

# Creating an Email Account Using AOL

# Accessing the Internet

- Open a web browser

- Such as:

- Internet Explorer

- Firefox

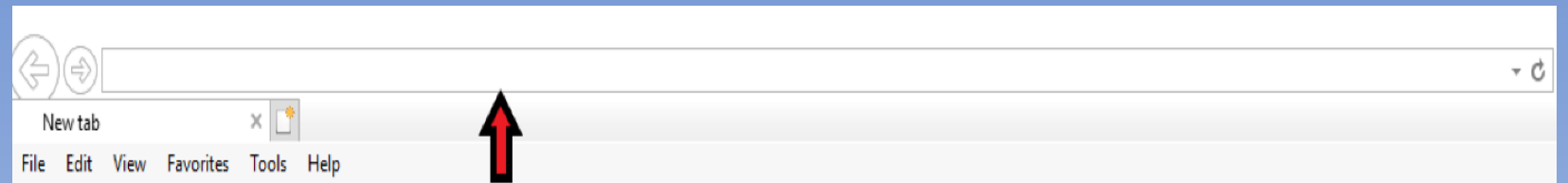
- Safari

- Google Chrome

- Etc.

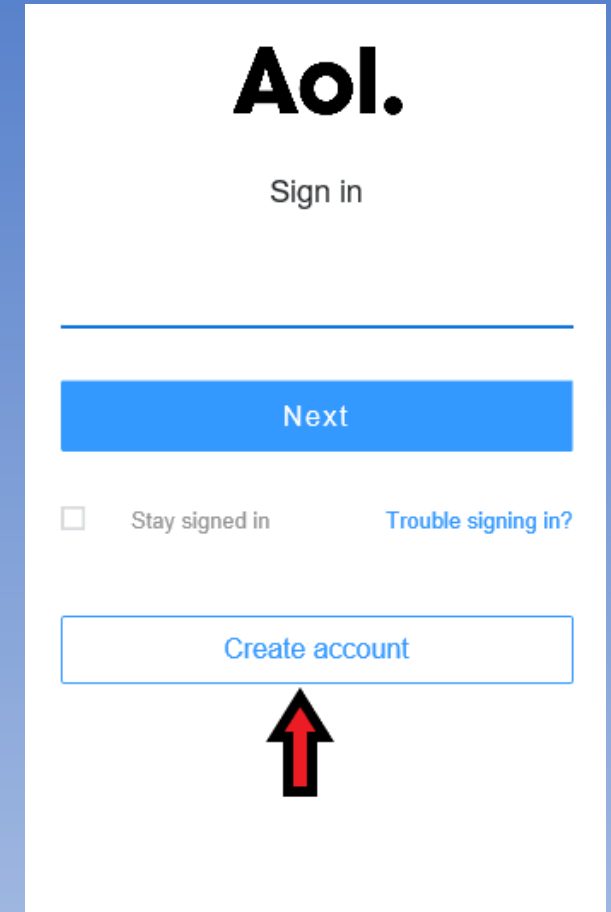
# Locating AOL

- Go to the search bar
- Type [www.aolmail.com](http://www.aolmail.com)
- Press the Enter key



# Creating an Account

➤ Click Create account



**Aol.**


Sign in

---

Next

Stay signed in    [Trouble signing in?](#)

Create account



# Creating an Account (continued)

- Enter your information in the boxes
  - (Mobile phone number required)
- Click Continue

