

# mail.com

To create an account in **mail.com**, start by entering **mail.com** in the address bar. The “www” and anything else will be added automatically by your browser.

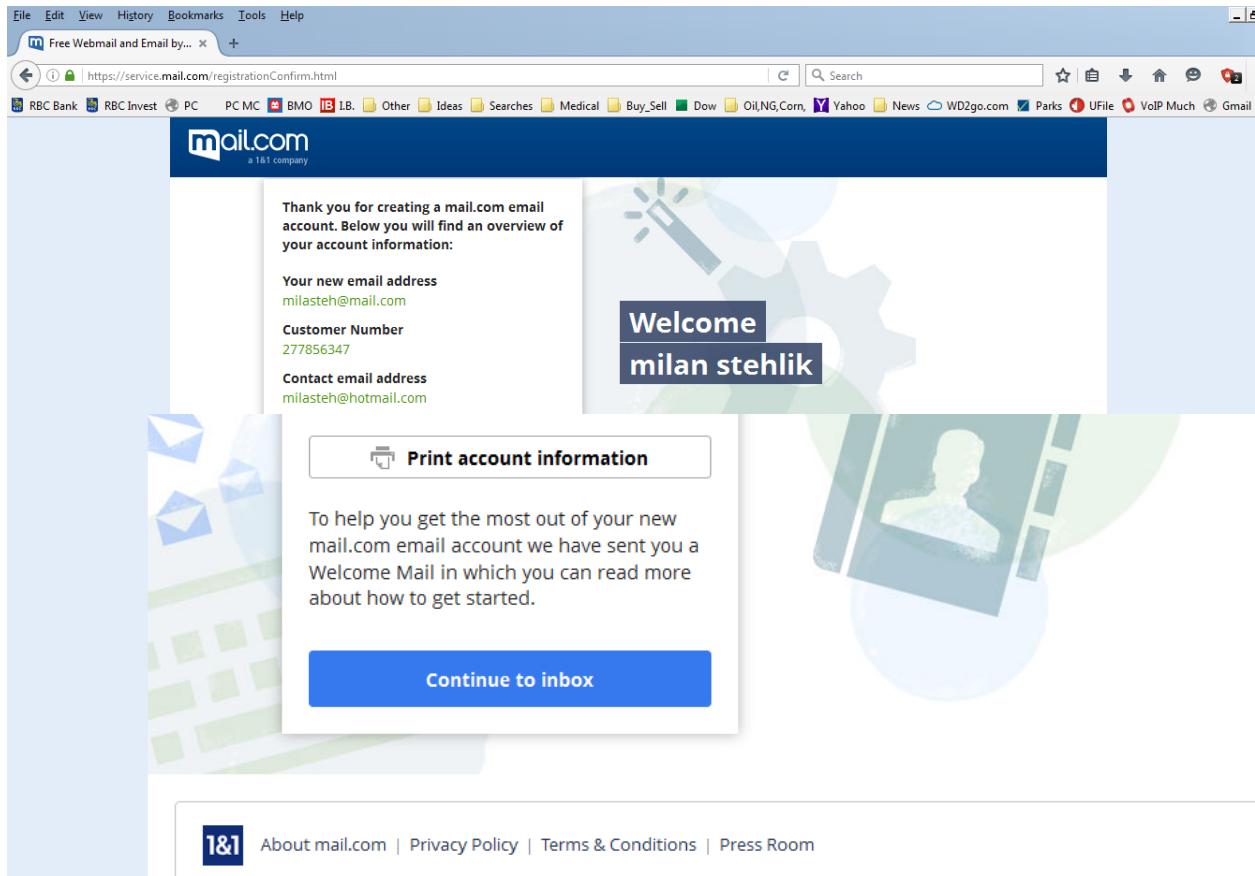


Then click on **Sign up**

Fill out the form. If you wish to use a nickname or your second name, you can do that. Make sure, you write all the data down, so you will not forget anything.

When signing up for a web based mail, I stay away from the sites that ask for my cell phone number.

When everything is OK, you will get this page:



As suggested, write, or print your account information (there are too many people who forget their passwords, ID numbers, security questions and answers, etc. etc.).

