

How to set up an Email Account

Participants must have a valid email address to have an Arizona EC Workforce Registry account. If you do not have an e-mail address, there are many free internet providers with which you can set up an account, such as Google, Yahoo, and Microsoft Outlook. We are not affiliated with or endorse the email service providers listed here. The email service provider you select is your choice.

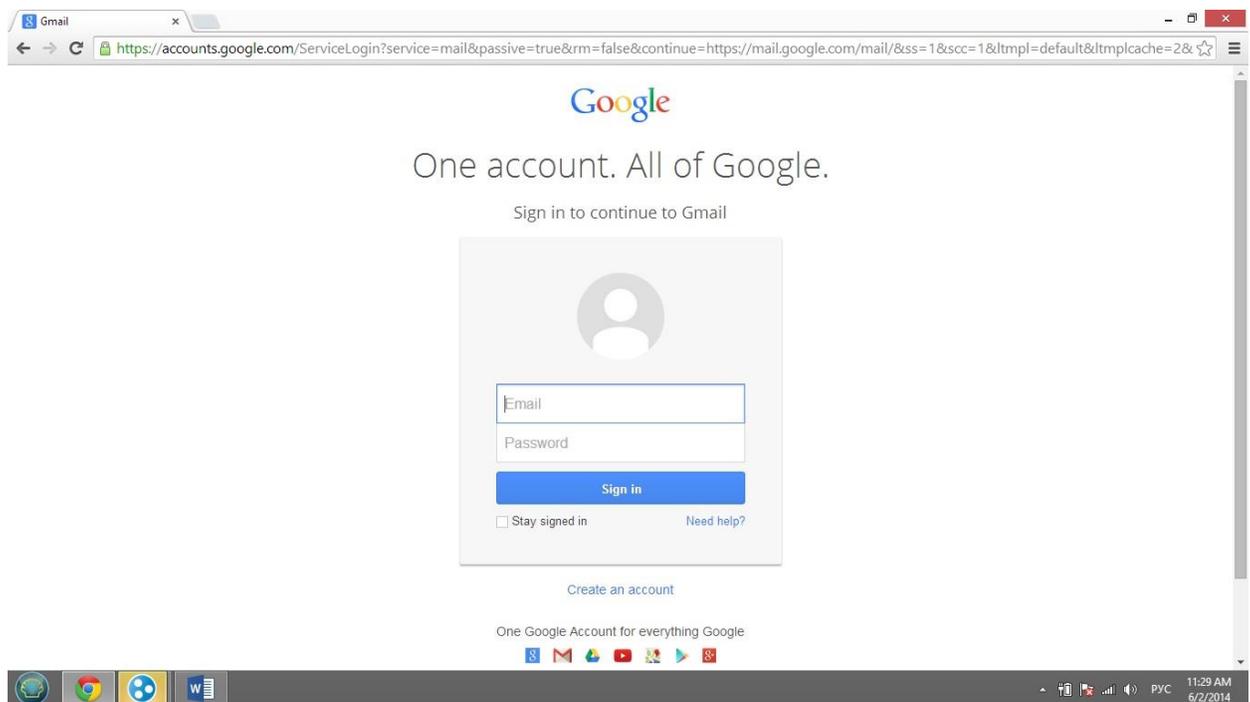
Check your e-mail regularly! All correspondence from the AZ EC Workforce Registry will go directly to your e-mail. We do not send letters by U.S. mail.

Where can I check my email if I do not have a home computer?

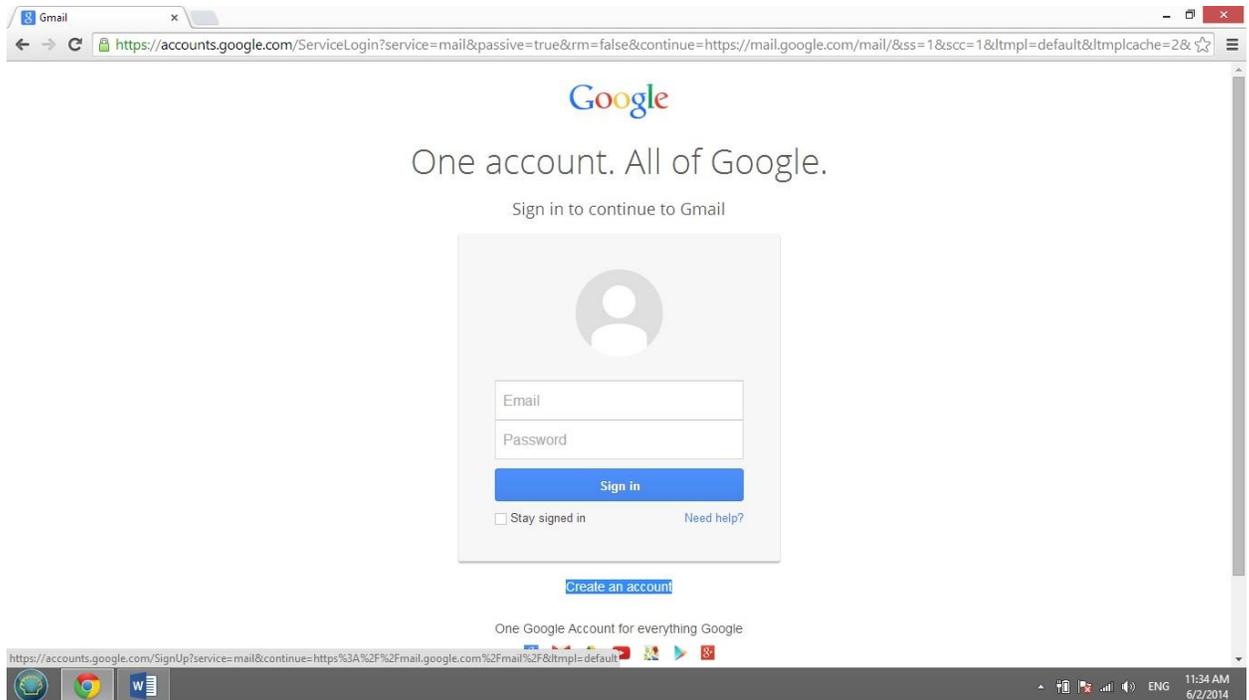
There are places that may offer access to a computer, including your local library, resource and referral agencies, internet cafes, schools or universities, friends, relatives, or neighbors.

Setting up a Google (Gmail) account

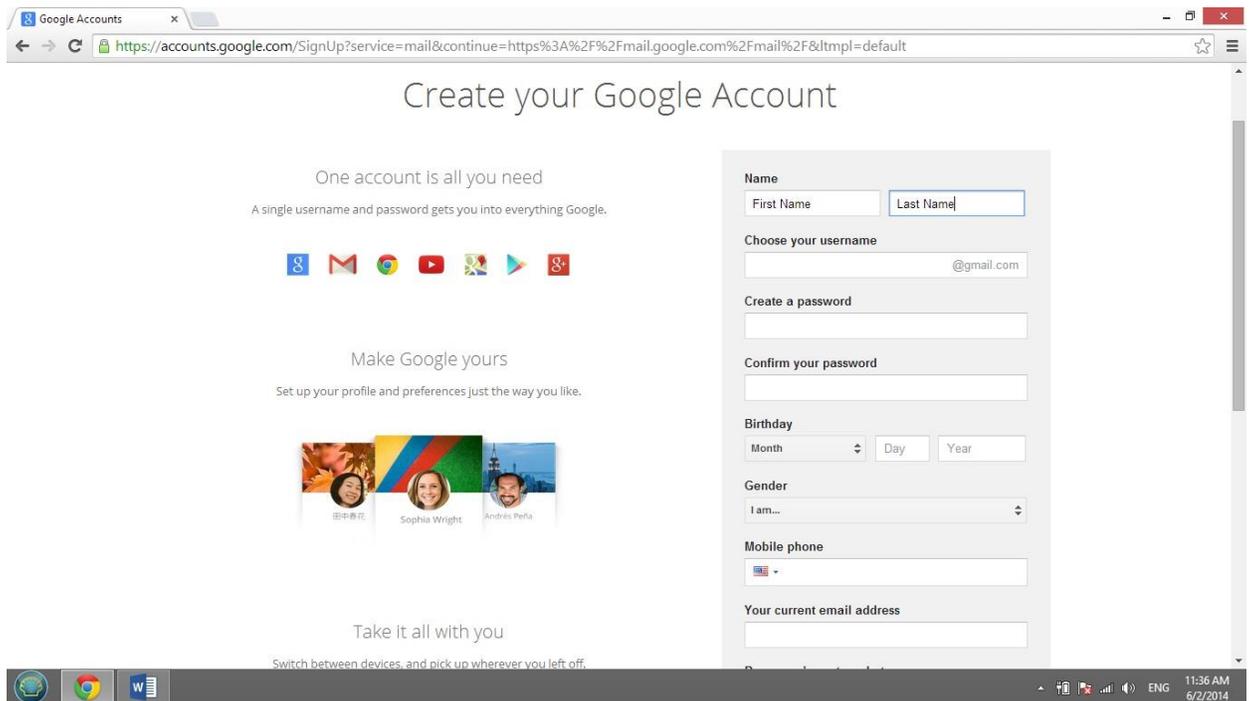
1. Enter <http://mail.google.com> into the address bar of your internet browser. This will take you to the Gmail sign in page.



