PALO ALTO VETERANS EMPLOYMENT

VA PALO ALTO HEALTH CARE SYSTEM

I. HOW TO START AN EMAIL ACCOUNT

1. Go to one of key websites that let you obtain an email account:
    a. **Gmail**
    b. Yahoo mail
    c. Yahoo mail classic
    d. Hotmail
2. Once on the site, look for the icon that says **MAIL** and click on it.
3. On that page, look for the icons that say phrases such as **SIGN UP** or **CREATE AN ACCOUNT** and click on it.
4. Fill in everything on the **CREATE YOUR ACCOUNT** page (write down and save your username and password and be sure to keep in a safe place).
5. Click **SUBMIT**. (Different email services provide different icons to click to finalize the set up of your account, i.e. **submit**, **create your account**, etc.).

II. HOW TO EMAIL DOCUMENTS

1. Copy and Paste documents into an E-mail:
    a. Open your E-mail Account and select **COMPOSE** or **NEW** to send an E-mail
    b. If your document is saved on a **Removable Storage Flash Drive**, insert your Drive into a USB port.
    c. Minimize the E-mail window
    d. Double click on the **MY COMPUTER** icon on the desktop
    e. Double click on the **Removable Storage (G:)** and you will be able to see your documents saved on your drive
    f. Double click on your document (this will open your resume in MICROSOFT WORD)
    g. In the toolbar at the top of the screen, click **EDIT** and then click on **SELECT ALL**
    h. Again, go up to the **EDIT** menu on the toolbar and select **COPY**
    i. Click back to your E-mail Account and the **COMPOSE** or **NEW WINDOW**
    j. Click onto the white body of the E-mail and click **EDIT** on the toolbar, then click on **PASTE**
    k. Once you paste the information, type in the address of a recipient in the box marked **TO.**
    l. Type a title of the email in the box marked **SUBJECT**
    m. You can type a brief **cover letter in the body** (big white box in the E-mail) to briefly explain the purpose of your E-mail.
    n. Click on the **SEND button**. A copy of the email you sent will be in your sent box.

2. Attach documents to an E-mail:

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a. If your document is saved on a **Removable Storage Flash Drive**, insert your Drive into a USB port.
b. Open your E-mail Account and select **COMPOSE** or **NEW** to send an E-mail
c. Click on the **ATTACHMENT** button (Look for a paperclip)
d. Click on the **BROWSE** button (this will allow you to select from your flash drive or from any other file)
e. Click on **REMOVABLE STORAGE (G:)** to open your drive
f. If your document is in a different folder (i.e. **MY DOCUMENTS**), click on that folder to open your document
g. Once you **click on the document of your choice,** click the **OPEN** button (If you are attaching more documents, repeat this step).
h. When done browsing, click **OK** or **ATTACH** to finalize the attachments to your E-mail message.
i. Type in the E-mail address of the recipient(s) in the box marked **TO**
j. Type a title of the email in the box marked **SUBJECT**
k. You can type a brief **cover letter in the body** (big white box in the E-mail) to briefly explain the purpose of your E-mail.
l. Click on the **SEND button**. A copy of the email you sent will be in your sent box.