



Human Resources PROCEDURE MANUAL

AREA: Human Resources
SUBJECT: Yahoo! Email Account Instructions for eRecruitment
AUTHOR: Employment Team

Table of Contents

Table of Contents	1
Yahoo! Email Account Instructions.....	2



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Yahoo! Email Account Instructions

Yahoo! website: <http://mail.yahoo.com/>

1. Click on **Sign Up** under “Don’t have a Yahoo ID?” box.
2. Fill in all areas of (*) required information. It can sometimes take a few tries to set an ID, it will prompt you if the ID you selected is taken. It will prompt you with “**Check Availability of This ID.**”
3. Once all of the required fields have been populated you will be required to fill in the “**code shown**” and click on “**I agree**” (after reviewing the terms and conditions. In the terms and conditions it will specify how soon and how often you will need to use your email account for it to remain active.) If any fields were missed, it will show those items after you click this.
4. When you have successfully completed the information you will come to “**Continue to Yahoo! Mail**” screen.
5. You are now ready to use your email account. Remember you need to access the accounts on a routine basis to keep them active.

Congratulations!