Connect to Your Career

1-2 Professional E-Mail Account

1. If you have not already done so, create a professional e-mail account. Consider using one of these providers. Write down your new email address.

• google.com

• yahoo.com

• msn.com

• aol.com

• zoho.com

• outlook.com

• iCloud.com

<<Place Answer Here>>

2. Complete your account by providing information for all of the required fields. Make certain the account profile is 100 percent complete.

3. Since many users never read the user terms of agreement, they miss the part that indicates that e-mail is not private, but owned by the host company. Potentially, the e-mail provider has access to read, flag, or track communication sent and received without the user’s permission or consent. Do you think this a violation of privacy? Explain why or why not.

<<Place Answer Here>>

4. Add the URL for your e-mail provider to your favorites or bookmark it in your browser.

5. Save your Word document as *FirstnameLastname\_*EmailAccount.docx (i.e., JohnSmith\_ EmailAccount.docx).