Sign up

First name  Last name

Email address  @aol.com


Password

+1  Mobile phone number

Birth Month  Day  Year

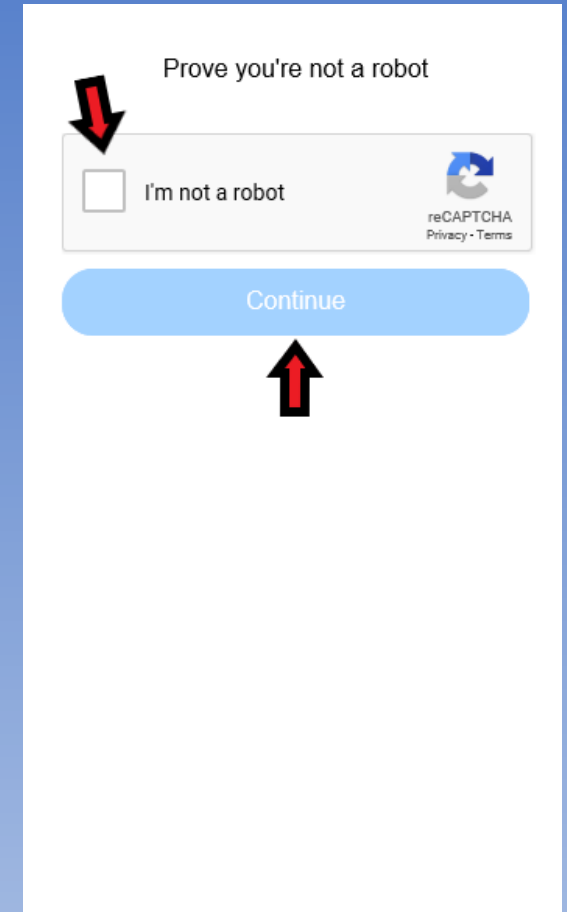
By clicking "Continue", you agree to the [Terms](#) and [Privacy Policy](#)

[Continue](#)

 Already have an account? [Sign in](#)

# Creating an Account (continued)

- Click I'm not a robot
  - Follow the prompts
- Click Continue



Prove you're not a robot

I'm not a robot

reCAPTCHA  
Privacy · Terms

Continue

The image shows a white rectangular area containing a reCAPTCHA interface. At the top, the text 'Prove you're not a robot' is displayed. Below this is a light gray box containing a checkbox on the left, the text 'I'm not a robot' in the middle, and the reCAPTCHA logo and 'reCAPTCHA Privacy · Terms' on the right. A red arrow with a black outline points down to the checkbox. Below the gray box is a blue rounded rectangular button with the word 'Continue' in white text. A red arrow with a black outline points up to the 'Continue' button.

# Creating an Account (continued)

- Devices than can receive text messages
  - Click Text me a verification code
    - A code will be sent to you

Verify your phone number

+1 (111) 111-1111


We will send you a verification code to verify you're the owner of this phone.

Messaging and data rates may apply

[Text me a verification code](#)

or

[Call me with a verification code](#)



# Creating an Account (continued)

- Devices than cannot receive text messages
  - Click Call me with a verification code
    - Will receive automated call with code

Verify your phone number

+1 ▼ (111) 111-1111

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We will send you a verification code to verify you're the owner of this phone.

Messaging and data rates may apply

[Text me a verification code](#)

or

[Call me with a verification code](#)





# Creating an Account (continued)

- Enter the code in the box
- Click Verify


Verify that you have this phone

Enter the verification code we sent to  
+1 (111) 111-1111

Your verification code may take a few moments to arrive.  
Didn't receive a verification code? [Resend](#)

[Verify](#)

or  
[Call me with a verification code](#)



# Creating an Account (continued)

➤ Click Continue

**Congratulations!**

testorchards6@aol.com

You can use this email  
address to access  
everything AOL

Continue



# Creating an Account (continued)

➤ Click GET STARTED

**Welcome to AOL Mail!**

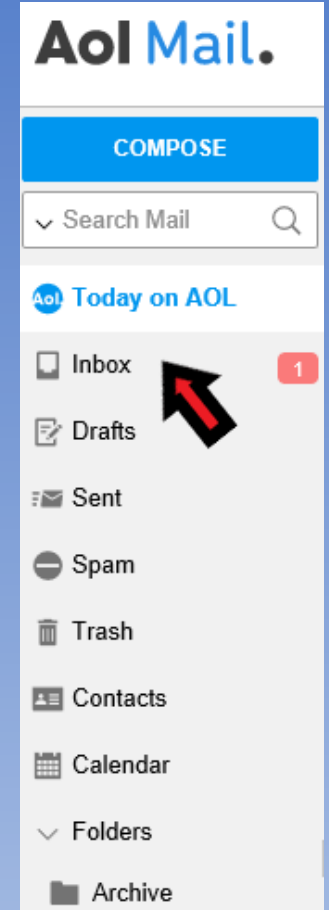
Make yourself at home in your new inbox.