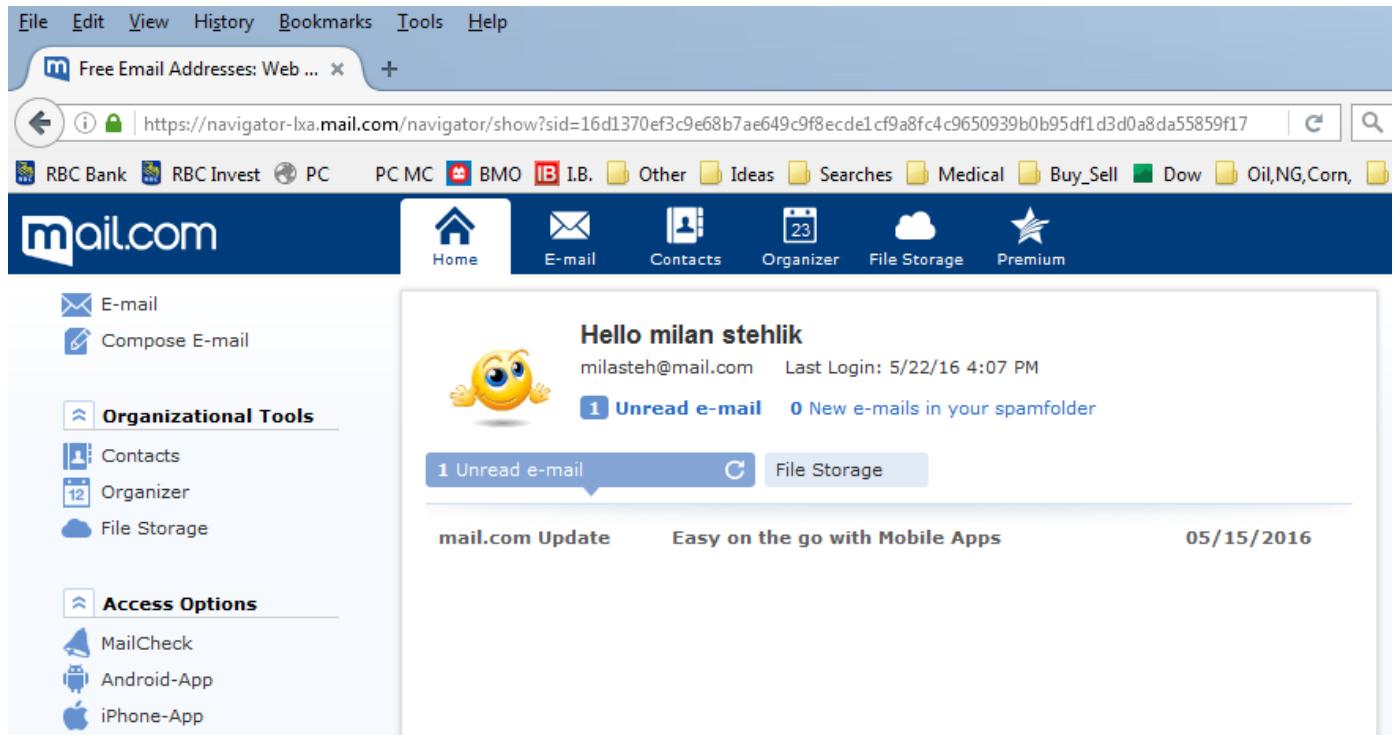
Now you are ready to [Continue to inbox](#)

**On the next page, look for the: No thanks, [go to mail.com](#) (in small letters at the bottom).**

After all you just wanted a free email, so why pay for all the extra features, unless you may have some business reason to use them.

Now you should be able to see your mail page.

Typically, it opens in the **Home** folder:

