

## How to Set Up a Yahoo 360° Account

**Objective:** to create an account and profile, upload a photo, invite friends, check messages, and send messages for online networking

□ **STEP 1: Create an Account at <http://360.yahoo.com>**

- Click Get Started or
  - Click Sign Up



Don't have a Yahoo! ID?  
Signing up is easy.

[Sign Up](#)

- Type your name

### 1. Tell us about yourself...

My Name

- Click on the arrow to the right of the box for Gender
  - Select your gender

Gender

- Click on the arrow to the right of the box for Month
  - Select the month you were born
- Type the day and year of your birth

Birthday

- Click the arrow to the right of the box that completes the phrase "I live in"
  - Select where you live from the choices provided

I live in

- Enter your ZIP code or Postal Code

Postal Code

- Create a Yahoo! ID and password

- By creating a Yahoo! ID, you are also creating a Yahoo! Email address
  - ID@yahoo.com
  - Click Check to see if the ID is already being used by someone else

## 2. Select an ID and password

Yahoo! ID and Email  @ yahoo.com   
Password  Password Strength   
Re-type Password

- Type an alternate email address
- Click on the arrow to the right of the box for Security Question
  - Select a security question
- Type the answer to the security question in the box next to Your Answer

## 3. In case you forget your ID or password...

Alternate Email   
Security Question   
Your Answer

- Type in the box to the right of Type the code shown the letters and numbers that you see in the big box

Just a couple more details...

Type the code shown   
[Try a different image](#)  


- Click Yahoo! Terms of Service and read the terms of service
- Click Privacy Policy and read the privacy policy

- **Click inside the box if you agree with the Yahoo! Terms of Service and Yahoo! Privacy Policy**

Do you agree?  I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.

For your convenience, these documents will be emailed to your Yahoo! Mail account.

- **Click Create My Account**

**Create My Account**

- **Type a nickname you want to use on Yahoo! 360°**

Create a nickname:

This is how other people will identify you on Yahoo! 360°.

- **Click on the arrow to the right of the box labeled Confirm email address**

- Select the email address you want Yahoo! to use to send messages to you

Confirm email address:

- **Click Add a new email address if you want to use an email address not shown in the selections of the drop-down menu for Confirm email address**

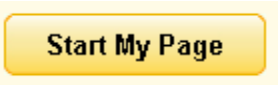
[Add a new email address.](#)

- **Click Continue**

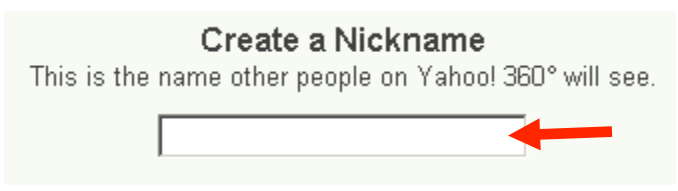
**Continue**

## **STEP 2: Create a Yahoo! 360° Page**

- **Click Start My Page**



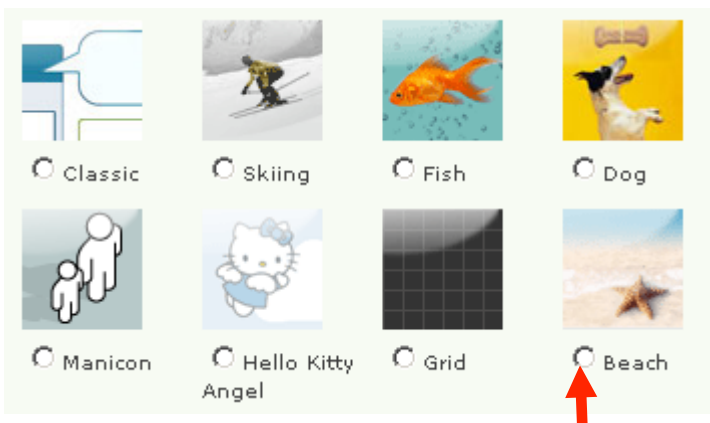
- **Type in a name you want to be known by on Yahoo! 360°**
  - If you already created a nickname, you can change it here if you want or click [Skip this step](#) in the lower left corner of the screen



- **Click Continue**



- **Click in a circle below an icon to select a background**
  - There are more options available later and you can always change the background



- **Click Continue**



- **Type in your interests or what you want to recommend**
  - You can change or add to the list whenever you want
  - Use a comma to separate each item

My interests:

Separate items with a comma (ex: hiking, poetry, travel).