GET STARTED

# Main/Inbox Screen

- Click the Inbox button
  - Found on left side of screen



# Main/Inbox Screen (continued)

**Aol Mail.**  **SEARCH** testorchards6 Sign Out | Options

**COMPOSE** 1 Message

Search Mail

Today on AOL

**Inbox** 1

Drafts

Sent

Spam

Trash

Contacts

Calendar

Folders

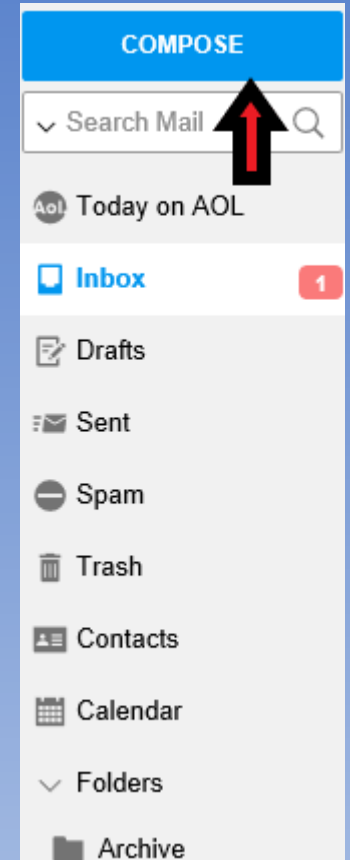
Archive

<input type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	AOL Mail Team	Welcome to AOL Mail : Test Orchards, Below are some quick tips to help you get started and get the most from your AOL experience. Try them out by sending your first email to friends and family, le...	9:25 am

