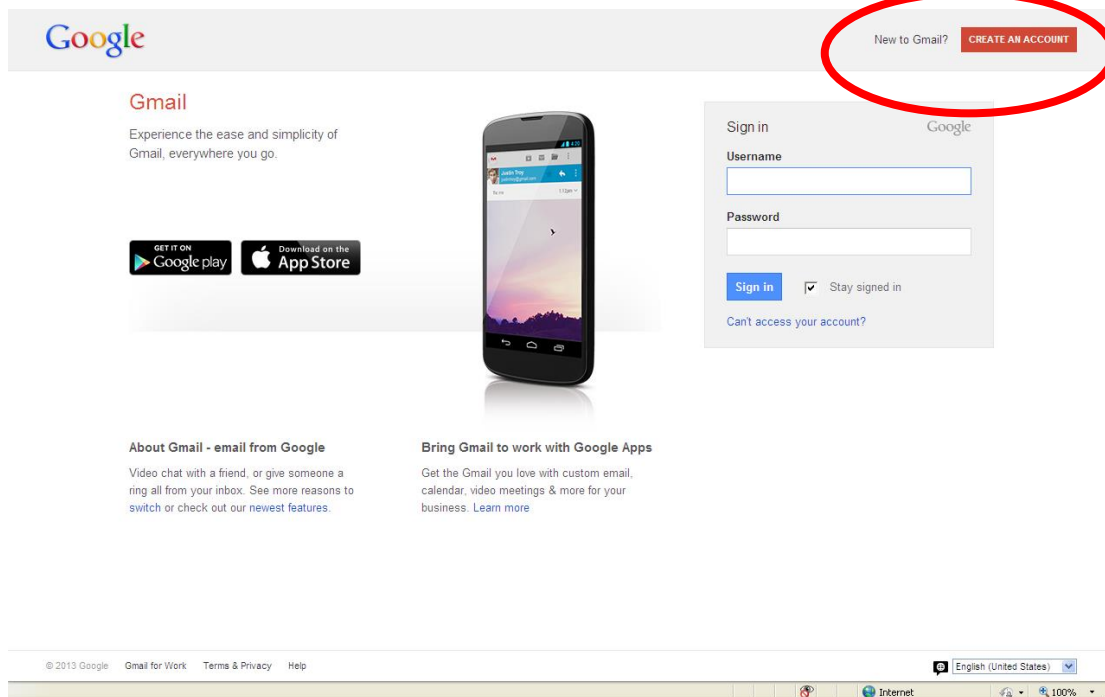


# GUIDE TO SETTING UP AN EMAIL ACCOUNT

This step-by-step guide will help you set up a free email account. You will need an email address in order to set up and online council account.

This guide uses Google's Gmail free service as an example. However, Gmail is only one provider of free email services, there are many more including Outlook which can be accessed at <http://uk.msn.com/> and Yahoo Mail which can be accessed at <http://uk.yahoo.com/>. The sign-up processes are similar and you are able to access your account from any **computer** or **mobile phone** that has an internet connection.

1. Visit website at <http://www.gmail.com>. It should look something like this:



2. Get a piece of paper to write down your information. You're going need it.

3. Click on the button "Create an account" at the top right hand corner of the page (circled in red in the image above).

#### 4. Your page should now look like this.



#### Your Google Account is more than just Gmail.

Talk, chat, share, schedule, store, organize, collaborate, discover, and create. Use Google products from Gmail to Google+ to YouTube, view your search history, all with one username and password, all backed up all the time and easy to find at (you guessed it) Google.com.



#### Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos, and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and even buy things with your phone using Google Wallet.



#### Share a little. Or share a lot.

Share selectively with friends, family (maybe even your boss) on Google+. Start a video call with friends, send a message to a group all at once, or just follow posts from people who fascinate you. Your call.



#### Work in the future.

Get a jump on the next era of doing, well, everything. Watch as colleagues or partners drop in a photo, update a spreadsheet, or improve a paragraph, in real-time, from 1,000 miles away. Google Docs is free with a Google Account.

Name

First  Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month  Day

Year

Gender

I am...

Mobile phone

+44

Your current email address

Default homepage

Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Location

United Kingdom

I agree to the [Google Terms of Service](#) and [Privacy Policy](#).

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization](#).

5. Enter your first and last name into the first two boxes as marked.

6. Choosing your email name. This name makes up the first half of your email address. This can be as simple or complicated as you want but try and keep it as simple as possible e.g. Joesmith197@. Google will now check the database and will allocate the address to you if it is not already taken otherwise it will suggest alternatives.

7. Now you can go to the next step. **The password!** Don't make your password too complex but don't make it too simple either. Your password for Gmail must be at least eight characters long. Like your email name, you can't use spaces. However, just about every other character, letters, numbers and symbols are allowed. Remember, you have to be able to memorise it at some point (if that's what you want) but **MAKE A NOTE OF IT FOR NOW SOMEWHERE SECURE**. Now, type this into the fourth block marked 'create a password'.

8. Next you will need to complete the section which asks for your Birthday, Gender and Telephone Number.

9. Next box: Recovery email. If you have another email address that you have access to, put that information in the box. When problems arise and you can't get into your account (for whatever the reason), instead of going through a lot of the other security procedures it will simply send the instructions to the Recovery e-mail address listed in your account. **NOW PRESS NEXT STEP**

**10. Word Verification:** This is known as a 'CAPTCHA' or 'Completely Automated Public Turing test to tell Computers and Humans Apart'. Basically, you're copying the letters from a picture and typing them into the box below it. It's a security feature designed to make sure that whoever is creating the account is a real person and not a computer program, since a computer program couldn't 'see' the picture to copy the words from.

To authorise your account you will either have to complete the CAPTCHA section or can opt to receive a call or text from Gmail that will give you instructions to confirm you are who you say you are, before finalising and making live your account.

**11. Terms of Service:** This is the legal part. Most people don't read these as they are filled with a lot of legal phrases that tend to confuse the layman. They just click the button marked 'I accept' and go on to the next step. However, if you don't read it and break the rules unknowingly it falls back to the old saying 'Ignorance of the law is no defence'. Having made that decision, click on the button 'I accept. Create my account'. Having clicked it, now comes the moment of truth. Did you fill everything in completely? Did you spell it correctly? Did you miss a box? You'll know in a moment.

**12.** If you missed anything or need to re-do something it will highlight that part in red letters. Just re-do those areas according to the instructions. You will probably be required to re-enter your password in the two boxes and go back to the bottom and click the button. If it happens again, go back through the instructions and make sure you didn't miss a step.

**13.** If you were successful you should see a welcome page and three emails sitting in your inbox. These welcome you to the service and provide a tour of how to use email on a day today basis.! When you use a computer in a public place **ALWAYS REMEMBER** to sign out after you have finished with your email!