

Job Search Guide

HOW TO CREATE AN E-MAIL ACCOUNT

OBTAIN YOUR OWN FREE E-MAIL ACCOUNT on YAHOO!

1. Open an Internet browser and type: yahoo.com in the address bar, press Enter.

A vahoo.com

2. Click "SIGN IN New here? Sign Up" on the top right of the screen.



- 3. Click on "Create New Account"
- Don't have a Yahoo! ID?

Create New Account

With an e-mail account, you can send and receive messages quickly, easily, and safely. A professional email address conveys a good image to potential employers."

YAHOO!

- 4. Enter the following information:
 - · First name, last name
 - Choose your Yahoo ID: this will be your email address. Create a professional email address by using your name. A message will appear letting you know if the name you entered is already in use. For more about selecting an email address, please refer to the job search guide titled, "Email Address—Your First Impression."

Suggested user names for "Ryan Fuller":

- o First, middle initial & last name = rtfuller
- o (above) plus last four digits of phone = rtfuller2876
- o Last name & first initial & anniversary date = fullerr0826
- o First name. last name & zip code = ryan.fuller49684
- Password. Create a password that is at least 8 characters and no more than 20 characters. If you want to use the same password that you can use for Pure Michigan Talent Connect, be sure to also use at least 1 number, at least 1 upper case letter, at least 1 lower case letter.
- Birth date, gender, language, country, postal zip code
- Mobile phone. Leave this blank if you do not have a cell phone which can receive text messages. If you place a phone number in this box, a text message can be sent to that number to authenticate this process or if you forget your password and need help accessing your account.
- Alternate email address. Leave this blank unless you have another email account where you can receive messages. If you place an email address in this box, an email will be sent to you to authenticate this process.
- · Click on "Create my account"

name is	First Name	Last Name
k a Yahoo! ID		() yahoo.com
k a password		Password Strength
type password		
little personal	info so we can serve yo	u better
as born on	Select month -	DD YYYY
gender	Select one	
nguage	English	
untry	United States 💽	
postal code		Leave this blank unless you
lf you can't sign	in, we can help you using	can receive text messages
Mobile phone	United States (+1)	
Alternate email		
By proceeding, I agree to features, relevant advertis communications content	the Yahoo! Terms of Service, Yahoo! Priv sing and abuse protection, Yahoo!'s auto	Leave this blank unless you can receive email messages from another email address.

Northw

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· Click on the drop-down box for Secret Question 1, select one, and supply your answer. Repeat for Secret Question 2. Remember your answers exactly as you typed them (you will see your answers again on the "Thank you" screen, which is coming up in a couple steps.

YAHOO!

Almost done,

Done

Get Started

the secret questions can help you get back into your account faster.

Secret Question 1:	Select one	•
Your Answer:		
Secret Question 2:	Select one	
Your Answer:		

Help us keep spammers out and keep your account safe.

?

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C

Type the code shown above

- · Type the words that appear in the box. This is called a captcha and is used to prove that a real person is creating the account. The words are hard to read. If it is impossible to tell what the letters are, click the circle arrow to get new words that may be easier to read or click the speaker to hear numbers you could choose to type in.
- 5. Click "Done."
- 6. The "Thank you" screen allows you to record or print your information. It is recommended that you save this printout for future use as it contains your email address and password that can be used anywhere Internet access is available.
- YAHOO! Thank you, Thomas A confirmation message was sent to you via email. Here are your account details: Bob Smith United States NAME YAHOOI ID SECRET QUESTION 1 What is the first name of you bobsmith49684@yahoo.com March 17, 1960 SECRET QUESTION 2 What was the last name of you favorite teacher? LANGUAGE English POSTAL CODE 49684 GENDER Male

7. You are now ready; click "Get Started."

	1 new email	You're now in Yahoo! Click here for your email.
	earch Web Hi,	
Inbox (1) Sort BY DA Drafts Sent FIRST PAGE	< 1 >> 3:41 PM NEXT PAGE >	You're now in your email account dashboard on Yahoo!

Connecting You To Opportunities