

Set up a Free Email Account

You **must** have an email address if you are going to create a resume or work application on JobCenterOfWisconsin.com. You are **encouraged** to have an email address even if you are just creating an account, registering, or using the saved job searches feature.

Free email accounts are available through Yahoo! Mail, Gmail, and Hotmail. You can find other free email providers by searching the Internet for "free email".

Yahoo! Mail: www.yahoo.com



Gmail: www.google.com



Hotmail: www.hotmail.com

Allows you to select view the screen text in another language.



To set up an email account, you will be asked to supply personal information, and select an ID and password.

When selecting an ID, keep in mind that you will be using your email address for your job search. Make sure that your email address is professional in nature. Avoid choosing an email address that may not place you in a professional light. For example, hotcars43@yahoo.com or twistedsisiter23@gmail.com.

The password protects your email account. Select a password that is not common, nor easy to guess. Including a number in your password increases the password strength. Avoid using numbers like 2222.

You may be asked to provide a secondary or alternate email address. If you don't have another email address, leave that field blank.

You will be asked to select a security question and provide an answer. Make sure your answer is something you can remember, but that other people cannot guess. If you forget your password, the email system will ask you your security question. If you answer correctly, you will be given your password, or in most cases you will receive instructions to create a new password.

After you have successfully created an email account, store the information in a safe place. Do not share your password with others - keep it private.

When accessing your email account from a public computer, such as at the Job Center, a library, or other public place, be sure to **sign out** when you are done so that no one else can access your email.