



Creating An Email Address

An email address is one of the most important forms of communication today. Having a personal email address is great for many things, receiving information, sending documentation, access to many websites and more. The best thing about making an email address is that it is free. INLIVIAN wants to give our residents the steps to creating an email address. If you have trouble with these steps, you can always ask your Case Manager to help you as well:

Step 1: Determine what service to create your email address with - Creating an email address is simple and free, you just must choose what service you want to use. For example: www.yahoo.com, www.aol.com or www.gmail.com

Step 2: Click the sign in or login button - When you get to the website there will be a login or sign in button. Click the button, so you can be one step closer to creating your account.

Step 3: Create your account - When you get to the sign in page there will be a button that says, "Create an account", click this button to get started. It will ask for your name and contact information. It will also ask for you to create a username and password. When creating a username, you want to make sure to use your name and favorite number because it is easier to remember, and it will look professional when applying for jobs. Create a password that you will remember and only you would know. Write down your username and password somewhere safe just in case you forget it. Then click "continue."

Step 4: Verify your account and you are done - The site will ask you to verify your account by entering in the verification code that you can choose to have text or call to you. Enter in the code they send you and your account is complete.