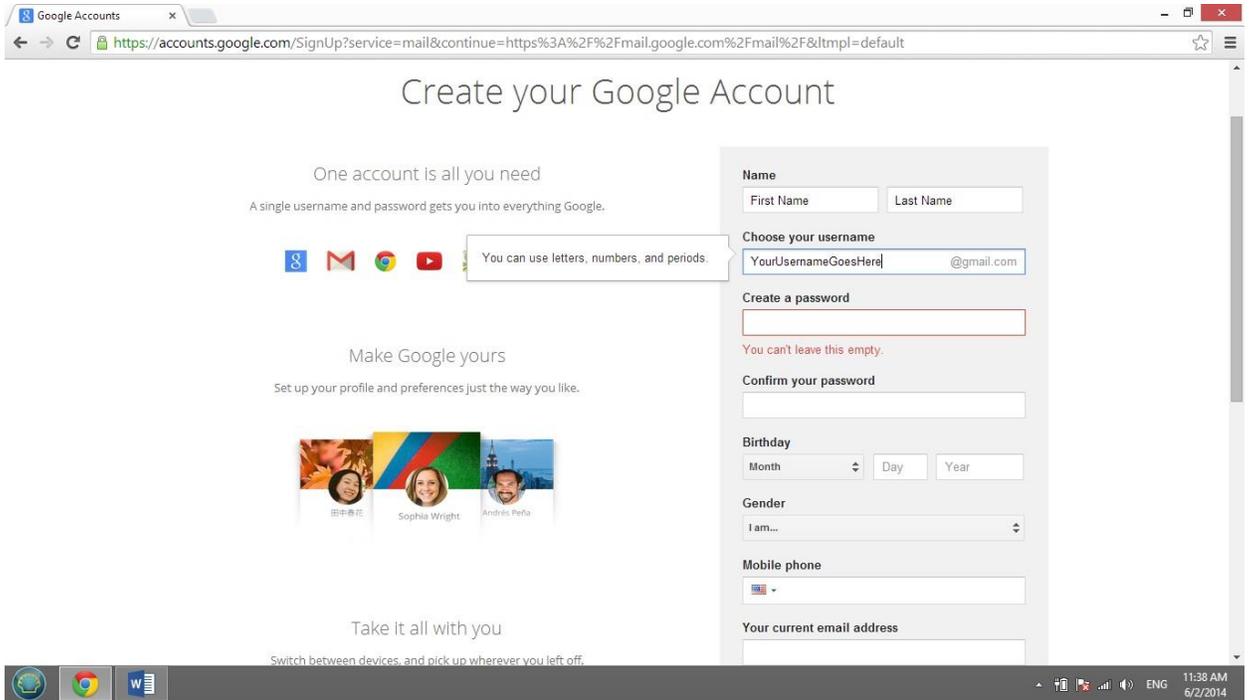
2. Click the blue "Create an Account" link below the sign in box.



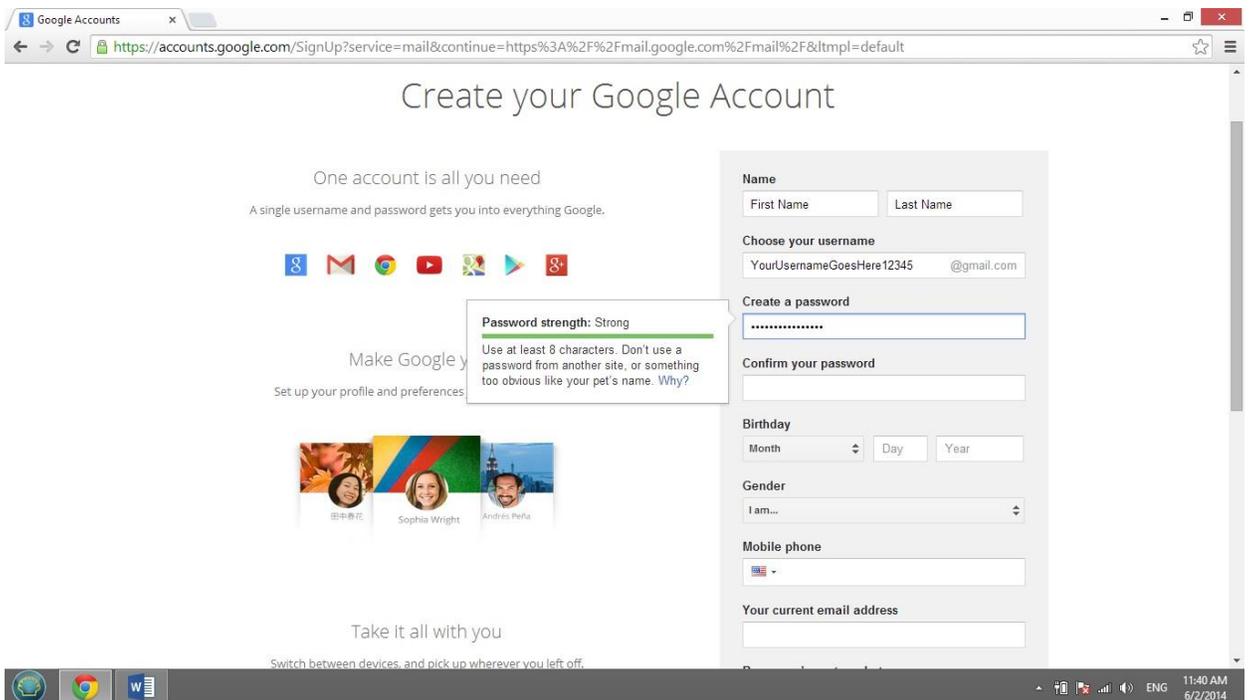
3. On the Create an Account page enter your first and last name.

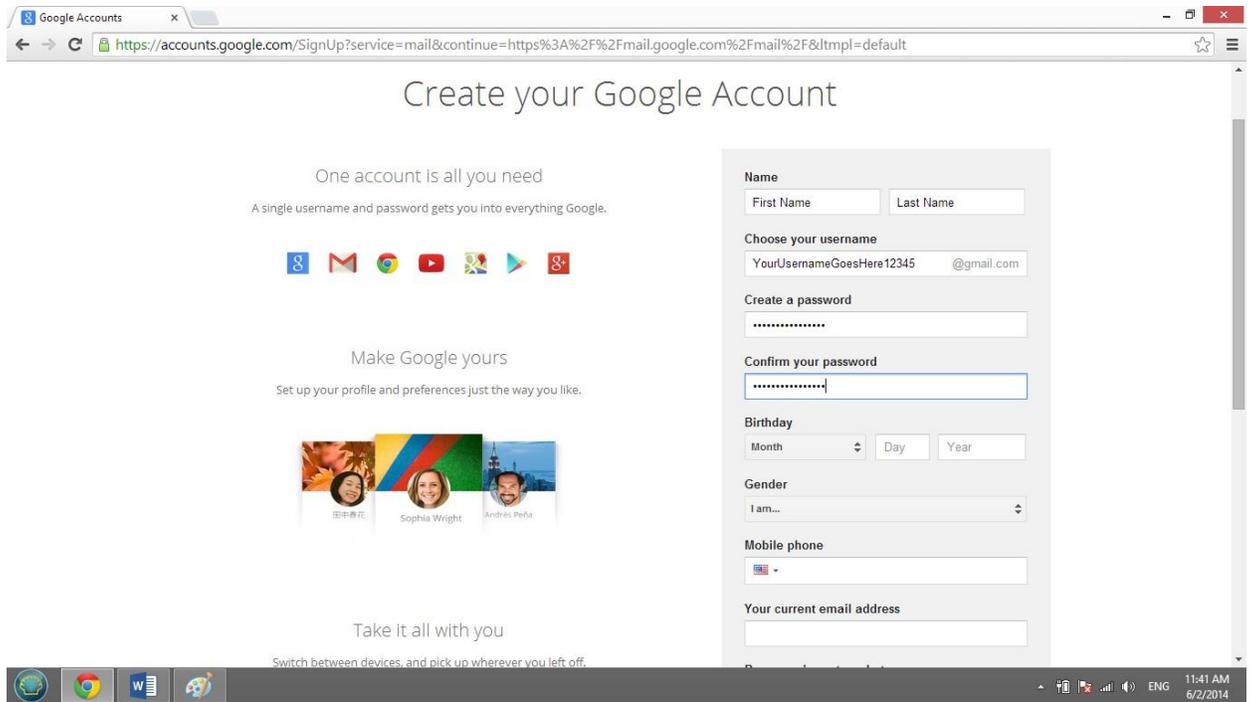


4. Choose a username between 6 and 20 characters. Your username will become your new Gmail address. If your desired username is already in use, Google will give you several similar options to choose from. You may select one of these as your username or you may check the availability of a different username.

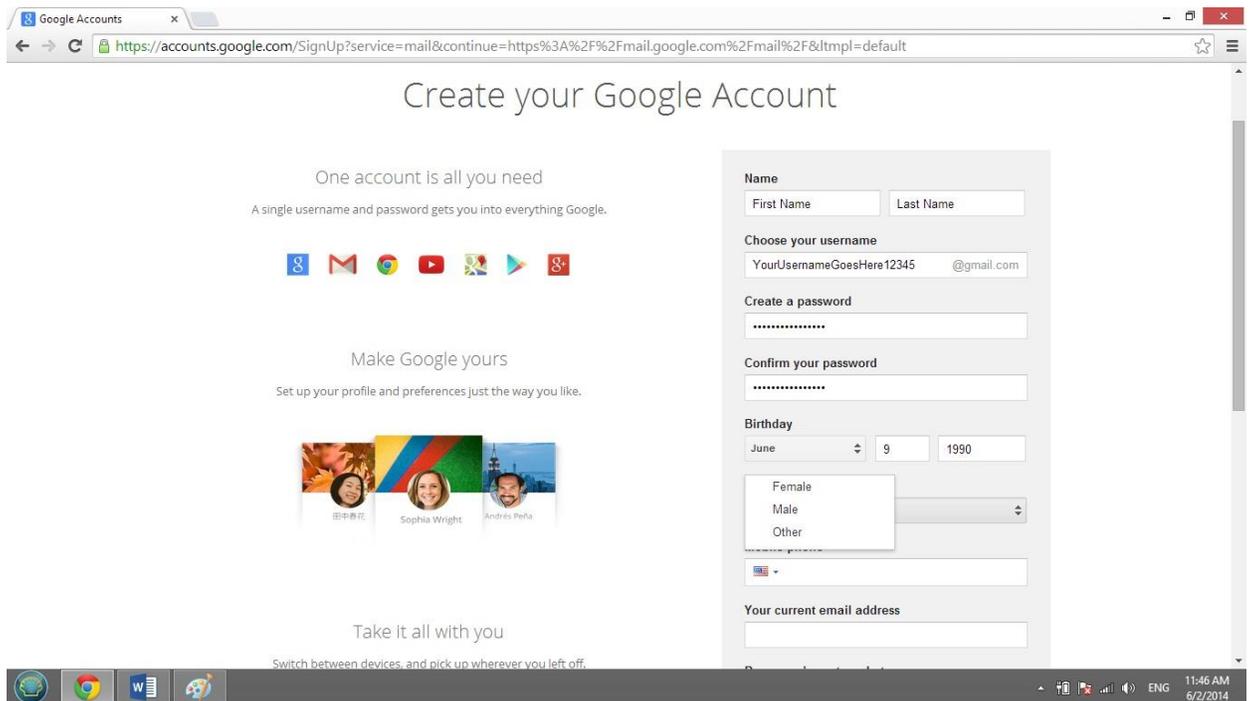


5. Select an 8 character minimum password. Don't use a password from another site, or something too obvious like your pet's name. On the next line, retype your password to confirm it.

