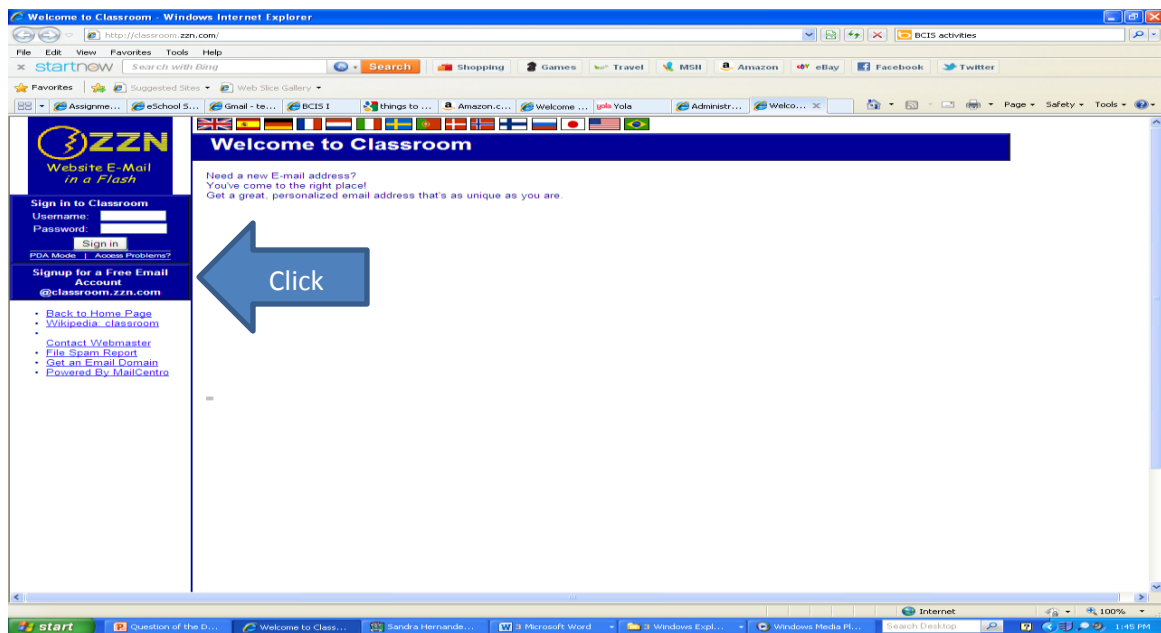


# Create an Email Address

Go to [classroom.zzn.com](http://classroom.zzn.com)

Hold down your Ctrl Key and Click on above Link

It will take you to this website, Click on Signup for a Free E-mail Account



Type in First and Last name and Click Signup

Choose your E-mail address and Complete Form

Password must be at least 4 Characters

When complete type in Confirmation Code and click Continue

You now have an E-mail address

## Select Your New Information



**Right Click on your selection and Click on Copy**

**Open up Microsoft Word**

- **Click on Start**
- **Go to All Programs**
- **Microsoft Office**
- **Click on Microsoft Word**

**Right Click on Top of Page and Select Paste**

**Click on File, Go down to Save As, Click on Desktop on Left hand Side, Double Click on Your Folder, Type Email ID in the File name and Click Save**