- **Type in your favorite music**
  - You can change or add to the list whenever you want
  - Use a comma to separate each item

Music I like:

Separate items with a comma (ex: Madonna, Moby, The Strokes).

- **Click Finish**

**Finish**

### **STEP 3: Create a Profile**

- **Click My Page**

[Home](#) | [My Page](#) | [My Blog](#) | [My Friends](#) |

- **Scroll down to the bottom of the page**
- **Click Create Profile**

**Create Profile**   
[What is a profile?](#)

- **Click the arrow on the right side of the box regarding Privacy Level**
  - Select who has permission to view your Yahoo! 360° page
  - If you select Public, then it is available for anyone and everyone to see

**Privacy Level**  
 Simple  Expert  
Can be seen by:  
Public   
Public  
Friends of friends  
Just me (private)  
Friends

- **Type a brief description of yourself**
  - Include whatever information you want to share with the people you connect with
- **Hit Tab**

About me:

(Describe yourself or your interests to the people you want to connect with.) 250 characters left.

- **Type the name of a city where you have lived**
  - If you want to share places you have lived, you can include the following information:
    - City
    - State
      - Click on the arrow to the right of the state box and select the state
    - Country
      - Click on the arrow to the right of the country box and select a country
    - ZIP Code or Postal Code
    - Year you began living in the place and year you ended living there
- **Click the box to the left of Current if this is where you currently live**

Places I've lived:

City

State

Country

Zip/Postal Code

Start Year  to End Year   Current

- **Click Add a New Place if you want to list more places you have lived**
  - You can list a maximum of 5 places you have lived

(Maximum 5)

- **Type the URL for your Web site if you have one (http://www.domainname.com)**

Homepage:

Limit 250 characters.

- **Add your employment history**
  - Type information about companies where you worked
    - You can include a maximum of 5 companies
    - Follow basically the same procedure you did for adding places you have lived


Companies:


Company Name

Occupation

Job Title

City

(select)   
State

US   
Country

to   
Start Year End Year


(Maximum 5)

- **Add your educational background**


- Click on the arrow next to the box for Degree/Program to select the degree or program that applies to you
- A maximum of 5 schools may be added


Schools,  
Colleges and  
Universities:

School Name

(select)   
Degree/Program

City

(select)   
State

US   
Country

to   Current  
Start Year End Year

(Maximum 5)

- **Click in the box next to the languages that you speak fluently**

Languages Spoken:

<input type="checkbox"/> English	<input type="checkbox"/> Arabic
<input type="checkbox"/> Bengali	<input type="checkbox"/> Catalan
<input type="checkbox"/> Chinese - Cantonese	<input type="checkbox"/> Chinese - Mandarin
<input type="checkbox"/> Chinese - Other	<input type="checkbox"/> Dutch
<input type="checkbox"/> French	<input type="checkbox"/> German
<input type="checkbox"/> Hindi	<input type="checkbox"/> Italian
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Russian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Tamil
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other

- **Type a quote inside the text box**
  - If there is a particular quote you like, you can include it in your profile

Quote:

100 characters left.

- **Click in the box next to Current if you want this to be your current profile**

Current

- **Click Save**

**STEP 4: Add a Photo**

- **Click My Page**

Home | My Page | **My Blog** | My Friends |

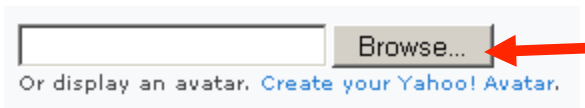
- **Click Add a Photo**



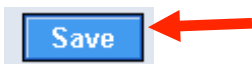
[Add a Photo](#) ←  
[What is a profile photo?](#)

- **Click Browse**

- Find the folder on your computer containing the photo you want
- Select the photo
  - Maximum size is 5MB
  - Format is JPEG (.jpeg or .jpg or .jpe)



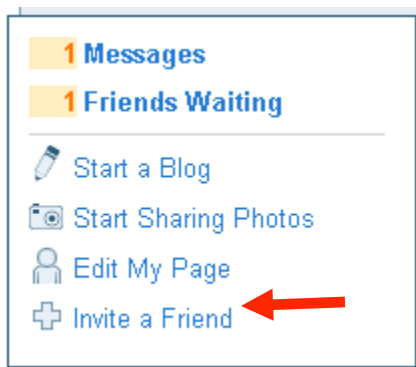
- **Click Save**



□ **STEP 5: Add Friends**

- **Click Invite or**

- Click Invite a Friend



- **Type the email addresses of the people you want to invite as friends**
  - Separate each email address with a comma

To:

Separate email addresses with commas.