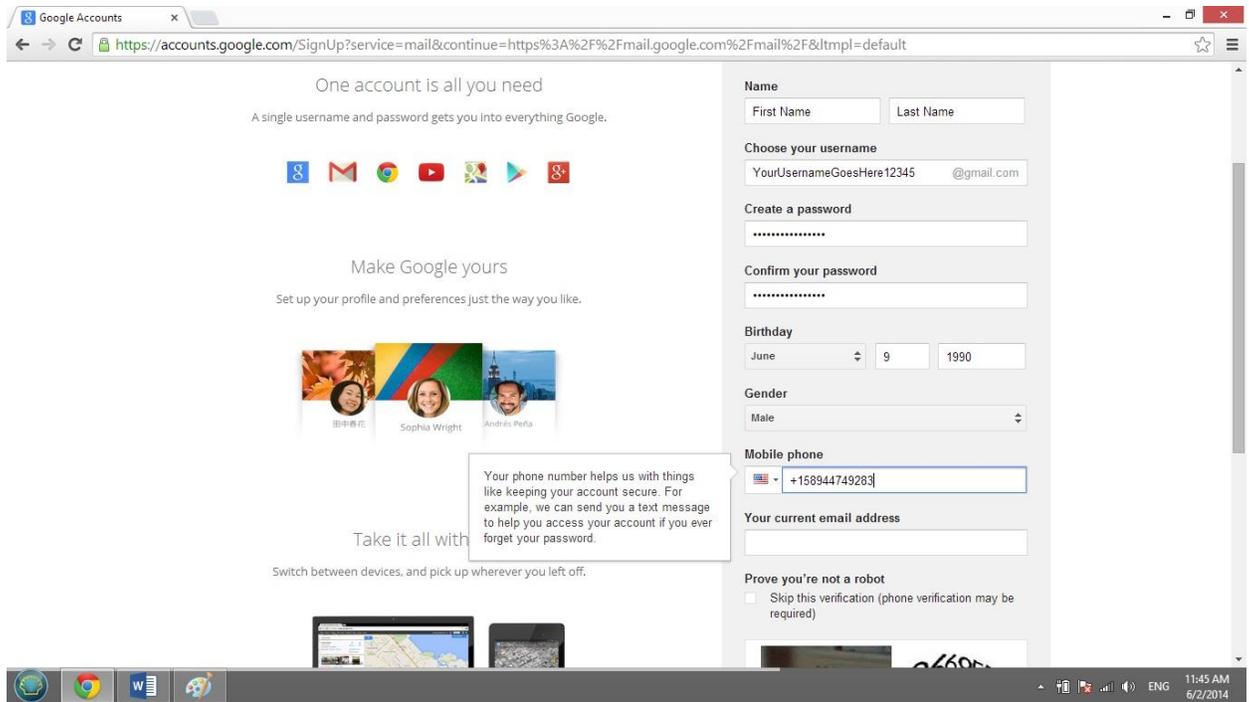




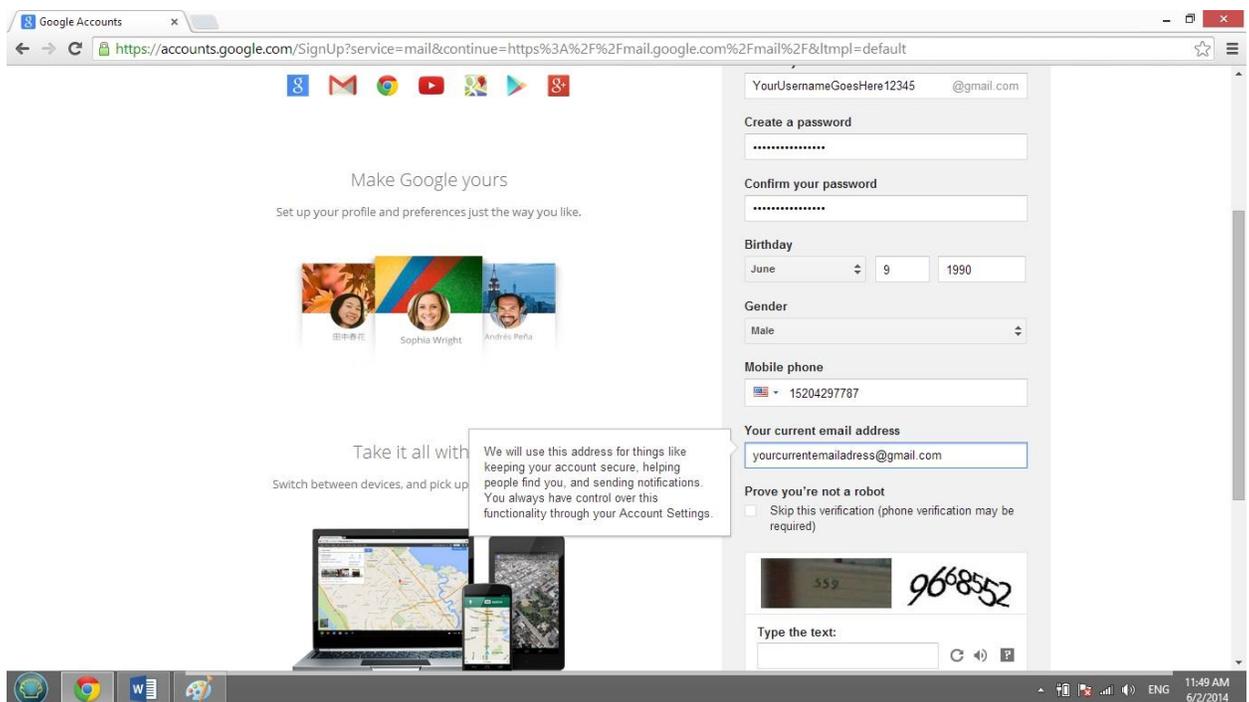
6. Enter your birthday and gender.



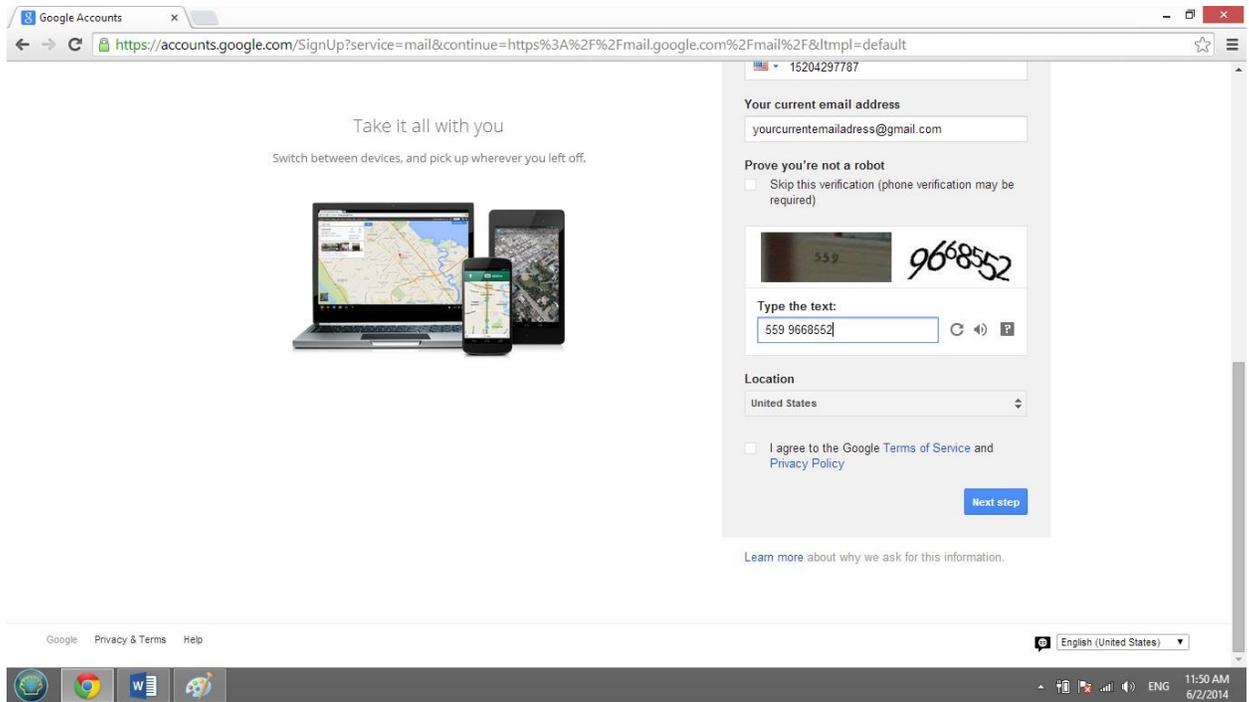
7. Enter your mobile phone number (not required but recommended for security purposes).



