

# How to sign up for T-mail

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**Step One:** Go to City of Thornton Web site and click on T-mail icon...

The screenshot shows the City of Thornton website interface. On the left, there are three main navigation sections: 'Online Services', 'Departments', and 'News You Can Use'. The 'News You Can Use' section contains a 'T-mail' icon with a speech bubble pointing to it that says 'Click on T-mail'. Other news items include '2010 election information', 'Fun for the kids at Funtaztikidz', and 'Curbside leaf collection'.

**Step Two:** In next window, click to sign up in the blue box...

**Want to be notified by e-mail about upcoming City events?**  
**T-Mail offers an exciting new way to receive your information...**

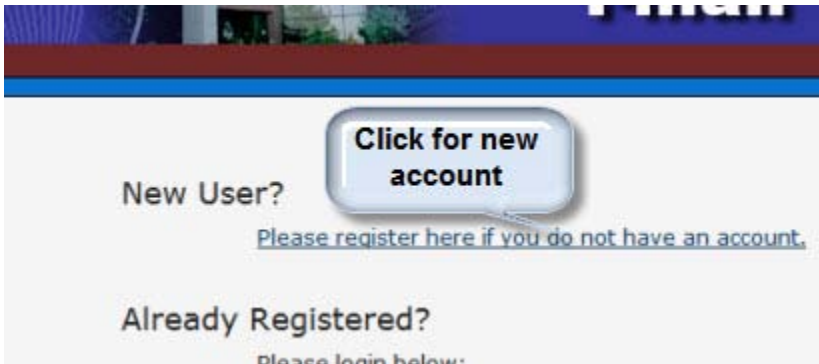
Sign up for *T-mail* Announcements from our City of Thornton offices. Depending on the list, you will receive one to once every few months — and you can unsubscribe at any time. It just takes two easy steps.

**Click to sign up**

**Step 1)** Check out our... [List Descriptions](#)

**Step 2)** *T-Mail* Announcements/Newsletters... [Sign up here — or edit your account info](#)

**Step Three:** In next window, click to set up an account...



**Step Four:** In next window, fill out and hit "Continue"...

The image shows a "New Account" registration form. At the top, it says "New Account". Below that, there is a line of text: "Type your email address and the password you would like to use and click". There are three input fields: "Email Address:" with the value "john.doe@cityofthornton.net", "Password:" with a masked password "\*\*\*\*\*", and "Retype Password:" with a masked password "\*\*\*\*\*". Below the input fields are two buttons: "Continue" and "Back to the login page.". A blue callout box with a white border and a shadow points to the input fields, containing the text "Fill out all".

**Step Five (A):** In the new account box, you only need to fill out two fields: your name at top of page ...

**New Account**

**General Information**

Full Name:   -- ▾

Company:

Address:

**Only need to fill out name**

**Step Five (B):** ... and a privacy selection at bottom of page. Then click "Create New Account" ...

**Privacy**

Would you like your personal information to remain confidential?

Yes

No

**Make privacy selection**

| [Back](#) to the login page.

**Step Six:** Congratulations! You have an account. Now lets go back, log in to our new account, and subscribe to an announcement list...

**Account Activation**

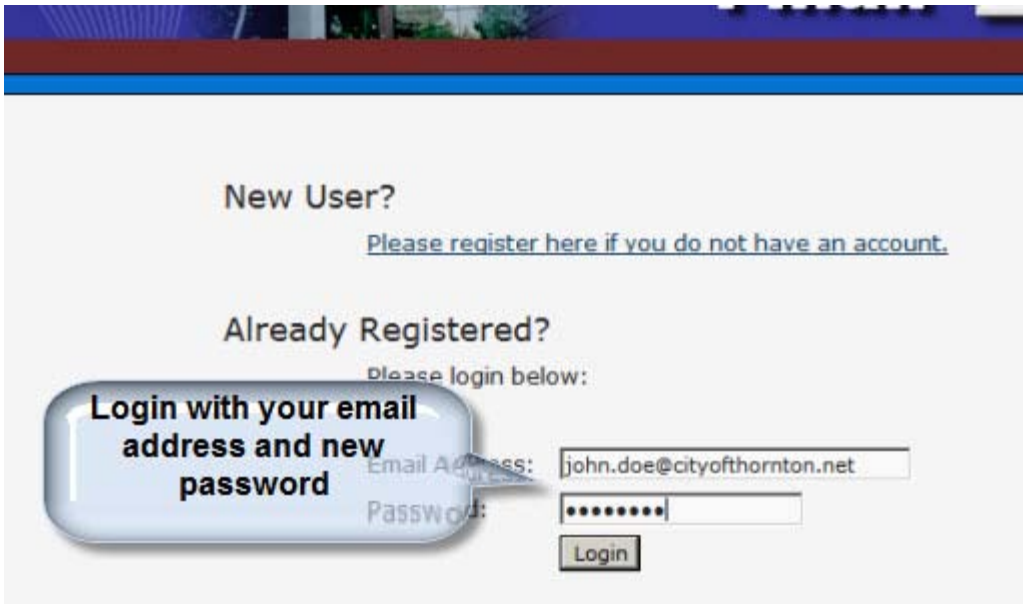
Account Successfully Created

[Back](#) to the login page.