# Sending/Receiving/Replying to Emails

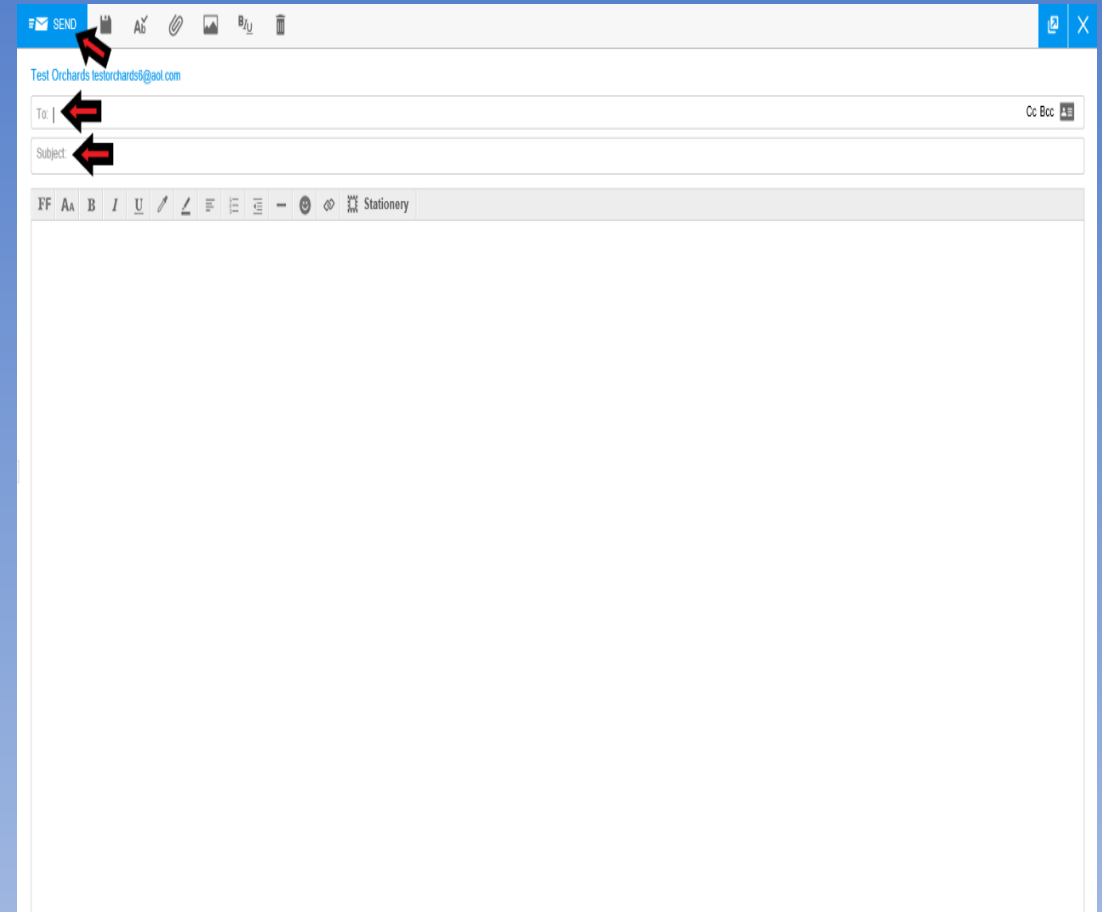
# Sending an Email

- On Inbox Screen
  - Click COMPOSE button



# Sending an Email (continued)

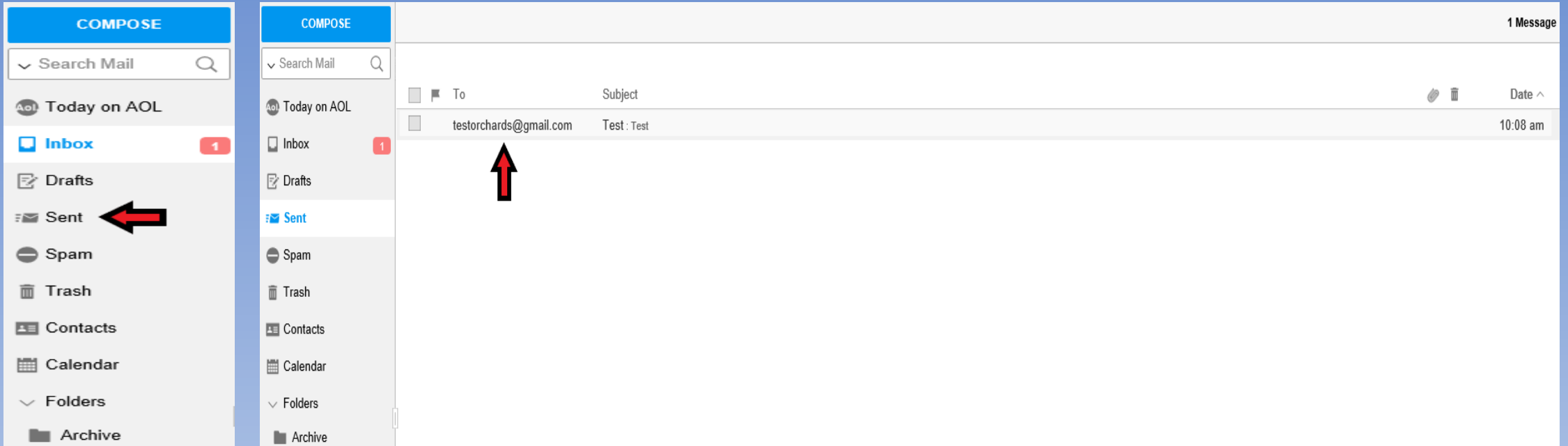
- New message screen will appear
- Fill in the boxes
  - To –Address email will be sent to
  - Subject –Title of email
  - Enter message below Subject box
- Click SEND