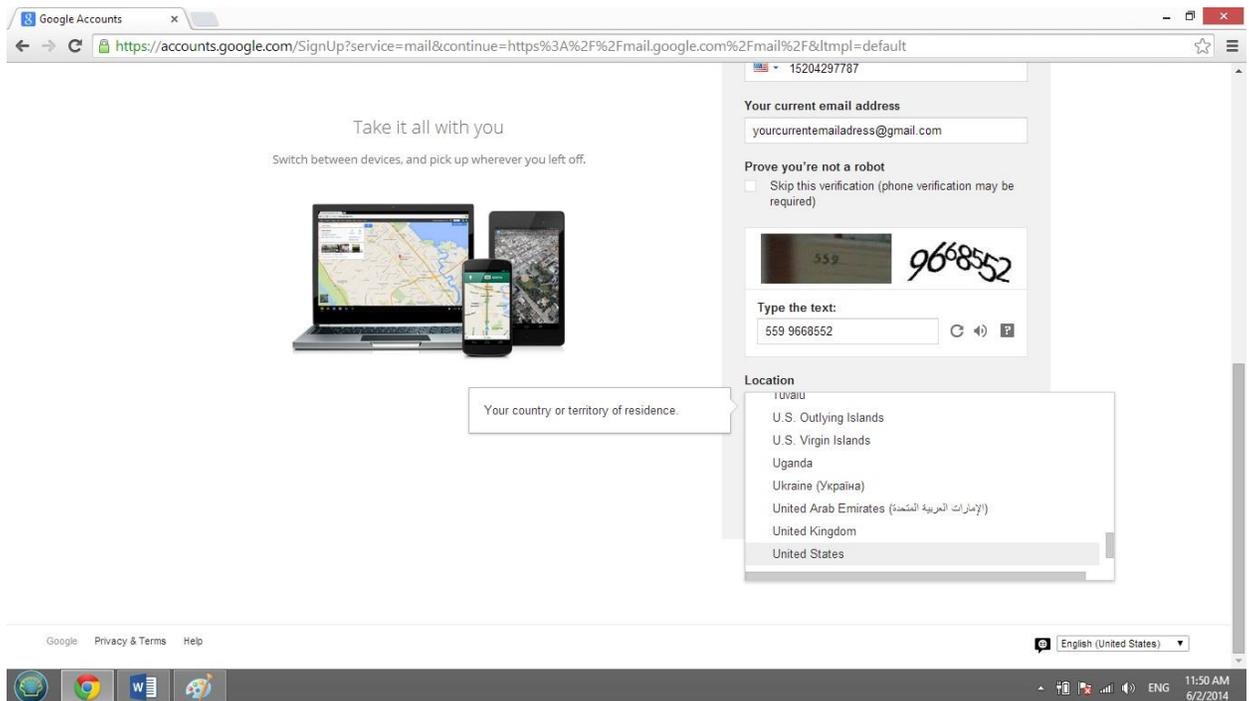
8. Enter your current email address if applicable (not required but recommended for security purposes).



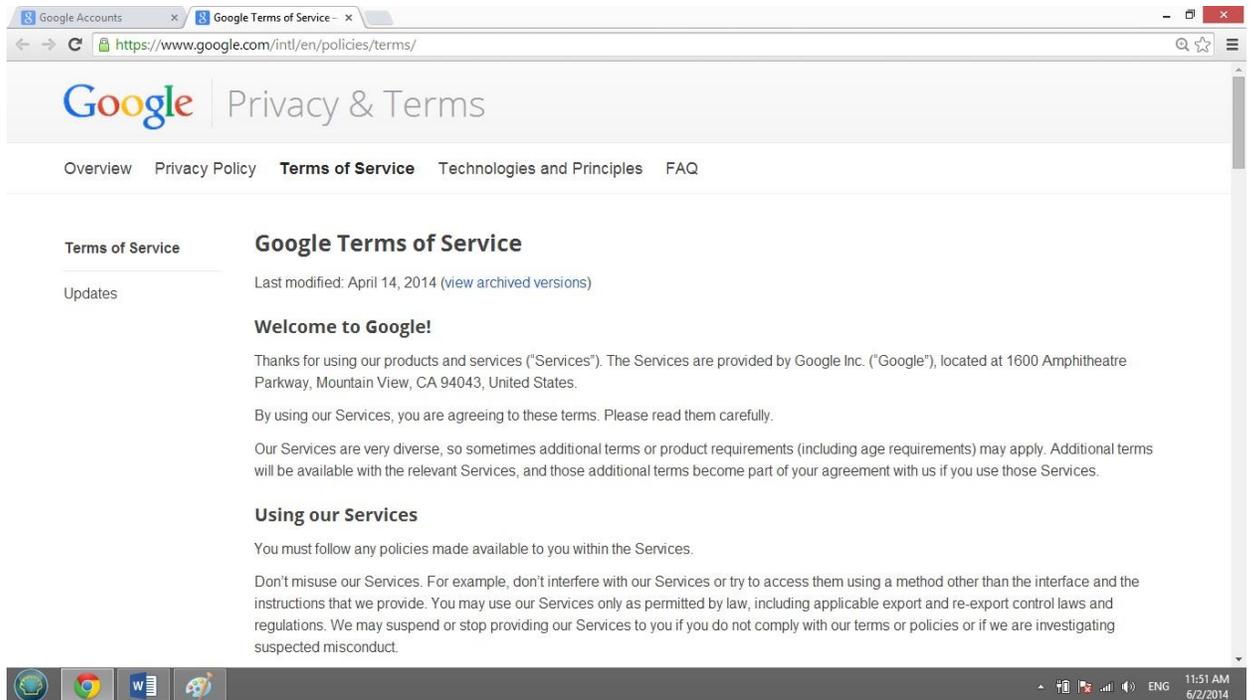
9. Complete the CAPTCHA to prove you are not a computer. Enter the characters you see in the box, in order and separated by a space. If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words. Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge.



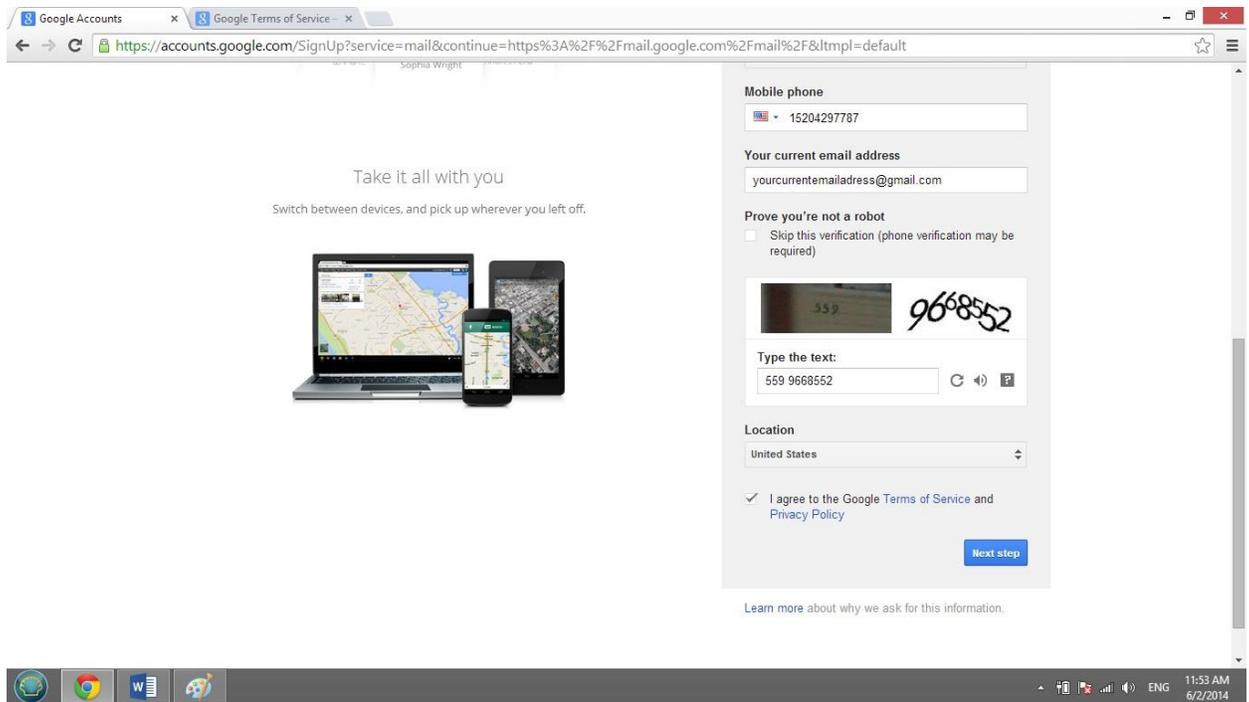
10. Choose your location from the drop down menu.



11. Take the time to read the entire Terms of Service and Privacy Policy so that you are aware of what Google can and cannot do with your personal information. Check the box if you agree to Google's terms.



