

Getting Online

How to set up an Email Account

About: This guide will explain how to create an Email Account (also known as an Email Address).

An email is like a letter which can be 'sent' to another person/people for free using the internet.

You will also need an Email address to access other Apps, such as Zoom.

Before you start...

You will need to do the following:

Make sure your device is charged

Switch your Device on

Make sure you are connected to the internet

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1. Creating an Email Address
2. Writing and sending an Email
3. Checking your Inbox

1. Creating an Email Address

What: You can use any Email app to set up an email account. We have suggested Gmail as it is often already downloaded on your device.

How:

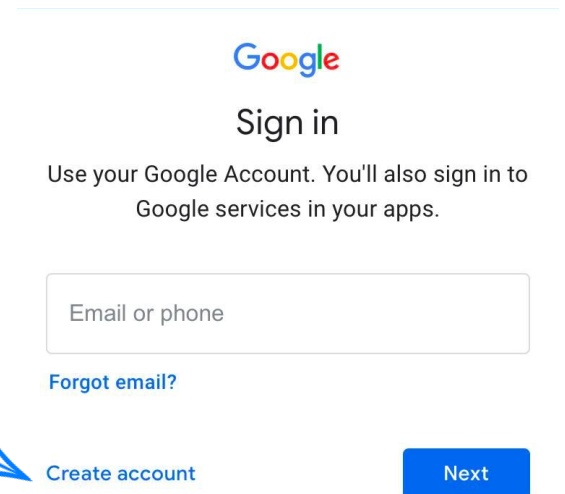
1. Look on your Home Screen for an icon like the one below.

Press to open the App

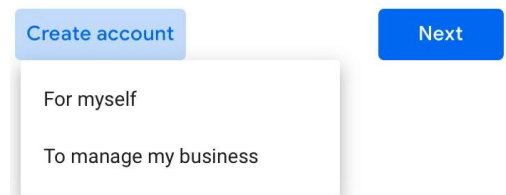


If you don't see this icon,
Open your Internet App,
and search 'Gmail'

2. As you will be creating a new Email Address, press 'Create account'.

A screenshot of the Google sign-in screen. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account. You'll also sign in to Google services in your apps." There is a text input field labeled "Email or phone". Below the field are two links: "Forgot email?" and "Create account". A blue arrow points from the "Create account" link to the text in step 2. To the right of the "Create account" link is a blue button labeled "Next".

3. Select 'For myself', as you will be creating a personal Email address.

A screenshot showing the "Create account" options. The "Create account" button is highlighted in light blue. Below it is a dropdown menu with two options: "For myself" and "To manage my business". To the right of the dropdown is a blue button labeled "Next".

4. Enter your Name into the relevant boxes, then press ‘Next’.

First name

Last name

Next

5. You will also need to enter your Date of Birth, and Select your Gender.

Google

Basic information

Enter your birthday and gender

Day 12 Month January Year 1992

Gender Female

Press on the Arrow in the corner of the box, and select the relevant option.

Next

6. Gmail will suggest some Email addresses for you.

Google

Choose your Gmail address

Pick a Gmail address or create your own

brittonrosie77@gmail.com

rosiebritton271@gmail.com

Create your own Gmail address

Next

If you would like to choose your own Email address you can select ‘Create your own Gmail address’, or you can choose one of the one’s suggested. Press Next to confirm.

7. Type the email address you would like to use. You won't be able to use an existing email, so add numbers or "." to create your email. Press Next to confirm.

Create your own Gmail address

Create a Gmail address

rosie.britton123 @gmail.com

Next

8. You will need to create a password so that you can log in to your account. Use a mix of letters and numbers to make your password stronger. Write your password somewhere safe so you can remember it.