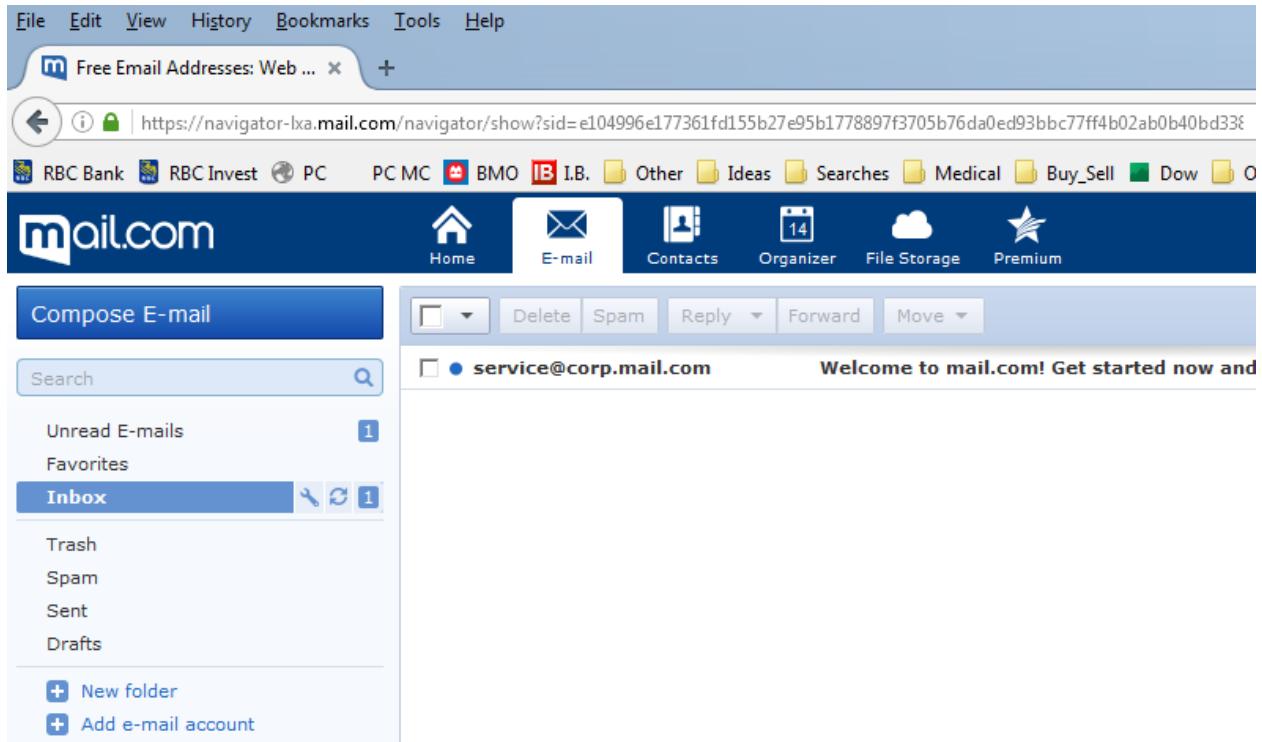


The screenshot shows the mail.com web interface. At the top, there is a navigation bar with links for File, Edit, View, History, Bookmarks, Tools, and Help. Below the navigation bar is a toolbar with various icons: RBC Bank, RBC Invest, PC, PC MC, BMO, I.B., Other, Ideas, Searches, Medical, Buy\_Sell, Dow, Oil,NG,Corn, and Premium. The main header says "mail.com". Below the header, there is a sidebar with the following sections:

- E-mail**
- Compose E-mail**
- Organizational Tools**
  - Contacts
  - Organizer
  - File Storage
- Access Options**
  - MailCheck
  - Android-App
  - iPhone-App

The main content area displays a greeting "Hello milan stehlik" with an email address "milasteh@mail.com" and a last login timestamp "Last Login: 5/22/16 4:07 PM". It also shows "1 Unread e-mail" and "0 New e-mails in your spamfolder". Below this, there are buttons for "Unread e-mail" and "File Storage". At the bottom of the content area, there are links for "mail.com Update", "Easy on the go with Mobile Apps", and the date "05/15/2016".

When you click on the **E-mail** icon, you will see the layout, you may be used to from other e-mails.