12. Click the blue “Next Step” button.

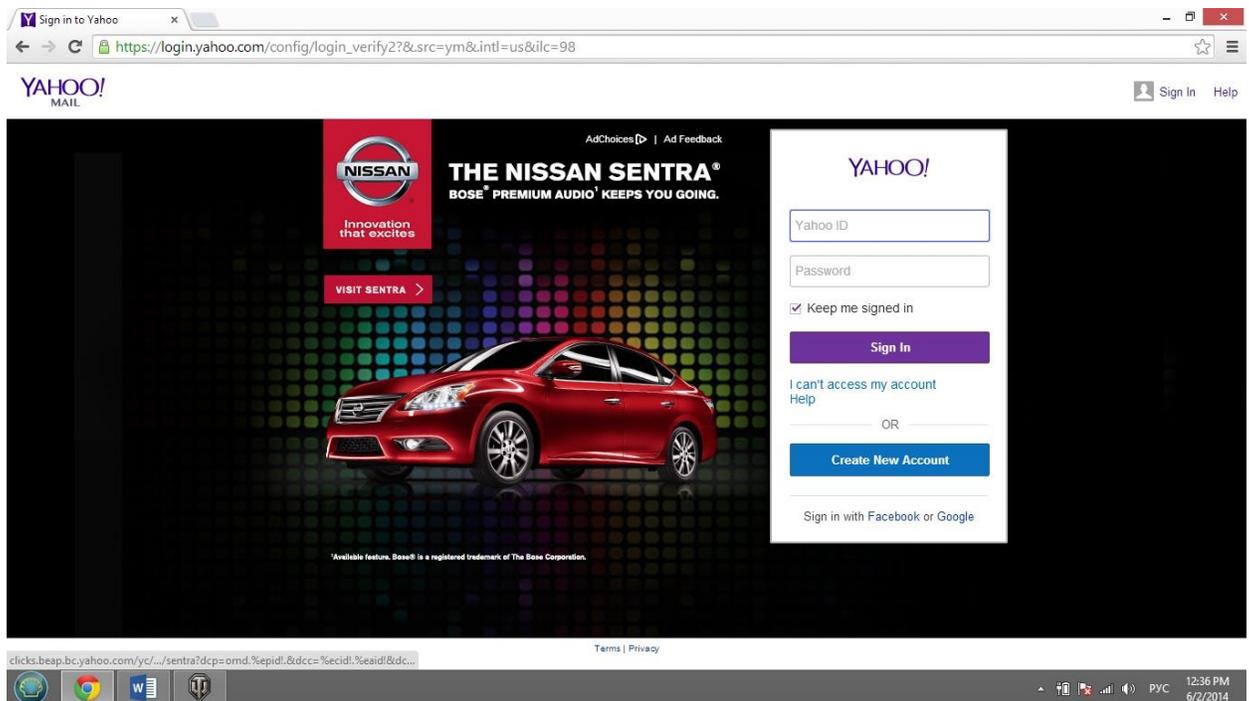


13. Click the blue “Continue to Gmail” button.

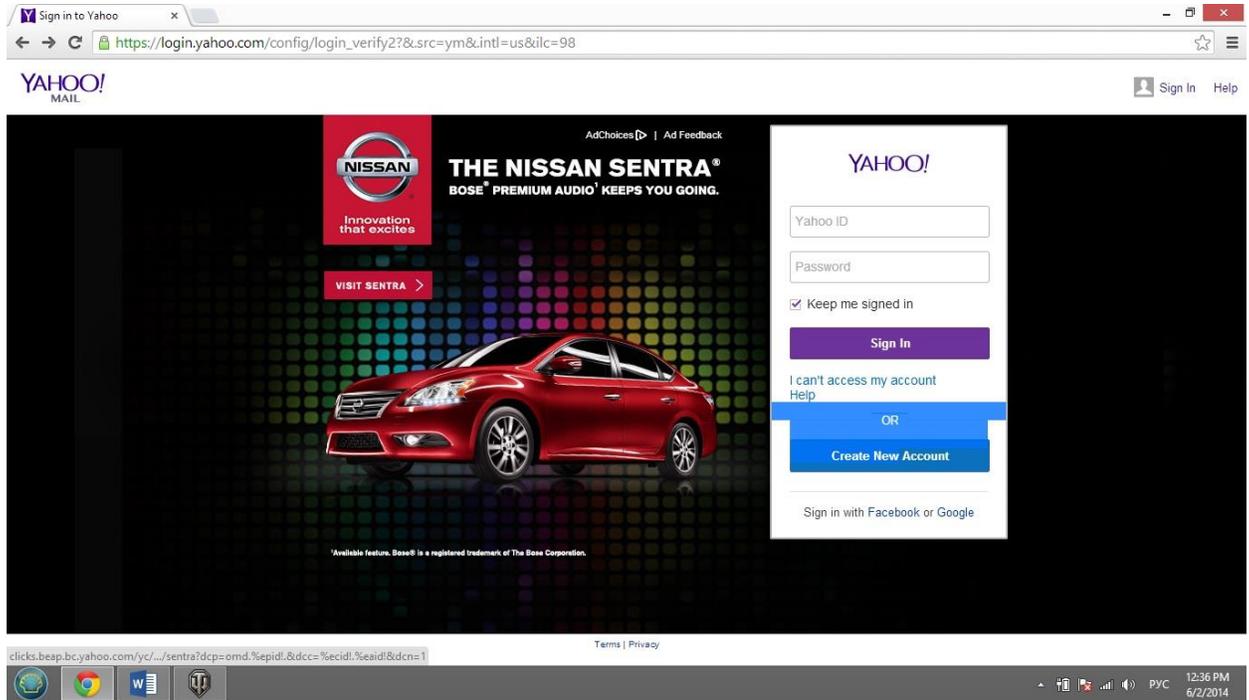
Setting up a Yahoo! Account

*Your registration will not process without a valid mobile number

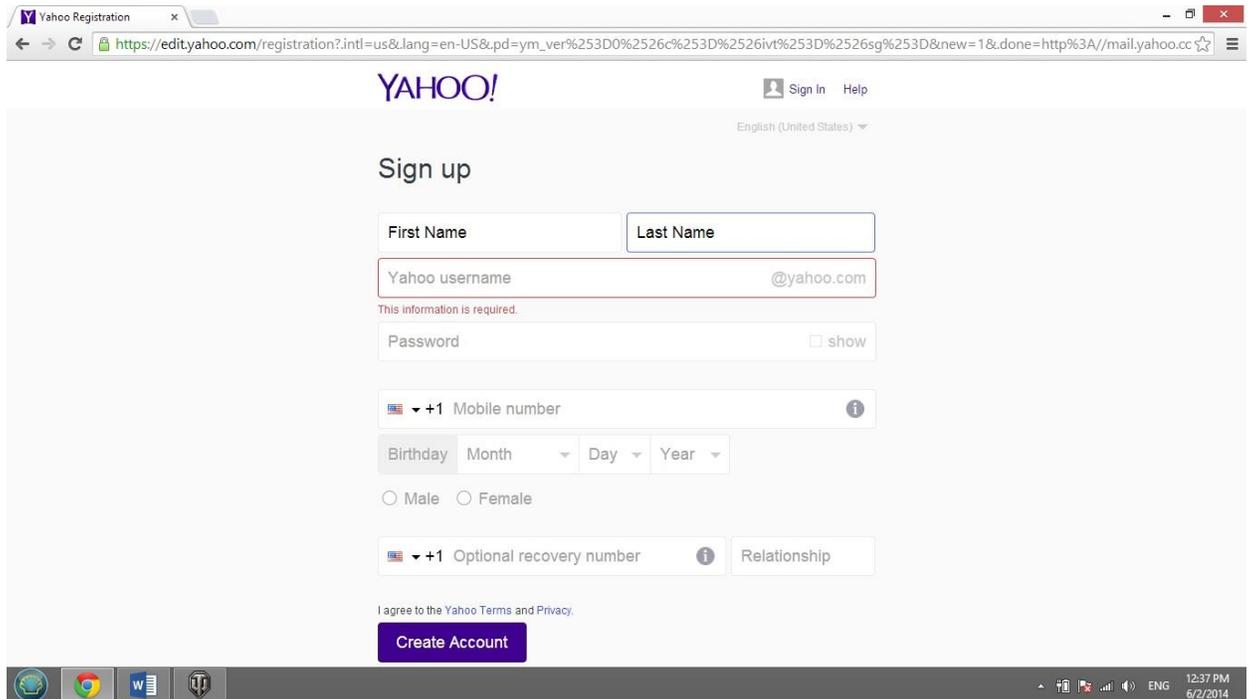
1. Enter <http://mail.yahoo.com> into the address bar of your internet browser. This will take you to the Yahoo Mail sign in page.



2. Click on the "Create New Account" button.



3. On the Sign Up page enter your first and last name.



4. Choose a username between 8 and 32 characters. Your username will become your new Yahoo email address. If your desired username is already in use, Yahoo will give you several similar

options to choose from. You may select one of these as your username or you may check the availability of a different username.

The screenshot shows the Yahoo! registration page. The browser address bar displays the URL: https://edit.yahoo.com/registration?.intl=us&lang=en-US&pd=yv_ver%253D0%2526c%253D%2526ivt%253D%2526sg%253D&new=1&done=http%3A//mail.yahoo.cc. The page features the Yahoo! logo and navigation links for 'Sign In' and 'Help'. The language is set to 'English (United States)'. The main heading is 'Sign up'. The form includes fields for 'First Name', 'Last Name', 'Username' (with '@yahoo.com' suffix), 'Password' (with a 'show' checkbox), 'Mobile number' (with a '+1' country code), 'Birthday' (with 'Month', 'Day', and 'Year' dropdowns), and gender selection ('Male' and 'Female'). There is also an 'Optional recovery number' field and a 'Relationship' dropdown. A checkbox for 'I agree to the Yahoo Terms and Privacy' is present, followed by a purple 'Create Account' button. The Windows taskbar at the bottom shows the time as 12:39 PM on 6/2/2014.

5. Choose a password. Passwords must be between 8 and 32 characters long, contain numbers and both upper and lowercase letters.

This screenshot shows the same Yahoo! registration page, but with the password field filled. The 'Username' field now contains 'yourusername11112'. The 'Password' field contains 'yourpassword1' and has a checked 'show' checkbox. Below the password field, there is validation feedback: 'Please use: 8 to 32 characters ✓ Upper and lowercase letters ✓ Numbers'. A red message below states 'This information is required.' The 'Create Account' button is still visible. The Windows taskbar at the bottom shows the time as 12:40 PM on 6/2/2014.

