



EMAIL: HOW TO CREATE AN EMAIL ACCOUNT FOR JOB SEARCH

General Email Information

Use of email at WorkSource is for **Job Search** related activity ONLY!

Accessing Your Email:

You can open your email account from any computer with Internet access: home, library, school, or WorkSource.

Email for Job Search:

- You can set-up a free email account in about 15-30 minutes. Check your email a few times a week.
- If you post your resume on the go2worksource.com website, you will receive a confirmation message when you apply online and if you forget your Resume ID it can be emailed to you, **only if you provide an email address.**
- Employers may request your resume via email or want to communicate with you using email.

Additional Tips:

Addresses - Millions of people have email accounts, which means your address must be unique. You can do this by adding a middle name, an initial or a number. If the address you create is in use you will be offered suggestions. You can choose one of the suggestions or modify your idea.

Password – use a word or number you won't forget. It should be **at least** six (6) characters in most cases.

Forgetful? - If you forget your email address or password it is difficult (or impossible) to check your email. When you sign-up for email, you will select a security question and answer. You can use this to access your account; however, you need to remember this information exactly as you provided it the day you signed up. If you forget your password and the answer to the security question, you may not be able to access your email at all.

Steps to Creating an Email Account

Step 1 – select a free email provider

(www.yahoo.com, www.hotmail.com, www.netscape.com, www.juno.com)

Step 2 – click on the free email link: “SIGN-UP”, “Join Now”, “Free Email”

Step 3 – complete the online application, fill-in and *cut out the reminder card at the bottom of this page*

- a. user ID (the first portion of your email address; you create this)
- b. password (used to access your account; choose a word or number you won't forget)
- c. security question (you will be asked for the answer to the question if you forget your password)
- d. contact information (name, phone, address, zip code)

Step 4 – Click on the button at the bottom of the sign-up page (when correct, you'll receive confirmation of your email address and usually your email account will open on the screen)

To Access Email:

Step 1 – go to your email provider, e.g. www.yahoo.com

Step 2 – click on the icon or word MAIL or EMAIL,

Step 3 – enter your email address or user ID and password.

If entered correctly you are now in your email INBOX.

Email provider: _____

Email address: _____

Email password: _____

Security Question: _____

Never use the “remember my ID on this computer” or “log me in automatically” checkbox on a public computer.



WorkSource Northwest is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

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