

Setting up an e-mail account and address

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Electronic Mail (e-mail)

E-mail is a quick and convenient way of sending messages to people all around the world. As well as sending messages, you are also able to send documents, such as word processing documents, spreadsheets and images, these are commonly known as "attachments". All attachments, however, should be viewed with caution as this is one of the main ways in which viruses are spread. Using an "up to date" anti virus programme, will however will reduce the risk of your computer being infected. A free and effective anti virus programme, can be downloaded, from www.grisoft.com

There are 2 types of e-mail in common usage:

POP 3 account – these are usually set up from your Internet Service Provider (ISP), such as bt, virgin, freeserve, etc and need an e-mail programme, such as outlook express, eudora or other common e-mail programmes. The main points to consider if using pop 3 e-mail are:

- Usually free to set up
- You can compose e-mails "off-line" and then send them all together, thus saving money on "on-line" charges
- The account must be set up on an individual computer. It can only be accessed from that computer
- ISP's usually allow multiple accounts, usually up to 5, useful for each family member, or work colleague
- Once the account is set up, unless the ISP goes out of business, then the account is set up permanently, without any worries that the account may expire after so many days if it has not been used.
- Is the main e-mail account you would set up in an office or home situation. When you are setting up a connection to the internet via a cd rom, it usually sets up a pop 3 account using outlook express, with the detail you give when setting up the account

Web based e-mail – these accounts are set up from one of the many web based e-mail providers, such as hotmail, yahoo, talk 21 etc. The main points to consider if using web based e-mail is:

- Usually free to set up
- You can access your account from any internet ready computer, useful for contacting and sending e-mails if you are on the move
- Some accounts, may close down if they are not used for a period of time, initially temporarily and then if still not used, permanently. Different providers have different rules. (30 days for hotmail 4 months for yahoo)
- There is usually a size limit to accounts, (2mb in the case of hotmail and 4mb in the case of yahoo). This is ususally between 200 – 400 messages. Web based e-mail usually have a restriction on attachment size and you may have difficulty sending larger attachments

- Some providers such as hotmail, use anti virus programmes, to scan messages as you send and receive them, offering a useful defence against viruses
- You need to be "on-line" to access and send e-mails, which can work out more expensive than pop3

Setting up a web based e-mail account and address

We recommend you set up a web based account at either **Hotmail.com** or **Yahoo.co.uk**. It is completely free on both.

Setting up a Hotmail account

1. Open Internet Explorer and go to **www.hotmail.com**
2. Click on **Sign Up for a Free E-mail Account**.
3. You will now have a registration form to fill in. After filling in your personal details, you will be asked to give a **Sign-in Name** and a **password**. You can try using your own name but it may have already been claimed by someone else with the same name. Alternative suggestions will be given for you to choose from. Alternatively think of something completely new, but make a careful note of it as you will need it for signing-in each time you want to use your email account. If you are unsure about the **Secret Question and Answer** section, you can scroll right down the page to find advice.
4. When you have successfully completed the registration form you will see the message
Sign Up Successful
Congratulations
Your new Sign-In Name is

Click the **Continue** button
5. You will now be asked to agree Terms of use.

Click **I Accept** button.
6. You will then be offered all kinds of subscriptions for various newsletters and services but you can ignore all these and simply scroll down the page or pages and click the **Continue** button.

Sending an e-mail using your new Email Account

1. When you enter your e-mail account you will be bombarded with advertising, probably with moving pictures, to grab your attention. Don't worry, you can ignore all this.

You will see four sections named **Home**, **Inbox**, **Compose** and **Address Book**

Click on **Compose**.

Wait for the **Compose box** to appear.

2. Where it says **To:** fill in the e-mail address of the person you wish to send a message to.
3. You can ignore **Cc:** and **Bcc:**
4. Where it says **Subject:** put two or three words which are relevant to the message you are going to send.
5. Now type your message in the large white box.
6. When you are ready to send your message click **Send**

You should now see a confirmation that your message has been sent.

Receiving emails

1. Click on **Inbox**
2. You should see a list of all the e-mails received in your account. You can see who they are from, the subjects and the dates sent. Click on the **name** of the **sender** to view a message.
3. To reply to e-mails after you have read them, you can click on the **reply** button which automatically brings up a compose box with the email address already filled in for you.
Write your message in the white box and **send** as normal.

Don't forget to sign out of your account when you have finished. This ensures that your account is **not** kept open, enabling other people to access it!

PLEASE NOTE: If you don't sign in at **hotmail** for 30 days you may lose your account and will have to re-register.

Setting up a Yahoo account

Connect to the internet and go to the address www.yahoo.co.uk

Click on the "mail" icon at the top of the web page



which will bring you to the signing in page and the option to sign up to join "yahoo mail"



Click on **sign up now**

Terms of service will come up. Scroll down them and click on **I Accept**. A Yahoo Sign-up form will come up now.

YAHOO! Mail [Help Yahoo!](#)

Sign up for your Yahoo! ID with Mail [Already have an ID? Sign in](#)

Get a Yahoo! ID and password for access to Yahoo! Mail and all other personalised Yahoo! services.

Yahoo! ID: @yahoo.co.uk
(examples: "dave_uk" or "ann_johno")

Password:

Re-type Password:

Choosing your ID
You will use this information to access Yahoo! each time. Capitalisation matters for your password!

If you forget your password, we would identify you with this information:

Security Question: [select a question to answer]

Your Answer:

Birthday: [select a month] (Day Month, Year)

Current Email (Optional):

Recalling your password
This is our only way to verify your identity. To protect your account, make sure "your answer" is **memorable for you** but **hard for others** to guess!

[Customizing Yahoo!](#)

Complete the form including your choice for a **Yahoo ID** and a **password**. You can try using your own name but it may have already been claimed by someone else with the same name. Click **Submit this form**. You may now see a list of alternative suggestions come up for your ID.

When you have successfully completed the sign up form you will see a welcome message confirming your yahoo ID and giving your new e-mail address. **Make a careful note of these including any capital letters you may have used.**



Uncheck the **Yes, personalise my browser** box

Click **Continue to my Yahoo.**



Sending an e-mail using your new E-mail Account

Click **Compose**.

Wait for the **Compose box** to appear.

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You can ignore **Cc:** and **Bcc:**

Where it says **Subject:** put two or three words which are relevant to the message you are going to send.

Now type your message in the large white box underneath.

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Click on either **Check mail** or **Go to Inbox**

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