6. Enter your mobile phone number, birthday, and gender.

The screenshot shows the Yahoo! registration page. The browser address bar displays the URL: https://edit.yahoo.com/registration?.intl=us&lang=en-US&pd=yv_ver%253D0%2526c%253D%2526ivt%253D%2526sg%253D&new=1&done=http%3A//mail.yahoo.cc. The page features the Yahoo! logo and navigation links for 'Sign In' and 'Help'. The language is set to 'English (United States)'. The 'Sign up' section includes the following fields and options:

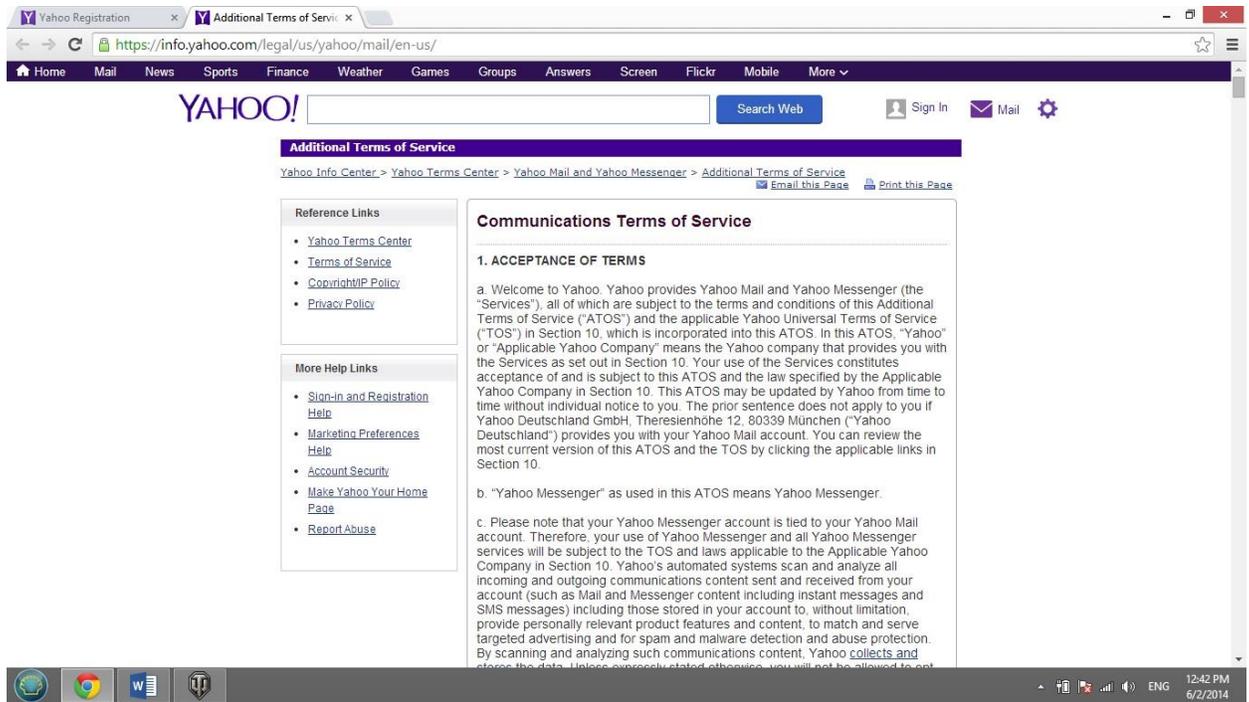
- First Name** and **Last Name** input fields.
- Username** field containing 'yourusername11112' and a domain dropdown set to '@yahoo.com'.
- Password** field containing 'yourpassword1' with a 'show' checkbox.
- Mobile Number** field containing '+1 (520) 429-8573'.
- Birthday** dropdowns for month (June), day (16), and year (1981).
- Gender** radio buttons for 'Male' (selected) and 'Female'.
- Optional recovery number** field containing '+1' and a 'Relationship' dropdown.

Below the form, there is a checkbox for 'I agree to the Yahoo Terms and Privacy.' and a purple 'Create Account' button. The Windows taskbar at the bottom shows the time as 12:41 PM on 6/2/2014.

7. You may enter an optional recovery number for security purposes.

This screenshot is identical to the previous one, but the 'Optional recovery number' field now contains '+1 (520) 429-8574'. The 'Relationship' dropdown is still empty. The 'Create Account' button remains visible. The Windows taskbar at the bottom shows the time as 12:42 PM on 6/2/2014.

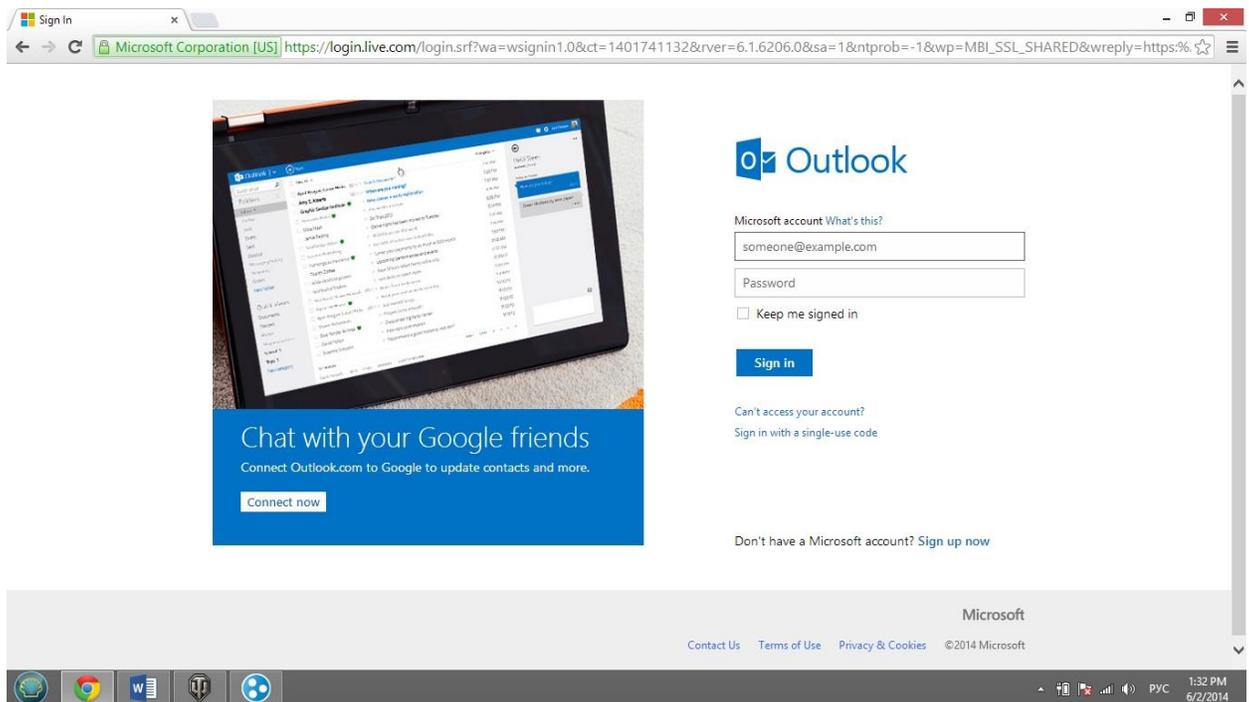
8. Take the time to read the entire Yahoo Terms and Privacy so that you are aware of what Yahoo can and cannot do with your personal information.



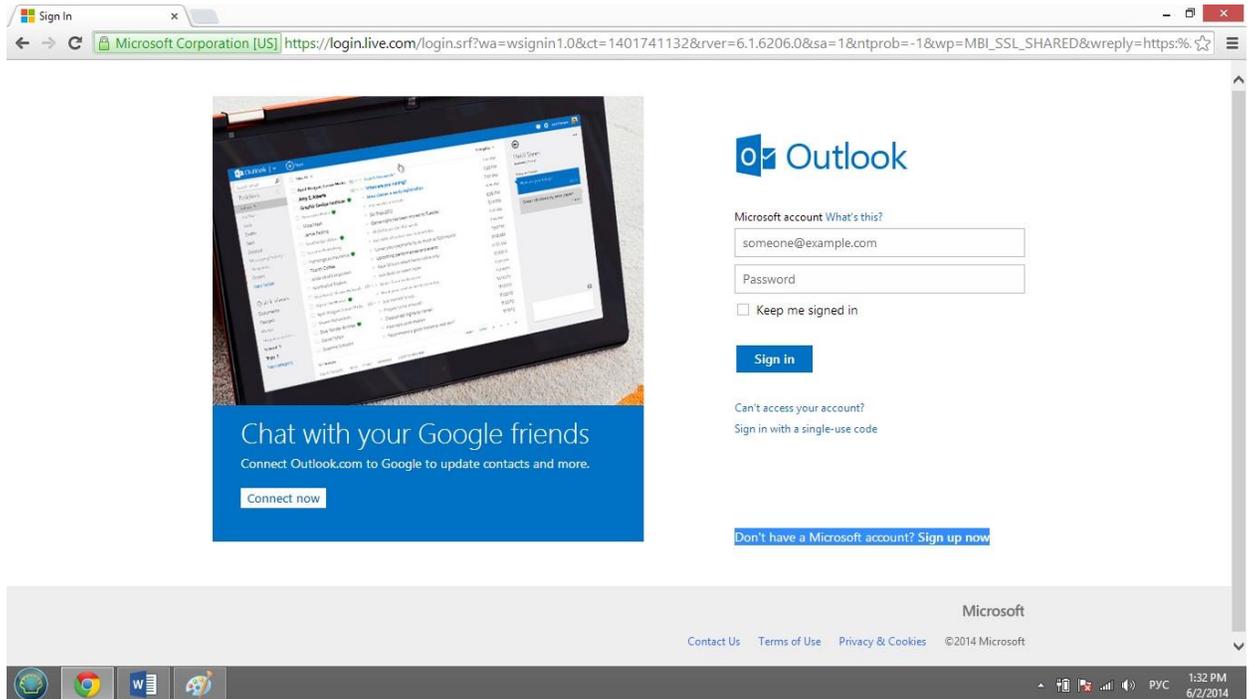
9. Click the "Create Account" button.