Create a strong password

Create a strong password with a mixture of letters, numbers and symbols

Password

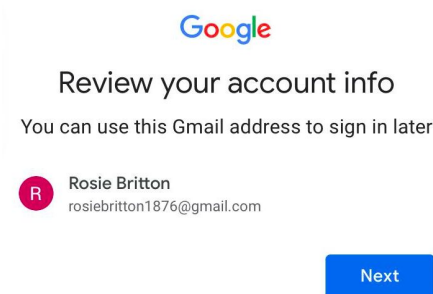
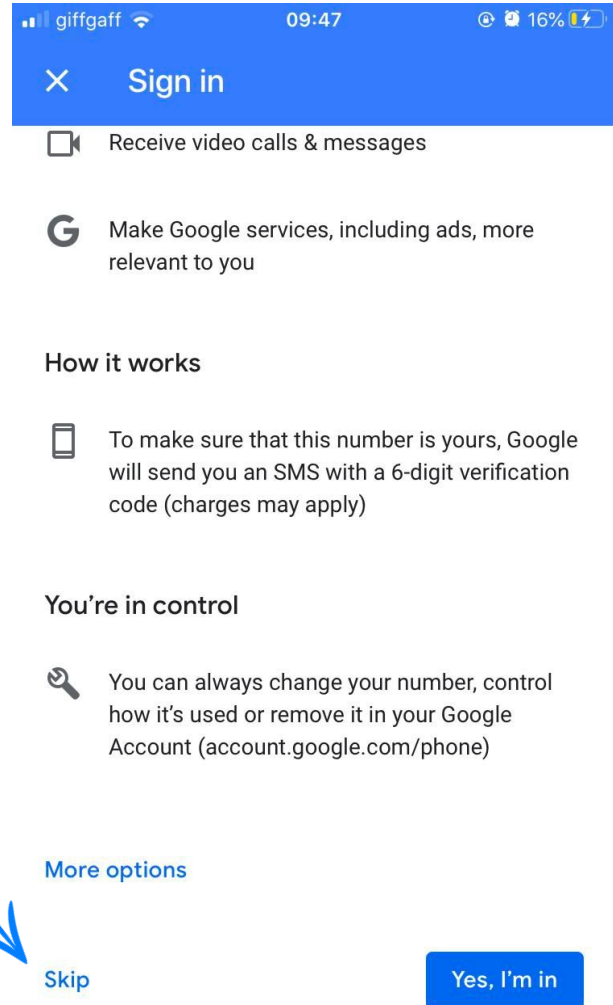
Confirm



You will need to enter the same password twice in order to confirm.

