# How Do I... Create a Mail.com e-mail

1. Open the **internet browser** of your choice. Examples include *Mozilla Firefox, Yahoo!, and Google Chrome.*

2. Find the **address bar** at the top of the browser. **Left click** in the search bar and type *mail.com*. **Press** the **Enter button** on the keyboard to be directed to the site.

3. On the Mail.com homepage, **left click** on the blue **Free sign-up** button in the middle of the page.

4. You will be directed to the next page, where you will begin the process of creating your e-mail account.

   This is the information you can give to others, and that others will use to contact you. Mail.com is special, because you can click the arrow next to the **@mail.com domain** and choose a unique domain. @mail.com is the most popular, but if there is one on the list that you like more, select it for your e-mail address.

   Write your e-mail address here:
   
   ____________________________________________________________

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<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
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</table>
| **5** | **Underneath your e-mail address, complete the **personal details**.**  
- You can use an alias or nickname, as long as both the first and last name spaces are filled in. |
| **6** | **After typing completing the personal details section, fill in the **location details**.**  
- **Country/Region**
  - United States of America  
- **State**
  - [ ]  
| **7** | **Next, you will create a **password** for your e-mail. Strong e-mail passwords:**  
- Do not contain personal information like family names, ages, street addresses, or hobbies  
- Are more than eight characters long  
- Contain uppercase and lowercase letters  
- Contain at least one symbol  
  
Write your password here:  

Password [i]  

Choose a password  

At least 8 characters  

Repeat password  

Once you type in your password, **left click** the **Next button**.  

**Store this sheet in a safe place you’ll remember.**

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<tr>
<td>8</td>
<td>Next, choose a <strong>password recovery option</strong>. This means you need a phone number or e-mail that can be used to recover this password in case you ever lose or forget it. You <strong>must</strong> select at least one. Left click the box by your preferred option and input the information.</td>
</tr>
</tbody>
</table>
| 9 | **Security prompt**

To confirm that you are not a bot, **left click** the security prompt box. Your CAPTCHA activity might be selecting all similar images, typing words, or checking a box. In any case, complete the step, then **left click** the **I agree. Create an email account now.** button. |

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| 10 | After creating the account, you will be directed to the final page of the e-mail creation page. It displays your **account information** and gives you the option to **print the details** for your records.

To help you get the most out of your new mail.com email account we have sent you a Welcome Mail in which you can read more about how to get started.

Below your account information is a button leading to your inbox. Click **Continue to Inbox**, and explore your new e-mail account! |

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# How Do I...

## Create a Mail.com e-mail

### E-mail Terminology

<table>
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<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Inbox</strong></td>
<td>The main space where e-mails that come to you will be stored.</td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
<td>Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF.</td>
</tr>
<tr>
<td><strong>Drafts</strong></td>
<td>E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time.</td>
</tr>
<tr>
<td><strong>Folders</strong></td>
<td>A way to sort e-mails into categories, like “From Mom” or “About Technology”. These can be created by you and edited at any time.</td>
</tr>
<tr>
<td><strong>Contacts/Contact book</strong></td>
<td>Displays list of people and organizations that you have e-mailed or been e-mailed by.</td>
</tr>
<tr>
<td><strong>Reply</strong></td>
<td>The button that allows you to send an e-mail to someone who has e-mailed you.</td>
</tr>
<tr>
<td><strong>Reply All</strong></td>
<td>The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender.</td>
</tr>
<tr>
<td><strong>Forward</strong></td>
<td>The button that allows you to share a message to another person, without having to write the e-mail yourself.</td>
</tr>
<tr>
<td><strong>To CC someone</strong></td>
<td>Pronounced like “see-see”. A copy of the e-mail is sent to the recipient whose e-mail address appears in the message's <strong>Cc</strong>: header field.</td>
</tr>
<tr>
<td><strong>Spam</strong></td>
<td>The location for storing unwanted e-mails as determined by a spam filter. Also called a “junk folder”.</td>
</tr>
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