**Go back to login page**

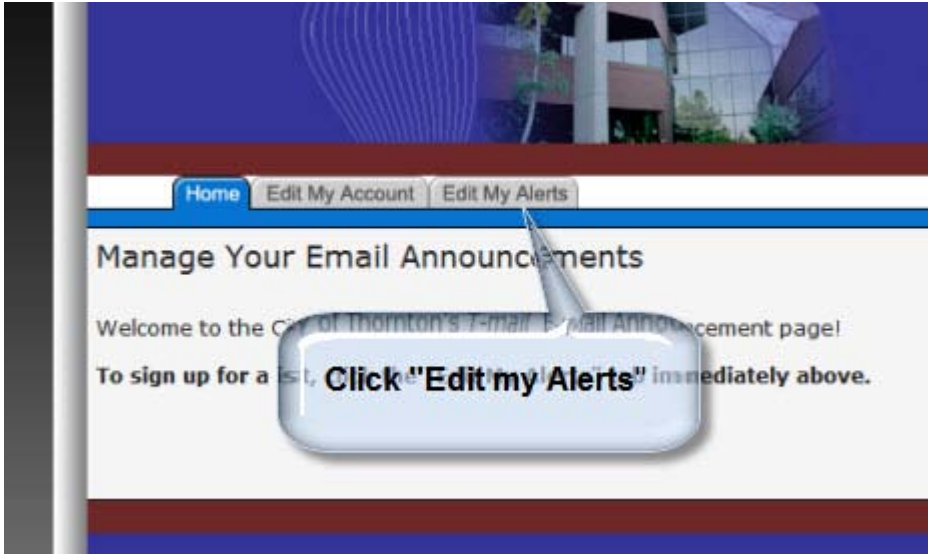
City of Thornton  
9500 Civic Center Drive, Thornton, CO 80229

**Step Seven:** Log in with your new password...



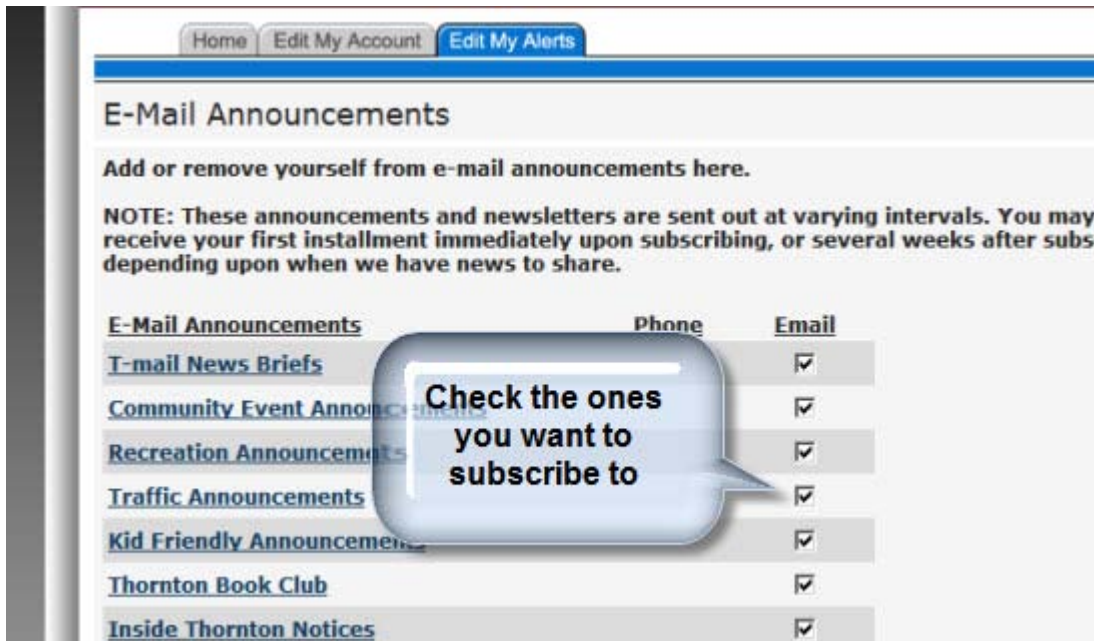
The screenshot shows a login page with a blue and red header. The main content area is white. At the top, it says "New User?" followed by a link: "Please register here if you do not have an account." Below that, it says "Already Registered?" followed by "Please login below:". There are two input fields: "Email Address:" with the value "john.doe@cityofthornton.net" and "Password:" with a masked password ".....". A "Login" button is below the password field. A blue callout bubble with a white border and a pointer to the "Email Address:" field contains the text: "Login with your email address and new password".

**Step Eight:** On your main Announcements page, choose "Edit My Alerts"...



The screenshot shows a page titled "Manage Your Email Announcements". At the top, there is a navigation bar with three buttons: "Home", "Edit My Account", and "Edit My Alerts". Below the navigation bar, the page says "Welcome to the City of Thornton's E-mail Announcement page!" and "To sign up for a list, Click 'Edit my Alerts' immediately above." A blue callout bubble with a white border and a pointer to the "Edit My Alerts" button contains the text: "Click 'Edit my Alerts'".

**Step Nine:** Select the announcements you want to receive, and the **click “Save”** at the bottom of the screen...



**Step Ten:** The red text tells you your subscriptions are updated. Go ahead and logout. You're done!...