- **Yahoo! 360° has a standard message that it uses, but you can replace it with your own message if you want**

**Add a Personal Message:**

I've created my own place on Yahoo! 360 and I'd like you to connect to me so we can stay in touch. You can view my blog, my photos, my lists - and all sorts of things that matter to me. You can create a personal page and blog of your own, which will be linked to mine. That way you'll always know when I post something new.

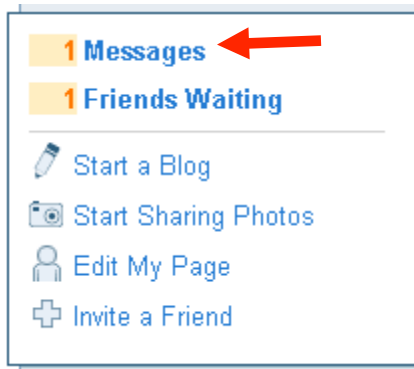
- **Type the text that you see on the left into the text box on the right**



- **Click Send Invitation**
  - If you want to preview your message before sending it, click Preview Invitation
  - On the preview page, you have an option of editing your message and/or sending it

#### **STEP 6: Check Messages**

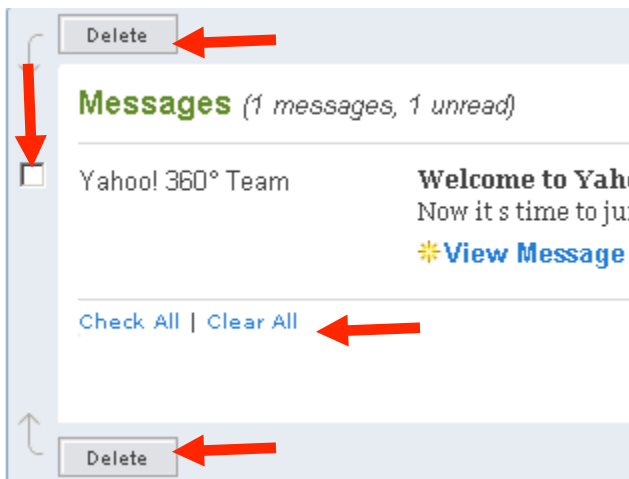
- **Click Mailbox or**
  - Click Messages
  - If you have new messages in your mailbox, the number of new messages is displayed next to Messages



- **Click View Message**
  - Click View Message below each message to read that message

[\\*View Message](#) ←

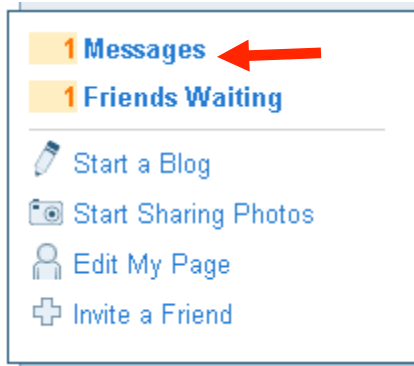
- **Click the box to the left of a message you want to delete**
- **Click Delete**
  - To delete all messages Click Check All > Clear All
  - The system automatically deletes messages after 120 days



#### □ **STEP 7: Send Messages**





- **Click Mailbox or**
  - Click Messages

| My Friends | Mailbox | **Compose** |

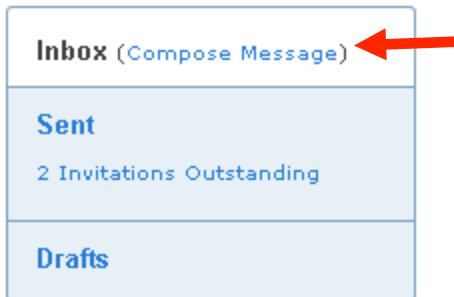


1 Messages  
1 Friends Waiting

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 Start a Blog  
 Start Sharing Photos  
 Edit My Page  
 Invite a Friend

- **Click Compose Message**



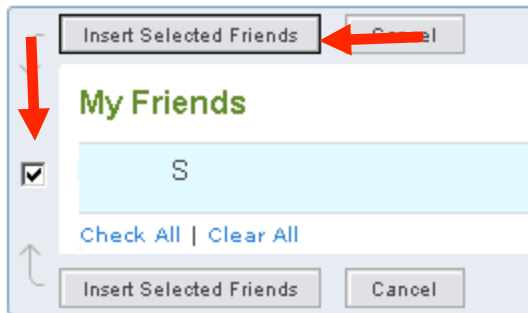
**Inbox** (Compose Message)  
**Sent**  
2 Invitations Outstanding  
**Drafts**

