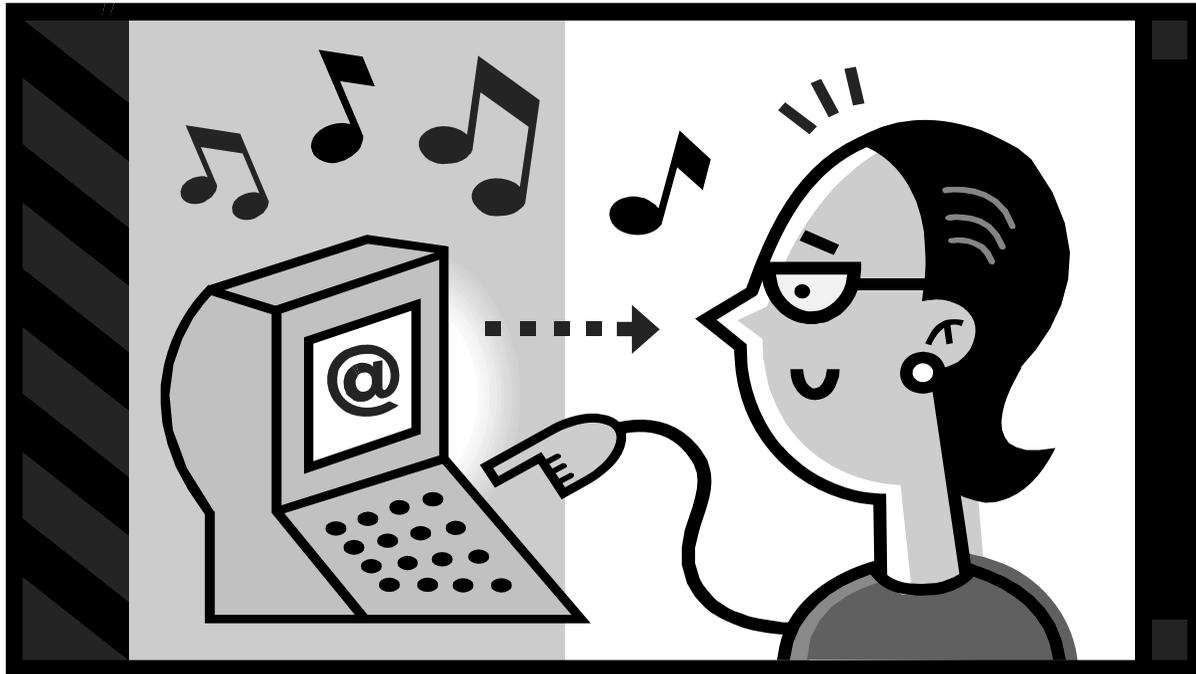


Yahoo!

Steps:

1. In the address bar, type www.yahoo.com
2. On the left side click on where it says **Yahoo! Mail**.
3. To the right of the screen, click where it says **"Sign Up."**
4. This page will ask you to enter the following information:
 - Your first name and last name, gender, birth date, and zip code.
5. Under ID, create a screen name - (i.e...johnsmith@yahoo.com) You may have to try different names to make sure the name is not being used by another member.
6. Create a password that contains numbers, letters, and/or symbols. If you use capital letters you have to use them every time you sign in.
7. Choose a security question. Everyone must create security questions. Choose two from the list provided and answer them. If you forget your password, you'll be asked to answer these questions.
8. Alternate email - If you have another email, enter it here. If not, just leave it blank.
9. Word verification - Please type the word you see in the box. This is a security measure.
10. Terms of Service - When you've completed the application you will click on **Create My Account**. By clicking this button, you are agreeing to follow their rules for email use.

Congratulations! You now have an email account!



City of Covina Parks & Recreation Department
Library Services Division

Setting Up Your Own Email Account

For more information, please call the Covina Public Library
at (626) 384-5293. Please visit the City's website at www.covinaca.gov for
information on other City services
and programs.

AOL

Steps:

1. In the address bar, type www.aol.com
2. Click on one of the two places that says AOL Mail.
3. To the right of the screen, click on the button that says "Sign Up for a FREE account."
4. This page will ask you to enter the following information:
 - Your name
 - Desired username (i.e...JohnSmith)
 - Create a password (6 to 16 characters-letters and numbers)
 - Retype your password
5. Choose a security question (click on the down arrow at the right to choose one) then type your answer. This is created so that if you forget your password, answering this question will help you retrieve it.
6. Enter your zip code, date of birth, and gender.
7. Word Verification - Type the word you see in the box. This is a security measure.

