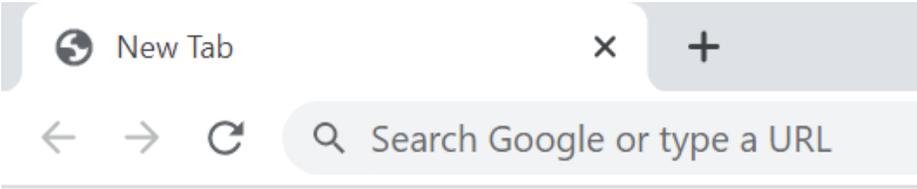
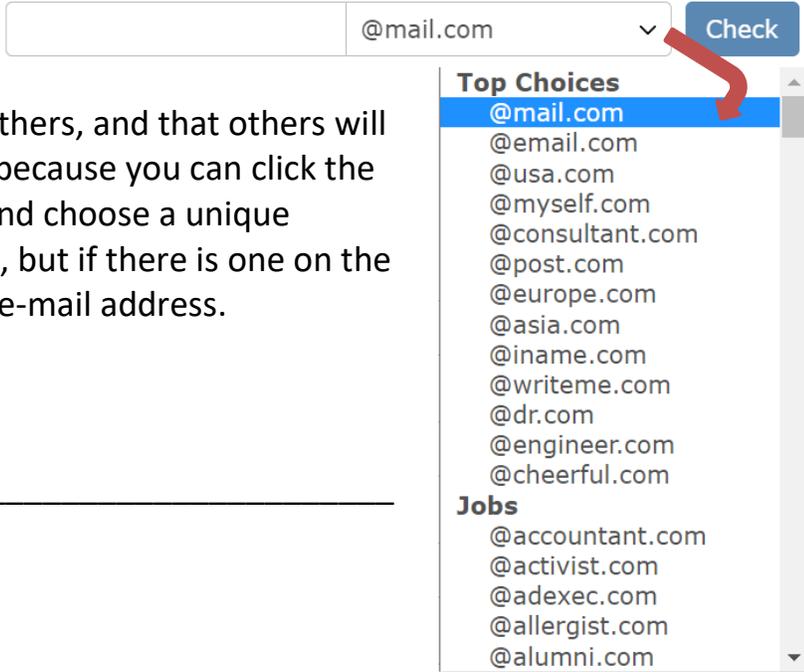


How Do I...

Create a Mail.com e-mail

1	<p>Open the internet browser of your choice. Examples include <i>Mozilla Firefox, Yahoo!, and Google Chrome.</i></p>	
2	<p>Find the address bar at the top of the browser. Left click in the search bar and type <u>mail.com</u>. Press the Enter button on the keyboard to be directed to the site.</p>	
3	<p>On the Mail.com homepage, left click on the blue Free sign-up button in the middle of the page.</p>	
4	<p>You will be directed to the next page, where you will begin the process of creating your e-mail account.</p> <p>Create your email account </p> <p>This is the information you can give to others, and that others will use to contact you. Mail.com is special, because you can click the arrow next to the @mail.com domain and choose a unique domain. @mail.com is the most popular, but if there is one on the list that you like more, select it for your e-mail address.</p> <p>Write your e-mail address here: _____</p>	

How Do I...

Create a Mail.com e-mail

5

Underneath your e-mail address, complete the **personal details**.

You can use an alias or nickname, as long as both the first and last name spaces are filled in.

Personal details

Ms Mr

First name

Last name

6

After typing completing the personal details section, fill in the **location details**.

Country/Region

United States of America



State

Type your birthdate, month, and year in the boxes below the location details.

Date of birth

MM

DD

YYYY

e.g. 03/16/1997

7

Next, you will create a **password** for your e-mail. Strong e-mail passwords:

- Do **not** contain personal information like family names, ages, street addresses, or hobbies
- Are more than eight characters long
- Contain uppercase and lowercase letters
- Contain at least one symbol

Password

Choose a password

At least 8 characters

Repeat password

Write your password here:

Once you type in your password, **left click** the **Next button**.

Store this sheet in a safe place you'll remember.

How Do I...

Create a Mail.com e-mail

8

Next, choose a **password recovery option**. This means you need a phone number or e-mail that can be used to recover this password in case you ever lose or forget it. You must select at least one.

Left click the box by your preferred option and input the information.

Password recovery options 

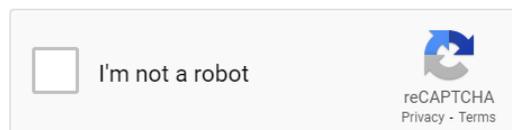
By SMS (recommended)

By email

 **Choose at least one recovery option**

9

Security prompt 



 We protect your information

You own your information. We will only use your information to offer you the products and services you selected. Would you like to learn more? Please consult our [privacy policy](#) for additional information.

The **Terms and Conditions** apply

I agree. Create an email account now.

To confirm that you are not a bot, **left click** the security prompt box. Your CAPTCHA activity might be selecting all similar images, typing words, or checking a box.



In any case, complete the step, then **left click** the **I agree. Create an email account now.** button.

10

After creating the account, you will be directed to the final page of the e-mail creation page. It displays your **account information** and gives you the option to **print the details** for your records.

To help you get the most out of your new mail.com email account we have sent you a Welcome Mail in which you can read more about how to get started.

Continue to inbox

Below your account information is a button leading to your inbox. Click **Continue to Inbox**, and explore your new e-mail account!

Thank you for creating a mail.com email account. Below you will find an overview of your account information:

Your new email address

██

Customer Number

██████████

Contact email address

██

Security question

██

Date of birth

██████████

 **Print account information**

How Do I...

Create a Mail.com e-mail

E-mail Terminology

Inbox: The main space where e-mails that come to you will be stored.

Attachment: Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF.

Drafts: E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time.

Folders: A way to sort e-mails into categories, like "From Mom" or "About Technology". These can be created by you and edited at any time.

Contacts/Contact book: Displays list of people and organizations that you have e-mailed or been e-mailed by.

Reply: The button that allows you to send an e-mail to someone who has e-mailed you.

Reply All: The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender.

Forward: The button that allows you to share a message to another person, without having to write the e-mail yourself.

To CC someone: Pronounced like "see-see". A copy of the e-mail is sent to the recipient whose e-mail address appears in the message's **Cc:** header field.

Spam: The location for storing unwanted e-mails as determined by a spam filter. Also called a "junk folder".