

Setting up an e-mail account

Young in Herts Online Recruitment Website

In order to register on the site and take full advantage of the features offered, you will need an e-mail address.

Where do I start?

As long as you have a computer and internet access you can set up an e-mail account.

How do I do this?

[Hotmail](#) and [Yahoo](#) are the most popular types of e-mail account you can get. Both of these are free* and follow a very simple, user friendly process to help you get started. The e-mail account that you set up is completely personal to you and therefore confidential.

Visit any of these sites to begin: <http://www.hotmail.com> <http://mail.yahoo.com>
There are, of course, many other sites that allow you to set up an e-mail account. The best thing is to choose a provider that will suit you, you can search the internet for other options by typing into the search bar: 'free e-mail accounts' or visit <http://www.google.com> (a popular internet search engine) and search from there.

What will I need?

You do not need anything to set up your account. You will simply be asked to create a username and password that is unique to you, something memorable. It is recommended that you keep these details safe so that you alone can access your account and no-one else can get to your e-mails.

Once you have set up your e-mail account you can send and receive e-mails, save drafts of messages that you are not yet ready to send, and in most cases you can set up a contacts address list.

Tips

In some cases you may receive e-mails that are not of any interest to you, commonly know as Junk Mail. You will be able to filter these e-mails in order to manage them effectively i.e. mark them as Junk Mail so that they go straight to your Junk Mail or Trash folder and not to your Inbox.

Search the internet for other useful hints and tips that can help you along the way.

and finally...

Remember to log in and check your account regularly to see if you have new mail!

** At time of writing: September 2007.*

*Please note these are **only** general advice notes. You are entirely responsible for setting up and managing your e-mail accounts.*