their experience with particular types of emails.

Search... (Example: yahoo.com)

2. Next, jot down some email address names you would like to use.

Email names

Examples: janedoe@mail.com, jane.doe@mail.com, j.doe@mail.com

If the names you want are not available, consider some number combinations that you would like to add to it to make it unique. Ex. Janedoe2012@mail.com (Year she started her business)

3. Creating a Secure Password - Something unique that cannot be easily guessed and that you will remember. Please write this Password on a small note and place it in a safe place like your wallet.

Example: P@ssw0rd1

Qualities of a secure **Password**:

- 8-15 characters long
- Contain one capital and one lowercase
- Contain one symbol (@ ! # \$ % ^ & * -etc.)
- Contain one number

Another secure option is to use a **Passphrase**.

Example: LordandTaylor

(Use no spaces and you may incorporate numbers and symbols as well.)

****Please discretely bring your password to class. ****

Once you have completed this packet, you will be ready to create an email with us on

Monday, March 27 at 1:00 PM. See you soon!

