

Email How To For AOL

Create an AOL Account

- Go to the AOL homepage. (Type: <http://www.aol.com/> into the address bar.)
- Click the **Get a free account** link, located at the top of the AOL homepage.
- Enter *your* personal information in the fields provided. (To protect yourself, you may use another name, but if you will be using this e-mail address for professional purposes, you should use your real name and information.)

Choose Your Username and Password

Create username that you will be comfortable using for a long time and will identify you to your email recipients. Remember that you can use numbers and letters.

- Type the username you choose in the field provided. Check the availability of your username by clicking the **Check** button on the right.
 - If the username isn't available, you will see a list of other options you may choose. You do NOT have to choose one of those options.
- Type your password when you have successfully entered a unique username. Passwords must be at least 6 characters long and keep in mind that passwords are case-sensitive. You will be asked to type your password twice to ensure accuracy.
 - When the password is typed it will appear as asterisks (*****).
 - You will see to the right the words **Password Strength**. To increase your passwords security, try using lower and upper case letters, numbers and characters.
 - Example: Say you choose the word library. That's going to show as *Could be stronger*, so instead try Libr@ry (first letter capitalized and the character @ exchanged for the letter a). That will bump it up to *Strong*. If you want to make the password *Brilliant*, try L1br@ry (first letter capitalized, the letter i replaced with the number 1 and the letter a is changed into the character @).
- Use **different** words and numbers for ID and password. Do NOT use your Social Security Number, phone number or any other personal important information as your password.
- Be sure to write down your ID and password somewhere only you can find.
- Click the **Next** button.

Set Your Security Question

- Select a question from the drop-down menu. You be will asked this question if you should forget your password in the future, in order to verify that you are the correct user.
 - Be sure to check your spelling when typing in your answer to the security question. If you spell it wrong during account setup, you may be denied access later on.
- Type in your answer to the question in the field below.
- Click the **Next** button.

Verify Your Registration and Complete the Process

- Verify your registration by typing the characters in the image you are shown into the field provided.
- Read the Terms of Service thoroughly.
- Click the **Sign Up** button.
- If you've made any errors or haven't filled in all the fields, your account will not be created. You'll be given instructions written in **RED**, under the field that's in error or missing information. All fields **MUST** be filled in, in order to complete your registration. After making required changes, click the **Sign Up** button again.
- If you receive no other errors, congratulations! You have successfully set up your AOL e-mail account.

Set up a signature

Tired of retyping your name at the end of every e-mail (remember, you should "sign" your e-mail)? Setting up your signature will save you this step by inserting your signature automatically when you compose/reply/forward e-mail. You may want to set up different signatures (an option with some email services) depending on who you are sending e-mail. Below are directions for setting up a signature on some of the popular e-mail services.

- Click on **Settings** link located in upper right corner.
- You will default to the general settings – be sure to take a look at these.
- Click on **Compose**, on the left menu.
- Under the Rich Text/HTML section, set to "use signature" and fill in the field with your name, etc. If you check the checkbox to "Use Rich Text/HTML Editing," you can make your signature bold, etc.

Open/Send Attachments

Kids send you a photo of junior via e-mail? Need to send your resume to a potential employer? You'll need to know how to open and attach files.

Open a file

E-mail with attachments will show a little paperclip icon when you view in your inbox.

- Open the e-mail and view them (if photos).
- At the top of the e-mail you'll see the paper clip with the name of the file.
- Click on the file(s) and you can **Open with** (choose a program to view the file...you'll get a clue what to open by looking at the file extension (".jpg" or ".gif" should use the picture viewer, ".doc" should be Word, etc.) or **Save File**.
- Save to your hard drive, flash drive or view if on a public computer in the library.

Attach a file

When you compose an e-mail, under **Subject**, you'll see the option/link to attach a file (button located in the text editor section).

- Click on that option and you'll open Windows explorer so that you can locate the file on your computer.
- Double click on the file you want to attach.
- You'll see it now as part of the e-mail (shows up under the Subject.)

[Address Books - Create Contacts and Distribution Lists](#)

Store friends and family e-mail addresses in one place. Set up groups of email recipients so you can send e-mail to a group of people at once.

Contact/Address for Individual

Once you are in your mail, click on the **Contacts** link on the left menu.

- Click the **New** button and choose **New Contact**.
- Fill out the information fields.
- You can opt to categorize the contact using the category drop-down menu, using either the generic ones AOL provides or **Add New** to add a new category.
- After you've completed, click the **Create** button.
- You can always **Edit** your contacts (change the e-mail, etc.)
- You can send your contact e-mail 2 ways:
 - 1) Go to compose an email, click on the **To:** and you will bring up a list of contacts to select.
 - 2) Go to contacts, highlight the name you want to e-mail and click on the little **envelope icon**.

Contact/Address for Group

Once you are in your mail, click on the **Contacts** link on the left menu.

- Click the **New** button and choose **New List**.
- Name your new list.
- When you create a new list, you can click on the **Add Contacts** link to add individual contacts from your contact list, or just type in the email addresses of people who are not already in your AOL contact list.
- Separate e-mail addresses with a comma.
- After you've filled in the addresses, click the **Create** button.
- You can send your distribution list e-mail 2 ways:
 - 1) Go to compose an e-mail, click on the **To:** and you will bring up a list of contacts to select, including any lists you've created.
 - 2) Go to contacts, highlight the name of the list you want to e-mail and click on the little **envelope icon**.

[Organize Your Mail](#)

After you've read your e-mail, you can keep it as *read*, mark as *unread*, *delete* it, move to *spam*, etc. If you end up wanting to keep a fair number of your e-mails, you'll want to consider saving it into folders and/or labeling under specific subject headings.

In your inbox, you'll see folders listed for **New Mail**, **Old Mail**, **Drafts**, **Sent** and **Spam**. There is also a section called **My Folders**.

- To add a folder to **My Folders** (i.e., "Travel"), click the word **Add** (shows up when you bring your cursor over **My Folders**) next to the word **My Folders**.
- It will automatically create a folder and name it *New Folder*.
- At this point you can type in the name you want.
- After naming the folder, click the green button with the plus sign to add it.
- After you read an e-mail that you want to categorize, you can click on the **Action** button and then scroll down under *Move to:* and choose/select the folder where you want to move the mail.