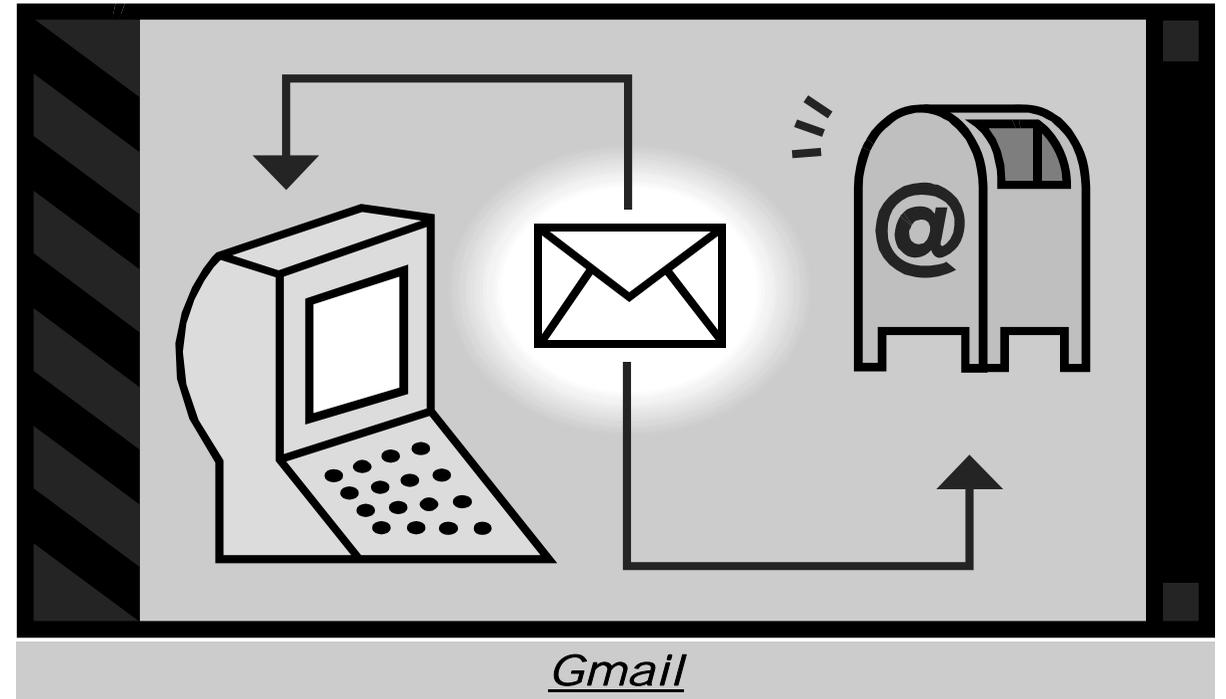
Congratulations! You now have an email account!

Hotmail

Steps:

1. In the address bar type, www.hotmail.com
2. On the bottom of the page, click where it says "**Sign Up.**"
3. Create your email address - choose a name (you can be creative) i.e..JohnSmith@hotmail.com.
4. Once you have chosen a name, click on the **Check Availability** button to make sure that name is not already in use.
5. Create a password that you will remember, at least 6 characters (letters, numbers and/or symbols)
6. Alternate email - If you have another email, please add it here. If not, leave blank.
7. Enter your personal information - Your name, state, zip code, gender, and year of birth.
8. Security box –Enter the words you see into the box. This is a security measure.
9. To complete this process, you need to click on the "Accept" button. By clicking the "**Accept**" button, you are agreeing to follow their rules for email use. To see the rules, click on the blue statement that says Microsoft service agreement.

Congratulations! You now have an email account!



Steps:

1. In the address bar, type www.google.com
2. At the top of the page, click where it says "Gmail."
3. To the right of the screen, click on "Create an Account."
4. This page will ask you to enter the following information:
 - Your first name and last name
 - Desired login name - Create an email address. (i.e...johnsmith@gmail.com)
 - Create a password that is at least 8 characters (numbers, letters and/or symbols)
5. Choose a security question (click on the down arrow at the right to choose one) then type your answer. This is created so that if you forget your password, answering this question will help you retrieve it.
6. Recovery email: If you have another email address, enter it here. If not, just leave it blank.
7. Location - Enter "United States."
8. Birthday - Enter your date of birth. This is asked for security reasons.
9. Word Verification - Type the word you see in the box. This is a security measure.
10. Terms of Service - When you have completed the entire application, please read the gmail rules. You must **accept** the rules in order to create an account.

Congratulations! You now have an email account!