Setting up a Microsoft Outlook account

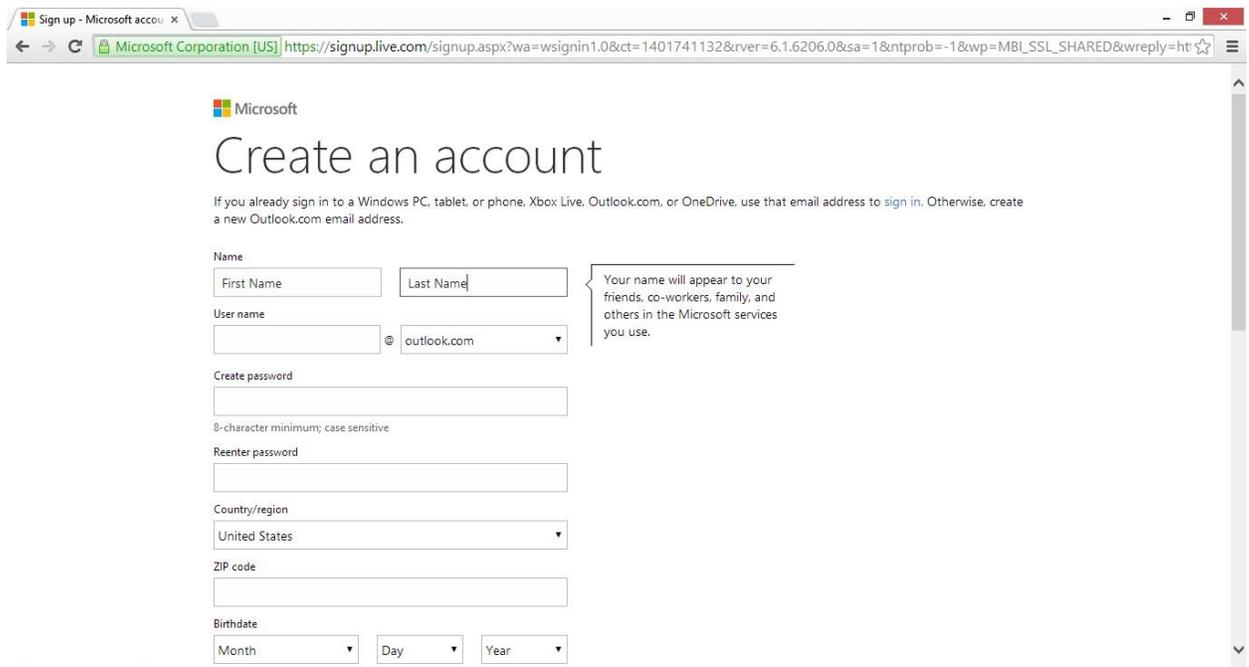
1. Enter www.outlook.com into the address bar of your internet browser. This will take you to the Outlook sign in page.



2. Click the blue “Sign up now” link at the bottom of the page.

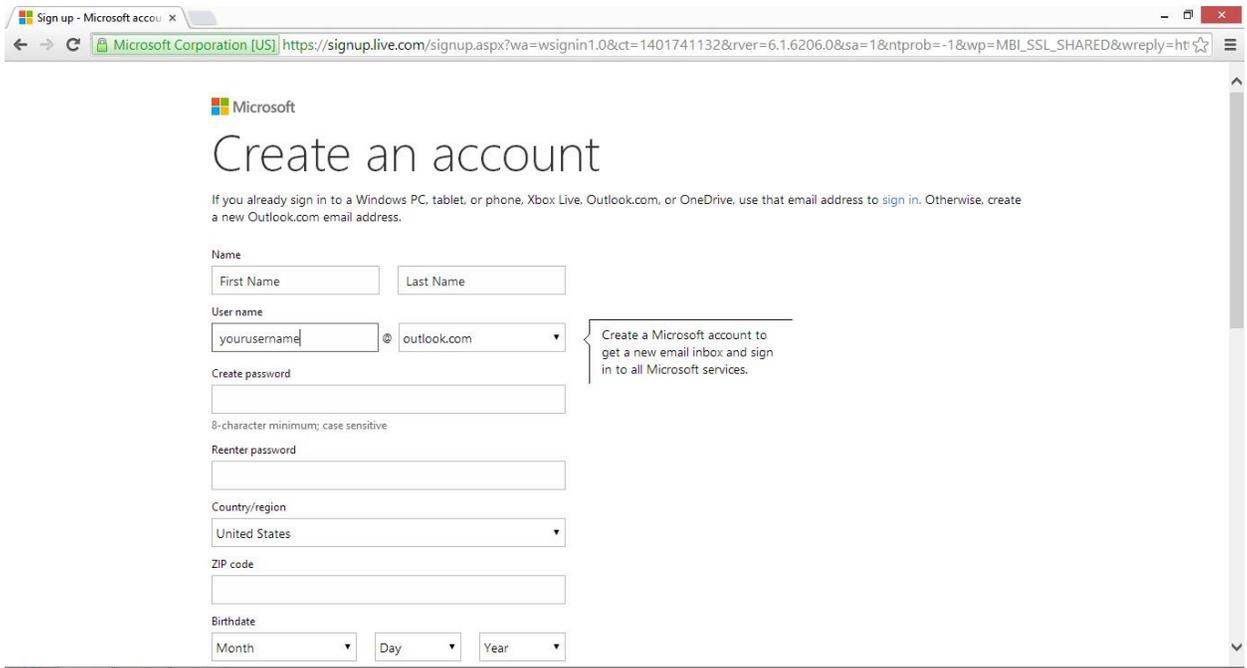


3. On the Create an Account page enter your first and last name.



4. Choose a username. Your username will become your new Outlook address. If your desired username is already in use, Microsoft will give you several similar options to choose from. You

may select one of these as your username or you may check the availability of a different username.



Microsoft

Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to [sign in](#). Otherwise, create a new Outlook.com email address.

Name

First Name Last Name

User name

yourusername @ outlook.com

Create password

8-character minimum; case sensitive

Reenter password

Country/region

United States

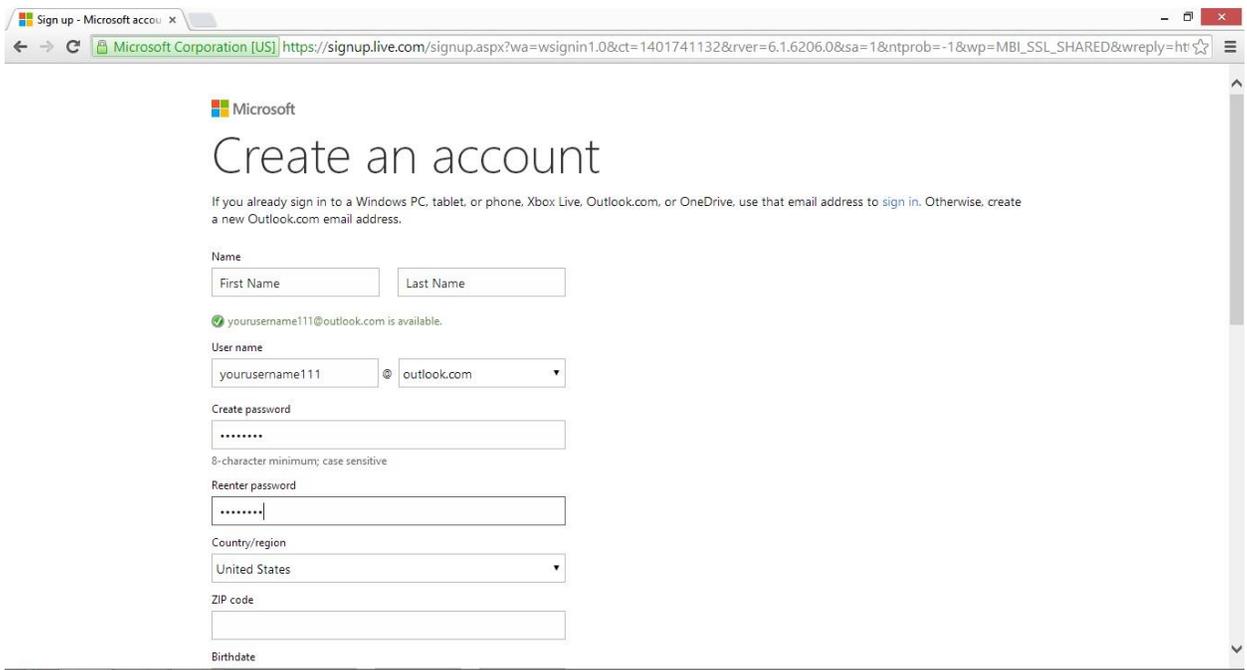
ZIP code

Birthdate

Month Day Year

Create a Microsoft account to get a new email inbox and sign in to all Microsoft services.

5. Select an 8 character minimum password. Passwords must contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. On the next line, retype your password to confirm it.



Microsoft

Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to [sign in](#). Otherwise, create a new Outlook.com email address.

Name

First Name Last Name

yourusername111@outlook.com is available.

User name

yourusername111 @ outlook.com

Create password

8-character minimum; case sensitive

Reenter password

Country/region

United States

ZIP code

Birthdate

6. Enter your country/region, zip code, birthday, and gender.

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to sign in. Otherwise, create a new Outlook.com email address.

Name
First Name Last Name

yourusername111@outlook.com is available.

User name
yourusername111 @ outlook.com

Create password
.....
8-character minimum; case sensitive

Reenter password
.....

Country/region
United States

ZIP code
85718

Birthdate
August 14 1977

Gender
Male

7. Enter your mobile phone number (required).

Birthdate
August 14 1977

Gender
Male

Help us protect your info
Your phone number helps us keep your account secure.

Country code
United States (+1)

Phone number
520-429-2934

Alternate email address

Your phone number helps us keep your account secure. We'll send a verification code as a text message or an automated call if we need to verify your identity.