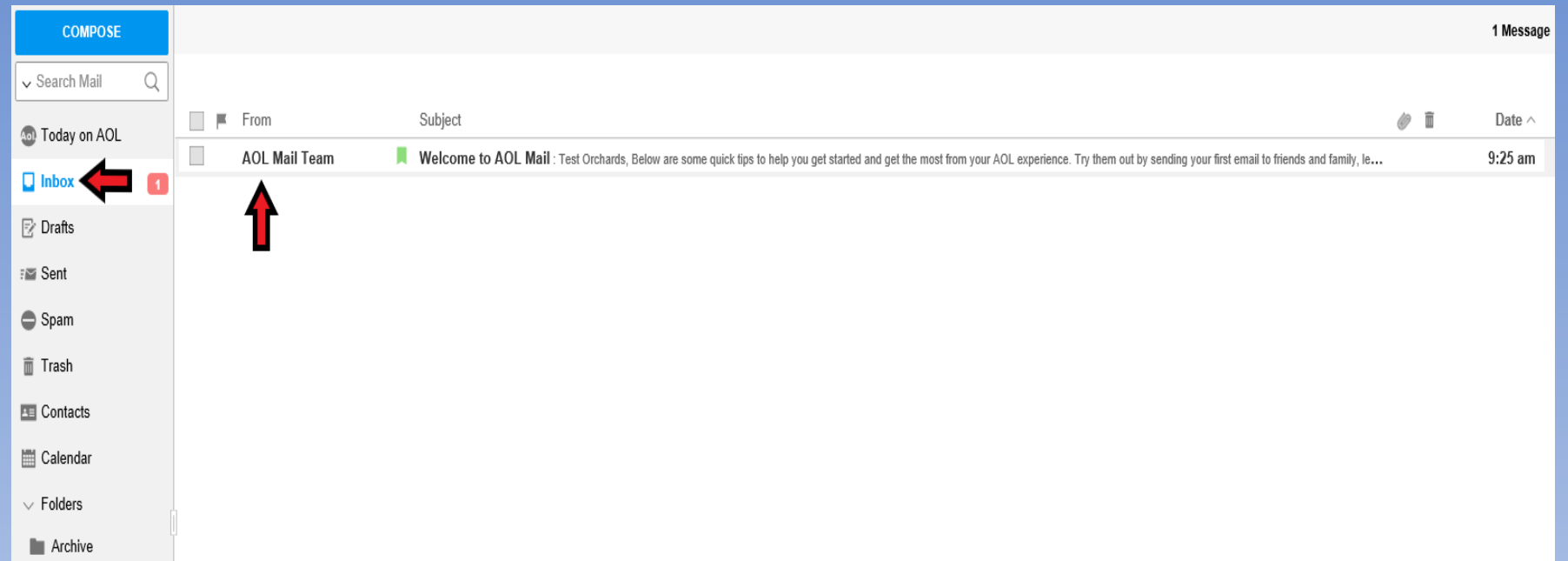
# Viewing Sent Emails

- Click Sent from Inbox screen
  - Sent box screen will appear
  - Click on an email to view



