



How To Set Up an Email Account Guide

When making an email account. Firstly, decide what email you want to set up e.g., Gmail, Microsoft, iCloud. Use the internet explorer to search for a place to set up your email. I would suggest creating a (Gmail) google account as it is the least complicated and easier to navigate.

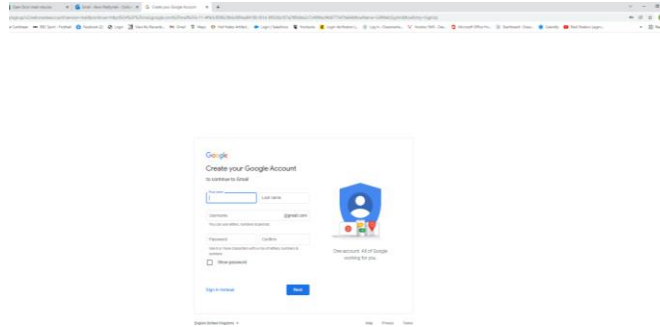
Open Google webpage. Click the red Sign In button, and then click the red Sign-Up button. This will take you to the "Create a new Google Account" page. As per Link Below.

<https://accounts.google.com/signup/v2/webcreateaccount?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2Ffe-11-4ffe5c809629b6c089aa8418b181d-99920a187a2f00dde2c7c48f4acf4d677547fa64&flowName=GlifWebSignIn&flowEntry=SignUp>

- **The buttons may change depending on the Google service you are signing in to. For example, Gmail has a "Create an Account" button instead of a "Sign Up" button**

Fill out the rest of the required information. You will need to enter your first and last name, your birthday (for age verification), your gender, your phone number in case you lose access to your account, and a verification email address. You also need to enter which country you reside in.

A screenshot of a mobile browser displaying the Google account creation page. The status bar at the top shows the time as 1:57, signal strength, Wi-Fi, and 80% battery. The page header features the Google logo and the text "Create a Google Account" followed by "Enter your name". There are two input fields: "First name" with the text "Minnie" and "Last name" with the text "Mouse". A blue "Next" button is located at the bottom right of the form area.



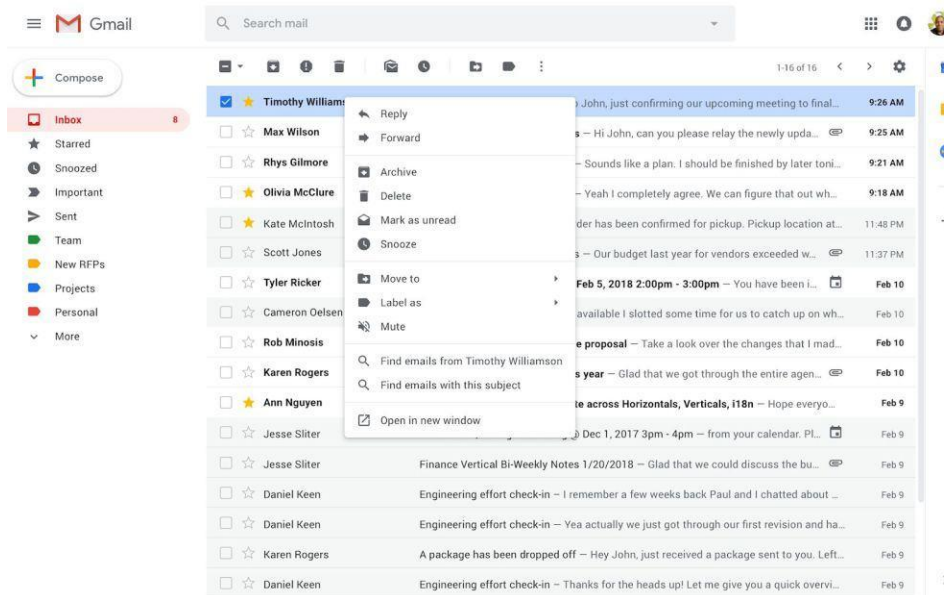
After you have entered your name and continued to the next step it will ask you to create a secure password. Make sure your password is memorable for you and secure enough for you to proceed safely.

Keep a note somewhere safe for your login and password.



After you have done this click Next Step. This will take you to your Google+ profile creation page. All Google accounts create a Google+ account when they are created.

Now you have your account up and running you can press the get started button and it will take you to your Gmail account where you can manage your new email account.



Which should look like this if you are on a PC/ Laptop it may look slightly different if you are on a mobile.

Struggling with IT or Computer skills? Contact Mike on 0131 225 3626 or 07545 527 541 and book on to our twice weekly Computer skills classes. They're free and take you from very basic to advanced. www.grassmarket.org