We want to make sure that a real person is creating an account.
Enter the characters you see
New | Audio

8. Enter your current email address if applicable (not required but recommended for security purposes).

Sign up - Microsoft account

Microsoft Corporation [US] https://signup.live.com/signup.aspx?wa=wsignin1.0&ct=1401741132&rver=6.1.6206.0&sa=1&ntprob=-1&wp=MBI_SSL_SHARED&wreply=ht

Male

Help us protect your info

Your phone number helps us keep your account secure.

Country code
United States (+1)

Phone number
520-429-2934

Alternate email address
alternateaddress@gmail.com

We want to make sure that a real person is creating an account.
Enter the characters you see
New | Audio

J3GGVG

Send me promotional offers from Microsoft. You can unsubscribe at any time.

Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

- Complete the CAPTCHA to prove you are not a computer. Enter the characters you see in the box in order. If you are not sure what the characters are, either enter your best guess or click the “New” link above the distorted text. Visually impaired users can click the “Audio” button to hear a set of words that can be entered instead of the visual challenge.

Sign up - Microsoft account

Microsoft Corporation [US] https://signup.live.com/signup.aspx?wa=wsignin1.0&ct=1401741132&rver=6.1.6206.0&sa=1&ntprob=-1&wp=MBI_SSL_SHARED&wreply=ht

United States (+1)

Phone number
520-429-2934

Alternate email address
alternateaddress@gmail.com

We want to make sure that a real person is creating an account.
Enter the characters you see
New | Audio

J3GGVG

Send me promotional offers from Microsoft. You can unsubscribe at any time.

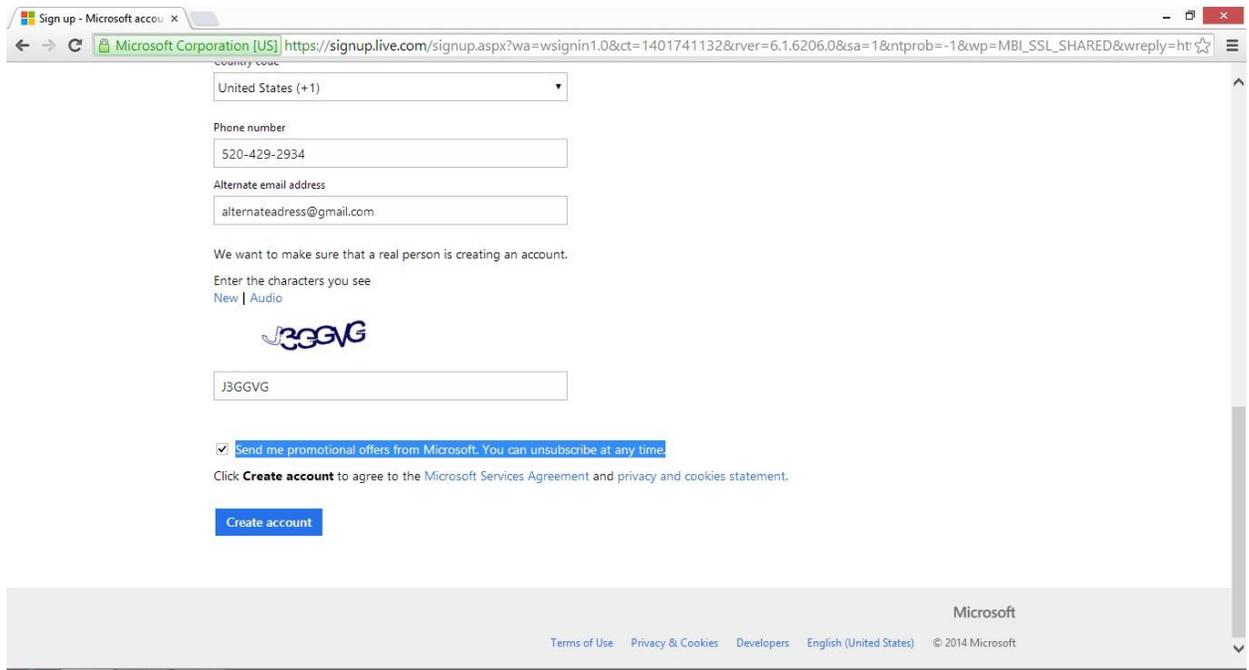
Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Create account

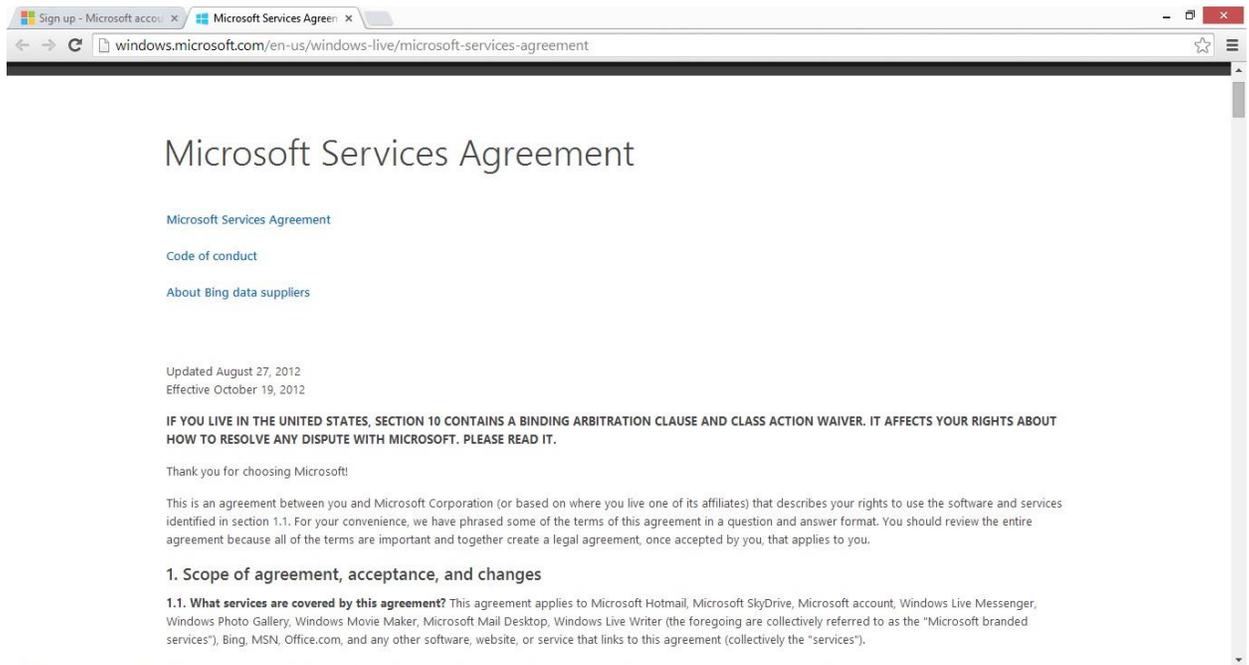
Microsoft

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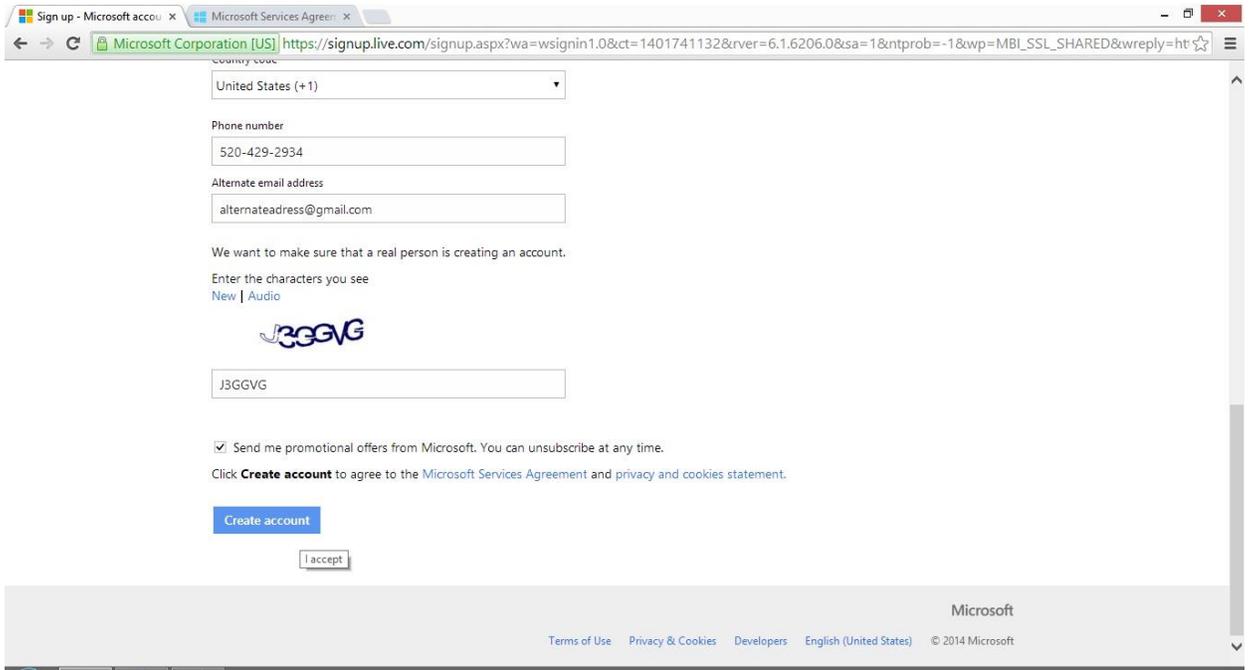
- Decide whether or not you want to receive promotional offers from Microsoft. If not, uncheck the box.



11. Take the time to read the entire Microsoft Services Agreement and Privacy Cookies Statement so that you are aware of what Google can and cannot do with your personal information.



12. Click the blue "Create account" button at the bottom of the page.



13. Click the blue “Continue to inbox” button.