Creating an Email Account Using AOL
Accessing the Internet

➢ Open a web browser
  ➢ Such as:
    ➢ Internet Explorer
    ➢ Firefox
    ➢ Safari
    ➢ Google Chrome
    ➢ Etc.
Locating AOL

➢ Go to the search bar
➢ Type www.aolmail.com
➢ Press the Enter key
Creating an Account

➢ Click Create account
Creating an Account (continued)

➢ Enter your information in the boxes
  ➢ (Mobile phone number required)
➢ Click Continue
Creating an Account (continued)

➢ Click I’m not a robot
➢ Follow the prompts
➢ Click Continue
Creating an Account (continued)

➢ Devices than can receive text messages
  ➢ Click Text me a verification code
  ➢ A code will be sent to you
Creating an Account (continued)

- Devices than **cannot** receive text messages
  - Click Call me with a verification code
  - Will receive automated call with code
Creating an Account (continued)

➢ Enter the code in the box
➢ Click Verify
Creating an Account (continued)

➢ Click Continue
Creating an Account (continued)

➢ Click GET STARTED
Main/Inbox Screen

➢ Click the Inbox button
➢ Found on left side of screen
Main/Inbox Screen (continued)
Sending/Receiving/Replying to Emails
Sending an Email

➢ On Inbox Screen
  ➢ Click COMPOSE button
Sending an Email (continued)

➢ New message screen will appear
➢ Fill in the boxes
  ➢ To – Address email will be sent to
  ➢ Subject – Title of email
  ➢ Enter message below Subject box
➢ Click SEND
Viewing Sent Emails

➢ Click Sent from Inbox screen
➢ Sent box screen will appear
➢ Click on an email to view
Receiving an Email

➢ Emails appear in your Inbox
➢ Click on an email to view
Replying to an Email

➢ While viewing an email
➢ Click the Reply button shown below
Repying to an Email (continued)

➢ The message screen will appear
➢ Type your message
➢ Click SEND
Logging In and Out of AOL
Logging Out of AOL

➢ Click Sign Out button
➢ Found under account name
Logging In - After Account was Created

➢ Go to www.aolmail.com
➢ Enter your email address
➢ Click Next
Logging In - After Account was Created (continued)

➢ Enter your password
➢ Click Sign in
➢ Click the Inbox button
   ➢ Found on left side of screen