



How to set up an email account:

You will need:

- A device that is connected to the internet. (Hint - If you're using a mobile device there may be charges applied)
- To be able to find a website
- To be able to complete a short online form
- To think about what you would like your email address to be
- To think about how you'll remember your password

Steps to set up an email account:

- Choose an email provider (for example Gmail, Yahoo, Outlook)
- Go to the website of your chosen email provider (Hint - Search for their name if you don't know the website address)
- Select the option to create a new account
- Choose an email address that is memorable (Hint - this is the part before the @ sign and it is something other people will see so choose carefully)
- Choose a memorable password that is safe and secure. (Hint - Longer passwords are more secure. Combining three random words makes a strong password)
- Read the terms and conditions. If you are happy with them, select to agree

Next steps:

- Start sending and receiving emails. (Hint - Always double-check the email address you're sending a message to, it's easy to mix up letters)

For more information, see the following Learn My Way courses:

- Using the internet
- Using online forms
- Using email