

How to Get an email address

Wellbeing area: Social / Money / Home / Health / Positivity / Independence / Work

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Let's Get started Together

What are the benefits of having an email address?

Just to name a few benefits, having an email address allows you to:

- **Keeping in Touch** – Emailing is fast and convenient and makes staying in touch easy. It is an excellent way for connecting with friends and family.
- **Connecting with Groups** – Many clubs, support groups and organisations, such as Age UK Islington, will do lots of communication via email, because this makes it easy to get news and messages quickly out to large groups of people. Having an email address helps ensure that you will not miss a thing!
- **Getting bargains** – Joining shop emailing lists allows you to be notified of sales or special discounts. This is ideal for bargain hunters searching for deals.
- **Opening up new avenues** - Emailing can be an enjoyable thing to do. The skill of emailing can lead to other online skills such as online shopping, ordering prescriptions online, banking, etc.

What do I need to get an email address?

It is free and easy to get an email address. The best way to do it is to set up something called a webmail account. Many people like 'webmail' accounts because of the flexibility. With these, you can read and send emails from most devices (such as smartphones, tablets and PCs) because you would only need a web browser and

internet access.

What do I need to take into consideration when setting up the email account?

- It needs to be unique. When choosing an email address, be prepared that it may be unavailable because someone else may have already chosen it.
- You will need to invent a strong/secure password for it so that only you can access it.
- You are likely to be asked for some personal information such as date of birth so that you can be identified as the owner of the account in case of technical difficulties (Eg. In case you forget your password).
- You might be asked to help secure your email account further by providing your mobile number. A text message with a code would then be sent to the mobile for verifying you are its owner.
- You would need to review and accept the Terms of Service of the email account before you can begin using it.

How do I set up my email account?

Gmail, Hotmail/Outlook and Yahoo are the most popular webmail accounts currently. They all offer similar features such as the ability to create folders for grouping emails, sorting emails, spam filters, instant messaging and chat and the ability to access special mobile apps.

- To create a **Gmail** account, visit the following web address <https://accounts.google.com/signup/v2> or visit www.gmail.com and click 'Create account'.
- To create a **Hotmail** or **Outlook** account, visit the following web address <https://signup.live.com/signup> or visit <https://outlook.live.com/owa/> and click 'Create free account'.
- To create a **Yahoo** account, visit the following web address <https://login.yahoo.com/account/create> or visit <https://login.yahoo.com/> and click 'Create an account'.

Hurrah! I have an email account, what should I do next?

After creating an email account you should begin sharing your email address with others, perhaps by sending emails to notify them that you have a new email address. This will help you to familiarise yourself with the email sending process.

Periodically, you should check whether you have received any new emails. For a webmail account, this can be achieved by simply opening a web browser, visiting your account's login page and typing in your email address and password:

- For **Gmail** - www.gmail.com
- For **Hotmail or Outlook** – www.outlook.com
- For **Yahoo** - www.mail.yahoo.com

Alternatively, if you have a smartphone then you can automatically be alerted by an app as new emails arrive.

Is there anything I need to be aware of when using my email account?

The ability to send and receive emails is extremely useful. However, sometimes emails are used to deliver unwanted material, which can be annoying and sometimes malicious. You should always be cautious of emails that have been sent by people you do not know. If in doubt, contact the person or organisation the email claims to have been sent by or just delete it.

Ready to go?

That's great! Following the steps above should help you to get started in the digital world, and start to reap the benefits of being digitally connected. You could maybe ask friends or family to help. Once you've got your email address, send an email to gethelp@ageukislington.org.uk, and ask to be added to our mailing list. We can then regularly invite you to activities and events, and share useful tips and resources!

Got some questions? If you'd like to know any more about the above or need some support getting started just give our Helpline a call 0207 281 6018 / email

gethelp@ageukislington.org.uk (Mon to Fri 9 - 5pm)

Please note we cannot recommend or endorse. Information provided is accurate to the best of our knowledge at the time of publishing. If you find any inaccuracies, please notify us gethelp@ageukislington.org.uk

What can Age UK Islington help with? *Age UK Islington provides adults (16 yrs+) in Islington with information and guidance about anything to do with your wellbeing, e.g. debt, housing issues, bereavement, support for unpaid carers (Islington Carers Hub) and much more. We can also help you get the most of the local area, e.g. finding affordable social groups or training. Our staff are experts in finding the best way forward, and have lots of knowledge of specialist local partner services.*