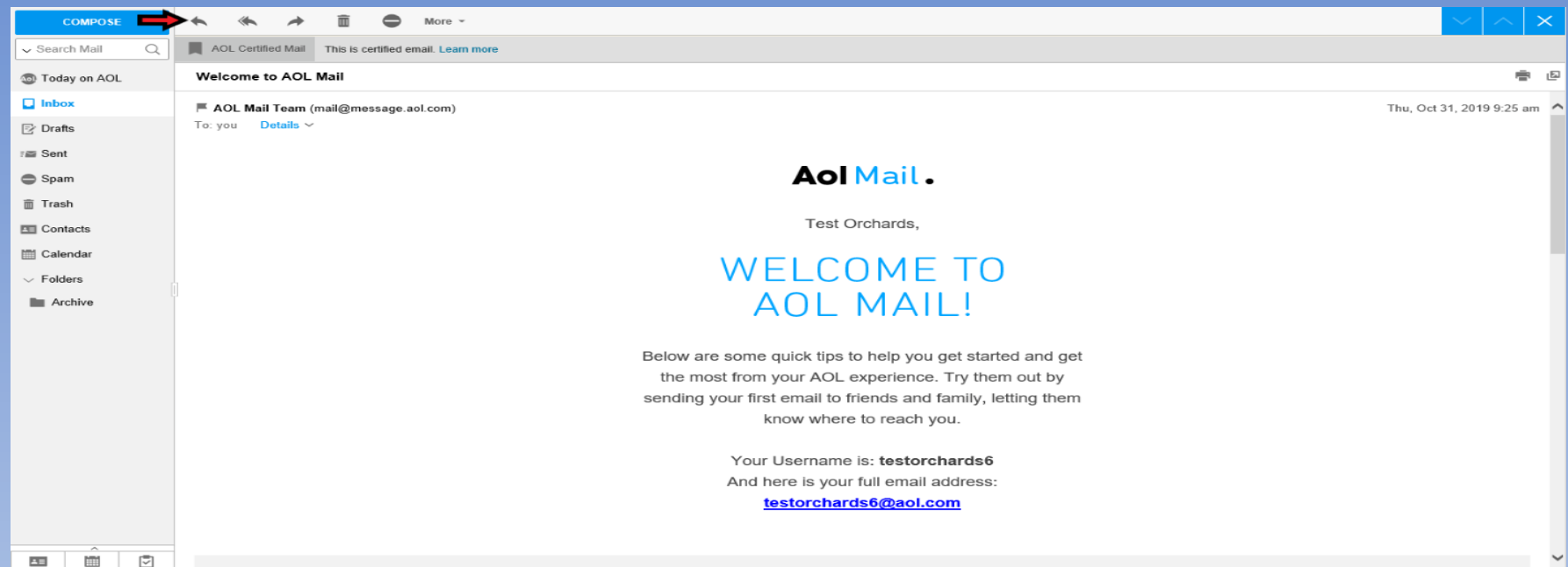
# Receiving an Email

- Emails appear in your Inbox
  - Click on an email to view



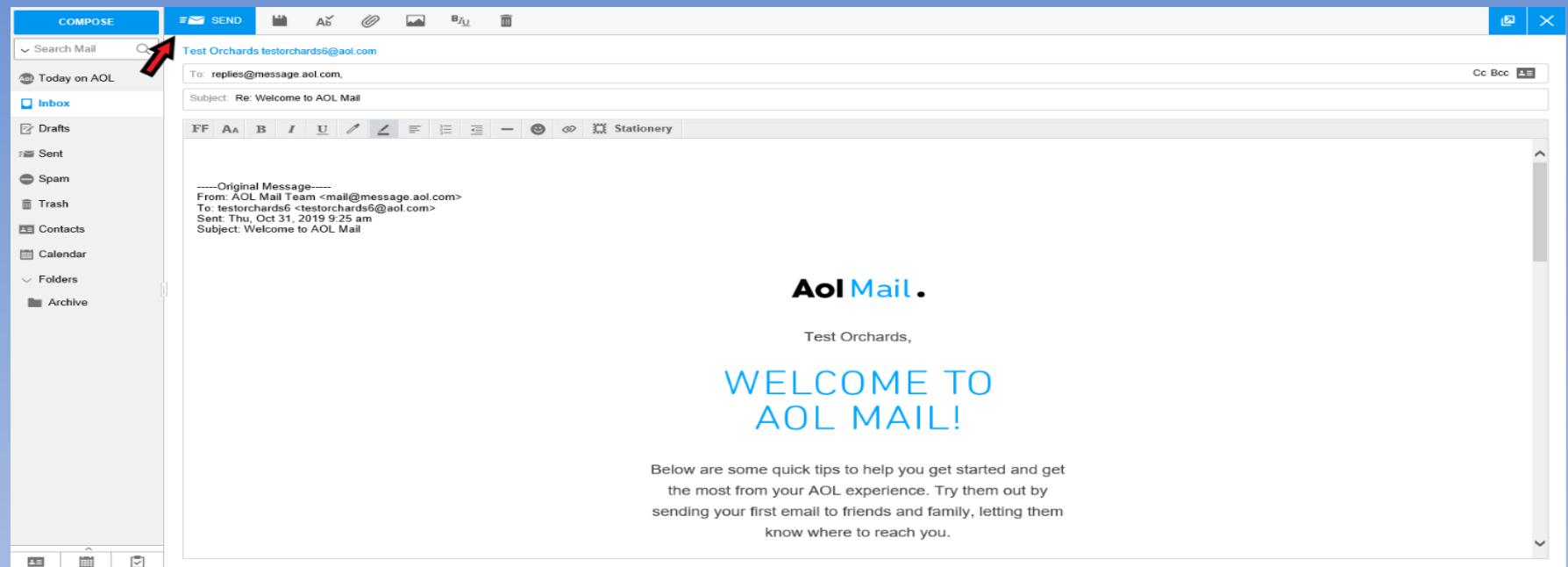
# Replying to an Email

- While viewing an email
  - Click the Reply button shown below



# Replying to an Email (continued)

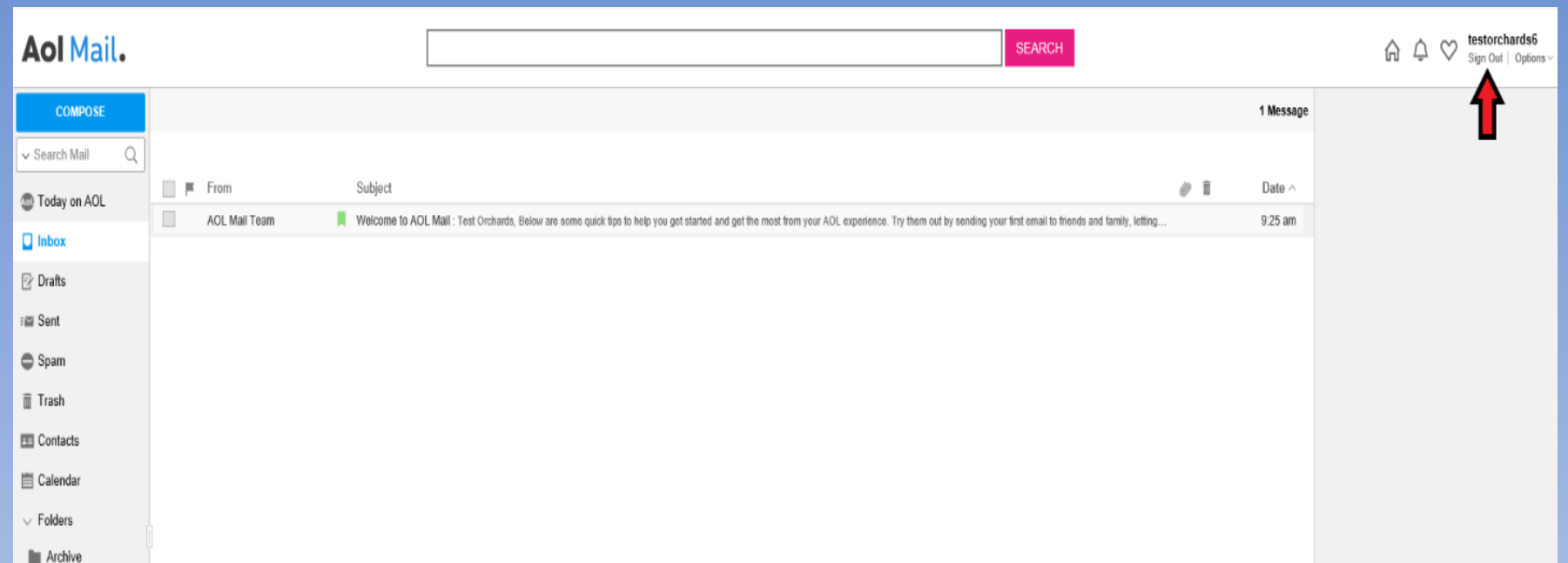
- The message screen will appear
  - Type your message
- Click SEND



# Logging In and Out of AOL

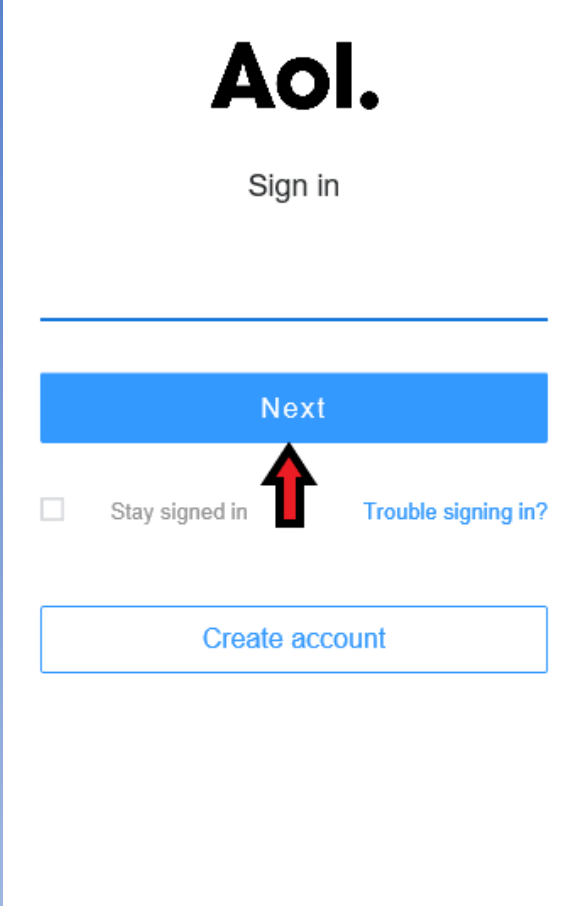
# Logging Out of AOL

- Click Sign Out button
  - Found under account name



# Logging In - After Account was Created

- Go to [www.aolmail.com](http://www.aolmail.com)
- Enter your email address
- Click Next



**Aol.**

Sign in

---

Next

Stay signed in [Trouble signing in?](#)

Create account

# Logging In - After Account was Created (continued)

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

