Web email for beginning computer users

Web email is email you access through Google Chrome (or any other "web browser" such as Mozilla Firefox, Internet Explorer, or Safari). There are a number of free web email providers such as Gmail, Yahoo! mail, and Hotmail.
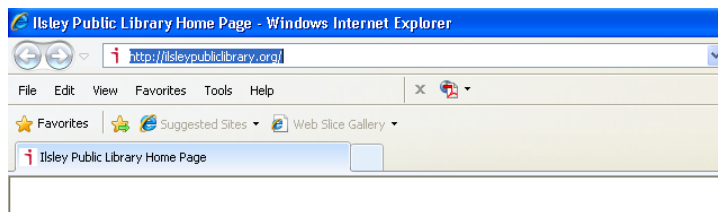
If you need help creating an email account, skip down to the second page.

To access an existing web email account you will need three pieces of information:

1) The internet address of your web email provider. For example, www.mail.yahoo.com, www. gmail.com, www.hotmail.com
2) Your email address, such as example@gmail.com. Your email address uniquely identifies you. You will use it a) to sign into your account and b) to give to your friends so that they can send you email
3) The password for your email account. Don't give this to anyone!

Signing into your email

1. With **the Left mouse button**, double-click on the **Google Chrome** shortcut on the desktop.
2. In the **Address bar** of Google Chrome, click once with the left mouse button. The address should be "selected" or displayed in grey (displayed below).

3. Now type the address of your Web email, for example **www.gmail.com**, and then press the **Enter** button.
4. Move the mouse into the Username field, and click the **Left** Mouse button once. This moves the cursor into this field.
5. Type your username/email address, for example, example555@gmail.com
6. Move the mouse into the Password field, and click the **Left** Mouse button once. This moves the cursor into this field.
7. Enter your password.
8. Move the mouse to position the cursor over the **sign in** button and click once with the **Left** Mouse button. That's it!
9. Click on the **Inbox** link to see email sent to you.
10. When you are finished, always click on the **sign out** button to ensure no one else can access your email. Then close the Web browser (Google Chrome).

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To create a new email account:
1) Type the address of an email provider (www.gmail.com, www.hotmail.com, www.mail.yahoo.com, etc.) into the address bar of your web browser and press the **Enter** button.
2) Click on the **Create Account** (Sign up now) button.
3) On the account creation page, you will be asked to create a username for your email address (ex. Example555@gmail.com) and a password.
4) You will also be prompted to give some personal information such as your name, birth, gender, etc. These must be answered before you can officially create your email account.
5) Once all necessary information has been given and you've agreed to the Terms of Service your email account is ready to use.

Keep a record of your email address. There are NO spaces in your email address
   Email address: _____

If you think you might forget it, keep a record of your password. Your password is CASE-SENSITIVE; you must use "j" not "J." There are NO spaces in your password:
   Password: _____

Keep a record of your answer to the security question. To recover a lost password, you must answer your security question exactly as you entered it:
   Security Question: _____

   Answer:_____