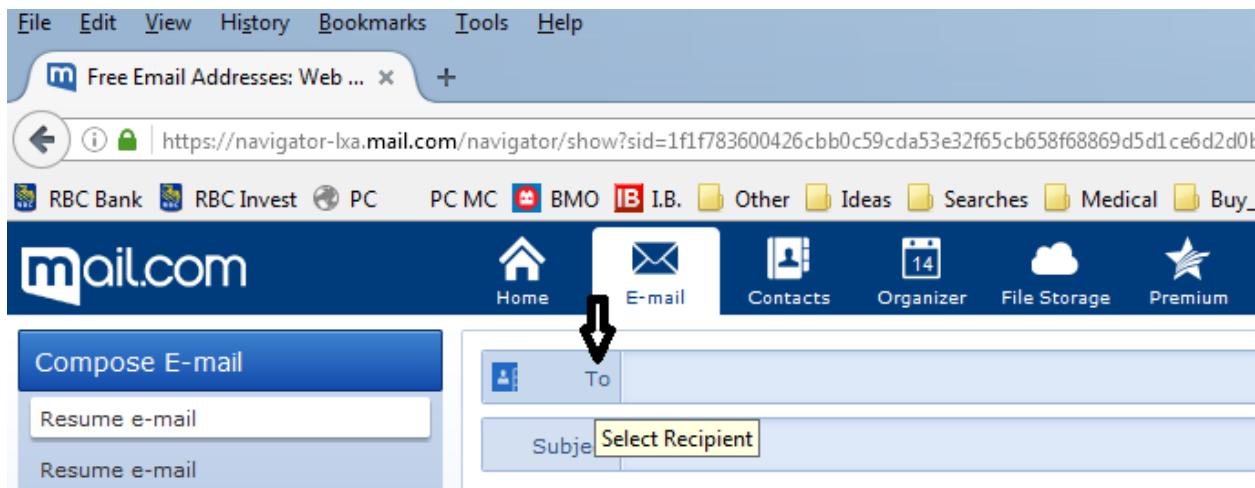


The screenshot shows the mail.com web interface with the E-mail icon selected in the toolbar. The main content area is a "Compose E-mail" screen. At the top, there is a toolbar with buttons for Delete, Spam, Reply, Forward, and Move. Below the toolbar, there is a search bar and a list of recipients: "service@corp.mail.com". A welcome message "Welcome to mail.com! Get started now and" is displayed. The left sidebar shows the following navigation options:

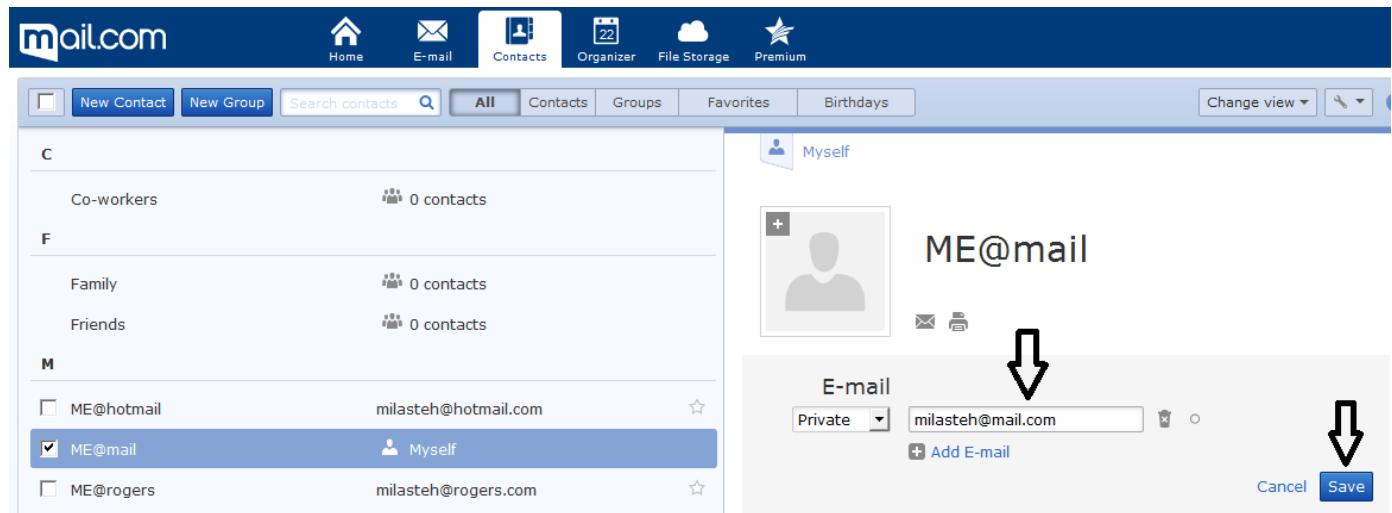
- Compose E-mail
- Search
- Unread E-mails (1)
- Favorites
- Inbox** (selected)
- Trash
- Spam
- Sent
- Drafts
- + New folder**
- + Add e-mail account**

Let's test the e-mail by sending a simple test message to yourself.

First, you have to add yourself to the **Contacts**. Notice that if you look at the Contacts, it looks like you have been automatically added (as **Myself**). If you start a new e-mail (by clicking on **Compose E-mail**) and click on the **To** (Select Recipient) and a particular contact is not showing (including **Myself**), the E-mail part of the contact has not been saved.



If you entered a new contact, and it is not showing up when you click the **To** (Select Recipient), make sure to **Edit the E-mail portion of the contact and click Save**.



Now you can test it by sending yourself a “test” email.

Send yourself another email with a link and a description on how to create a group.

Here is a suggested link: <https://help.mail.com/en/email/sending.html>

After you created a group (2 people will make a test group), email (forward) this email (how to create a group) to the group you just created.

