

Buffalo Academy of the Sacred Heart
How to sign up for a free Yahoo email account

1. Open your Internet connection on your computer and type <http://yahoo.com> in the address bar.
2. On the Yahoo! homepage, please find the link for **Email** and click on it.
3. You are now on the sign in page for Yahoo! Mail. Since you are new to Yahoo! Mail, click the **Sign up now** link on the left side of the page.
4. Yahoo! Mail offers three types of email accounts including Free Yahoo! Mail, Yahoo! Mail Plus, and Custom Email Address. Click on the **Sign up now** link in the Free Yahoo! Mail box to get your free Yahoo! Mail address.
5. You are taken to the Sign up for your Yahoo! ID with Mail page. Begin by choosing your Yahoo! ID in the Choosing your ID section. The ID you choose determines your email address. Type the address you would like in the **Yahoo! ID** field and press Enter on your keyboard.
6. Type a password for your account in the **Password** field.
7. Retype your password in the **Retype Password** field.
8. Next you will need to fill out the Recalling your Password section of the page. Click the dropdown menu tab on the **Security Question** field to continue.
9. Select a Security Question from the list.
10. Type the answer to your Security Question in the **Your Answer** field.
11. Click the dropdown menu tab on the **Birth Month** field to continue. Select your birth month and click Enter on the keyboard.
12. Enter your birthday in the **Day** field and click Enter on your keyboard.
13. Enter the year of your birth in the **Year** field and click Enter on the keyboard.
14. Scroll down the page to the next section – Customizing Yahoo!
15. Enter your first name in the **First Name** field and click Enter on your keyboard.
16. Enter your last name in the **Last Name** field and click Enter on your keyboard.
17. Click the dropdown menu tab on the **Language & Content** field to continue. Select English- United States and click Enter on your keyboard.
18. Enter your Zip Code in the **Zip/Postal Code** field and click Enter on your Keyboard.
19. Enter your gender in the **Gender** field and click Enter on your keyboard to continue.
20. Select an industry from the **Industry** dropdown menu and click Enter on your keyboard.
21. Select a job title from the **Title** field and click Enter on your keyboard.
22. If you **do not** want to receive emails from Yahoo! soliciting you for goods and services, please **deselect** the checkbox next to Send me special offers... **and** deselect the checkbox next to Send me more info...
23. The Word Verification section has one field. In that field you have to type the word that is automatically generated in the field to the left. Type the word that you see in the **Word Verification** field and press Enter on your keyboard.
24. Click the **Submit This Form** button to continue.
25. The Yahoo! Terms of Service display. Please read this.
26. Click the **I Accept** button to continue.
27. Yahoo! Mail now asks you to confirm your place of residence. Click the dropdown menu tab on the **Residence** field to continue. Select United States and press Enter on your keyboard.
28. Once again, confirm your location by typing your zip code in the **Zip/Postal Code** field and pressing Enter on your keyboard.
29. Click the **Submit This Form** button to continue.
30. You are taken to the Welcome to Yahoo! Page. The Yahoo! ID that you chose and the Yahoo! Mail address assigned to you are displayed.
31. Click the **Mail** link to the right of the Yahoo! Logo to go to Yahoo! Mail.
32. You are now brought to your Yahoo! Mail home page. Click the **Inbox** link to check for email.
33. In your Yahoo! Mail inbox is a message from Yahoo! Click on the subject link **Yahoo!** to open the message.
34. The message explains the features available with Yahoo! Mail. When you are done reading the message, click the **Sign Out** link in the top right corner to sign out of Yahoo! Mail.
35. You have only signed out of Yahoo! Mail. You will still need to exit all Yahoo! services – this is important if you are accessing your Yahoo! Mail from a public-access computer. Click the **Sign Out Completely** link.
36. Now you will return to Yahoo! Mail to see how you would sign in to Yahoo! Mail after signing out of all Yahoo! services. Click the **Return to Yahoo! Mail** link to continue.
37. You are taken to the sign in page for Yahoo! Mail. Type your Yahoo! ID in the **Yahoo! ID** field and press Enter on your keyboard.
38. Type your password in the **Password** field and press the **Sign In** button.
39. Congratulations, you now have a free email account provided by Yahoo! Mail.