

# SETTING UP YOUR OWN EMAIL ADDRESS

Job applications can be completed in a variety of ways. Some employers require typed (or even handwritten) letters; some are by individual or group interview; others are by phone. But by far the most common method is by email.

## HOW DO I START?

1. Open up Internet Explorer and type in the following web address at the top of the page:  
[www.outlook.com](http://www.outlook.com)
2. Click on the 'Sign Up Now' link on bottom of the page
3. This takes you to the 'Microsoft Account'
4. Enter your First name and Last name, then click 'Or get a new email address'



First name	Last name
<input type="text"/>	<input type="text"/>
User name	
<input type="text"/>	
<a href="#">Or get a new email address</a>	

(Note: your user name is visible by the receiver of your emails, so remember to keep it professional!)

6. You now have your own email address!

Don't forget to write your address and password down and keep them safe in case you ever forget.

## EMAIL ETIQUETTE. WHAT IS IT?

Using email effectively and professionally is important. Incorrect context, bad spelling, grammar and punctuation can undermine your first chance to impress a prospective employer.

## WHY DO WE NEED EMAIL ETIQUETTE?

**Professionalism:** by using proper email language we convey a professional image.

**Efficiency:** emails that get straight to the point are much more effective than poorly worded emails.

**Accuracy:** accuracy will protect you from being misinterpreted.

**Here are a few tips to help you:**

1. Be concise and to the point
2. Answer all questions, and pre-empt further questions (minimise the number of emails sent)
3. Use correct spelling, grammar and punctuation
4. Answer emails promptly
5. Do not attach unnecessary files
6. Use proper structure and layout
7. Never write in CAPITALS (it looks like you're shouting!)
8. Read the email before you send it (even better, get someone else to!)
9. Take care with abbreviations and acronyms (not everyone will get them!)
10. Be careful with formatting (break it up into short paragraphs)
11. Do not copy a message or attachment without permission
12. Don't use emails to discuss confidential information. (Remember, your emails can be forwarded to anyone.)
13. Use a meaningful subject in your heading
14. Avoid long, convoluted sentences

Now you're on your way, so good luck.