Here is an example of the email:

## **Link and a description on how to create a group**

[\*\*https://help.mail.com/en/email/sending.html\*\*](https://help.mail.com/en/email/sending.html)

### **Creating a Group**

In addition to the pre-defined groups ("Friends", "Family" and "Co-workers"), you can create any number of custom groups.

#### **How to create a new group:**

1. Click the "New Group" button at the top left.



2. Give the group a name and click "Save" to confirm.
3. Click the "Add more Contacts" link
4. In the contact list (on the left), activate the check boxes of all contacts you want to add. You can restrict the list by filtering or using the search function.
5. Click the "Save" button on the right to confirm your selection.

Now you can use your new group. You can add new contacts to the group or remove them from the group at any time.

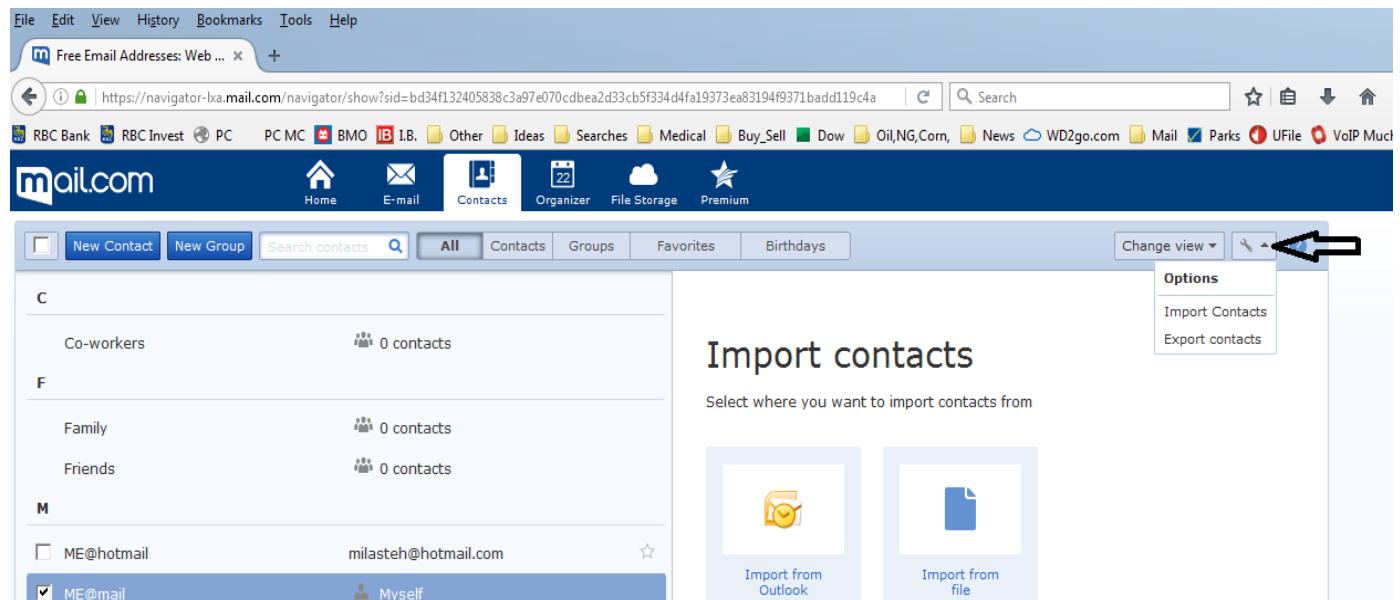
#### **How to create a new group in Contacts by drag and drop:**

This method only works if you already know at least two contacts who are to be members of the new group.

1. Drag one of the two contacts to the other.
2. Give the group a name and click "Save".
3. If required, add more group members by dragging them to the group using the same method.