- **Click Select Recipients**

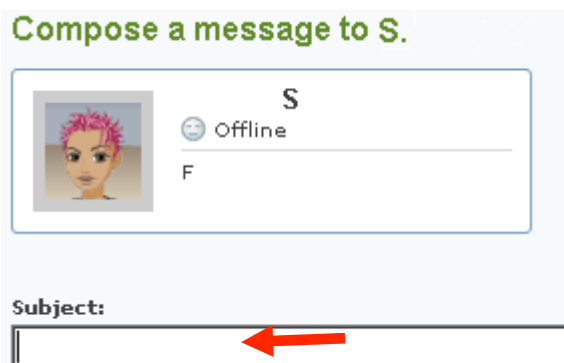


**To:**  
Select Recipients

- **Click in the box next to the name of the Yahoo! 360° friend you want to send a message to**
- **Click Insert Selected Friends**



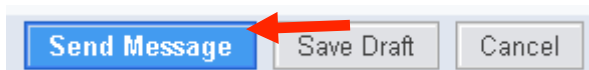
- Type the subject of your message in the text box below Subject
- Hit Tab



- Type your message in the text box below Message



- Click Send Message



#### ❑ STEP 8: Modify Settings

- Click Settings



- **On the right side of the screen you will see the box for “Can be seen by”**
- **Click the arrow to the right of the box**
  - Select who you want to be able to view the information
    - Each of the following items has its own “Can be seen by” box:
      - Name
      - Current Location
      - Age
      - Email Address



- **Scroll down the page and see what information is always on public display**
  - **Email Address**
    - The email address you entered when you created your account will be visible
    - You can select that email address as your primary email address, which is what Yahoo! 360° uses to send you messages
    - Click [Add a new email address](#) if you want to add an additional email address
    - Click the box next to each email address that you want people to be able to use to search for you on Yahoo! 360°

**Primary Email Address**  
Select an email address.

select as primary

select as primary

[Add a new email address.](#)

- **Mature Content**

- You can choose not to see blogs that contain “adult-oriented” content

**View Mature Content on a Blog**

Yes, let me view it.

No, do not display it.

- **Friend Search**

- Click inside the box if you want people to be able to search for you by the email addresses you selected and by your first/last name

**Friend Search**

Yes, allow people to find me by my first/last name and email addresses selected above.

- **Click Save**

- You could have clicked Save & Continue after you made each change instead of waiting until all changes were made

- **STEP 9: Create an Avatar**

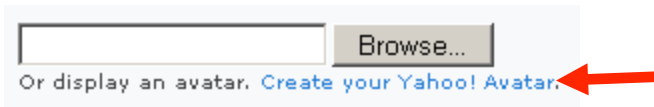
- **Click My Page**

- **Click a Photo**

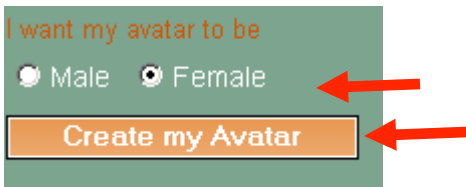


**Add a Photo**  
What is a profile photo?

- **Click Create Your Yahoo! Avatar**



- **Click in the circle next to the gender or the avatar you want**
- **Click Create My Avatar**



- **Click on the tabs to see the choices you have for customizing your avatar**



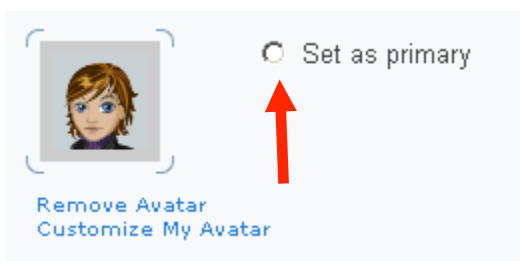
- On the left of the screen is the preview of your avatar
- Experiment with the different choices until you create the avatar you want



- Experiment with the pan and zoom controls to get a head shot or a full figure look, whichever you want
- **Click Save Changes when you are finished**



- **Click the circle next to “Set a primary” to use the picture as your avatar**



- **Click Save**



#### □ **STEP 10: Exit Yahoo! 360°**

- **Click Sign Out**