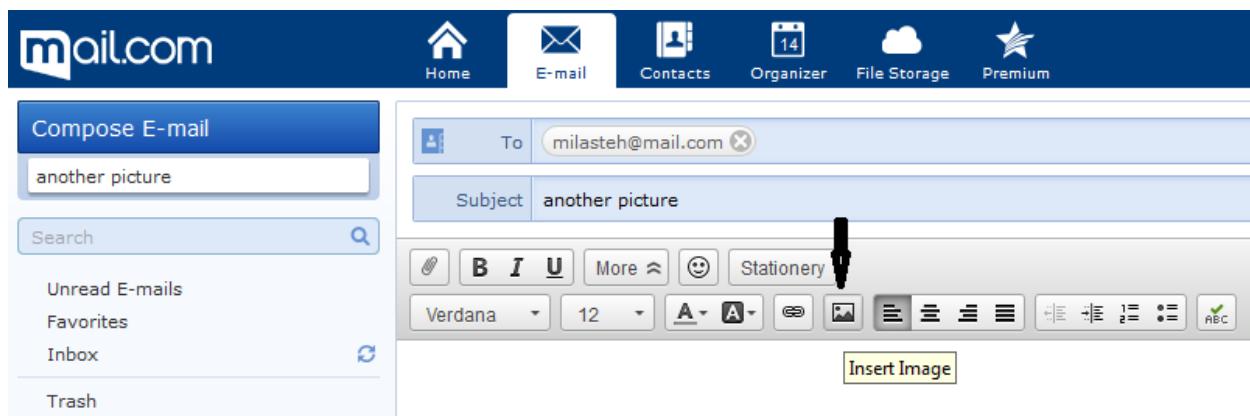
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To import contacts from other emails, click on the wrench icon then Import Contacts and follow the instructions:



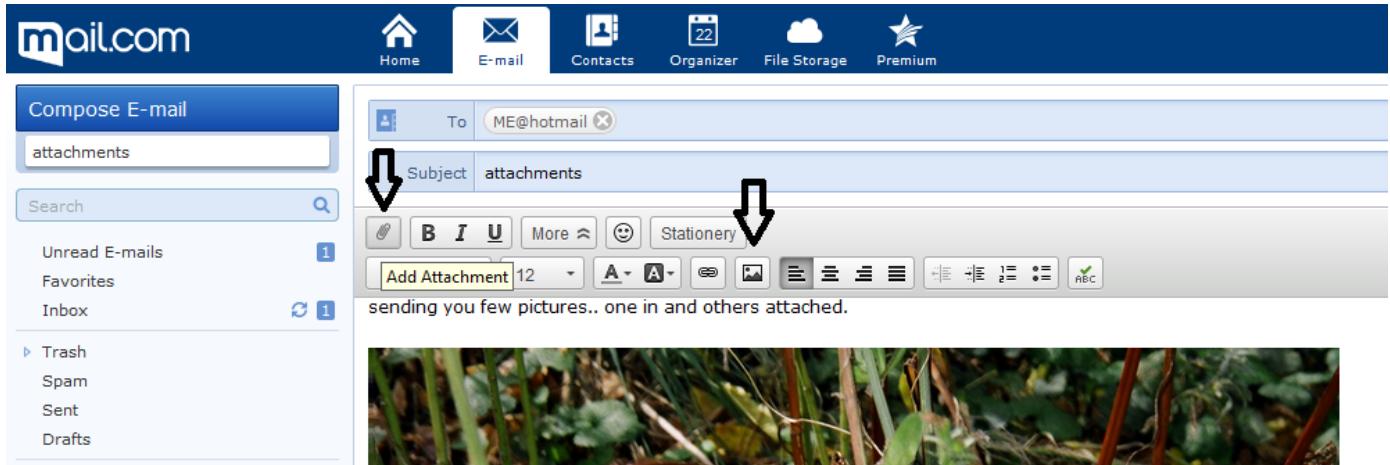
The screenshot shows the mail.com Contacts interface. On the left, there's a list of contact groups: Co-workers (0 contacts), Family (0 contacts), Friends (0 contacts), and a selected group 'ME@mail' (1 contact, with 'Myself' listed). On the right, a modal window titled 'Import contacts' is open, prompting the user to 'Select where you want to import contacts from'. It offers two options: 'Import from Outlook' (represented by an Outlook icon) and 'Import from file' (represented by a file icon). A black arrow points to the 'Import Contacts' link in the 'Options' dropdown menu at the top right of the modal.

For the next practice, let's find a picture, insert it into the email message and also attach it to the email. When inserting a picture into the email message, you cannot just copy and paste it (as in some other mail programs) you have to click the **More** button and then the "picture" icon indicated by the arrow.



The screenshot shows the mail.com Compose E-mail interface. The 'Compose E-mail' box contains the text 'another picture'. The 'To' field is set to 'milasteh@mail.com'. The 'Subject' field is set to 'another picture'. Below the subject, there's a toolbar with various formatting options, including a 'More' button. A black arrow points to the 'Insert Image' button in the toolbar.

To attach a picture (or any other file, or even multiple files) the process is very similar.



Click on the **paper clip** icon, select the pictures (files) then click the **Open** button. And you are ready to send.