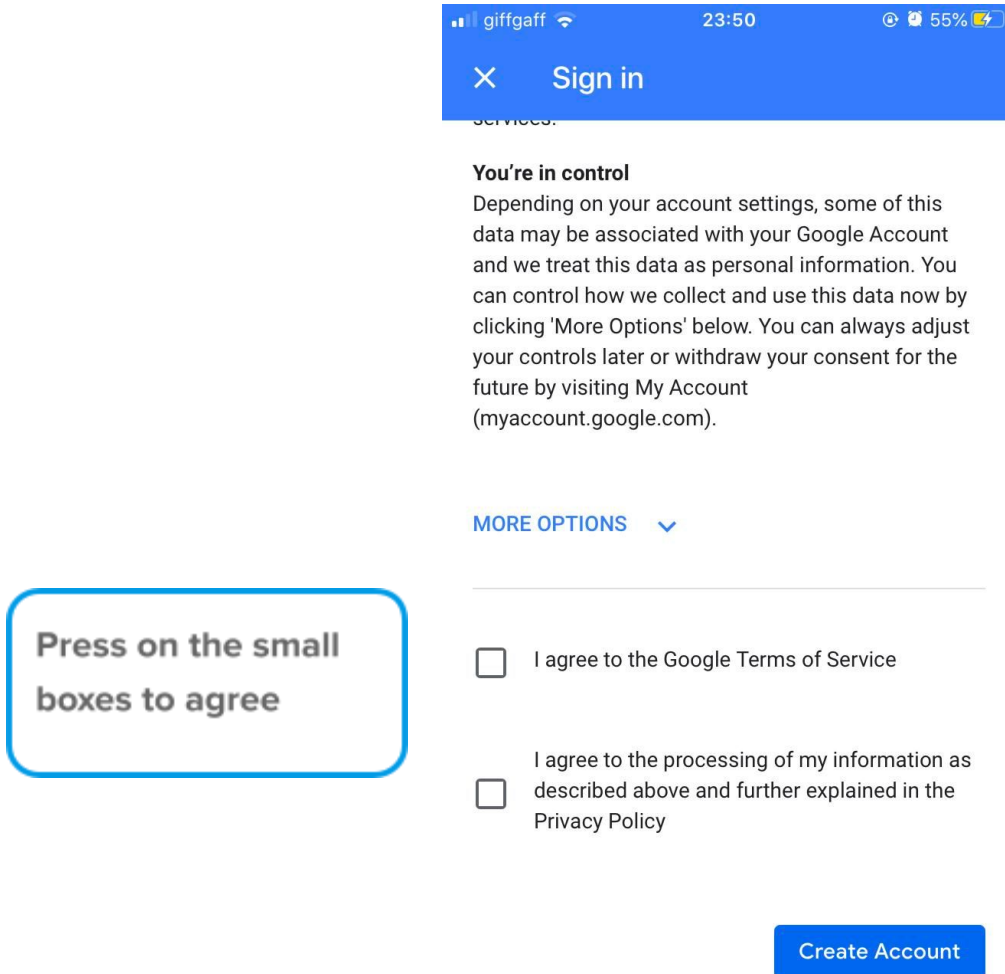
Next

9. You will be prompted to add a phone number. You can decide whether or not to add your number, or scroll to the bottom of the page and press skip.



10. Press Next when prompted to 'Review your account info'.

11. You will need to agree to the Terms of Service, and Privacy Policy, then press 'Create Account'.



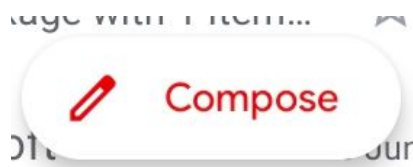
12. You will now be able to login in to the Gmail App using the Email Address and password you have created.

2. Writing and Sending an Email

1. Open the Gmail App and Login using the Email Address and Password you have created.



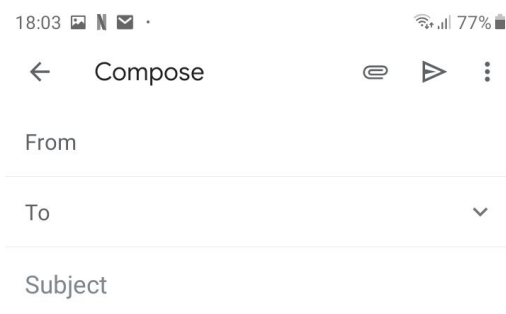
2. Press on the Plus sign or 'Compose' to create a new email.



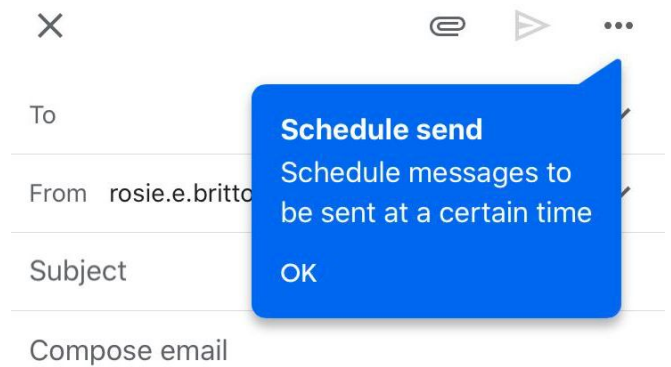
Gmail

Sign in

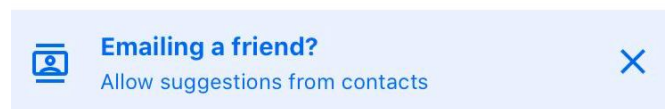
3. Type the Email Address you want to send your Email to in the 'From' box.
4. It helps to Type a Short Title in the 'Subject' box. You do not need to type your entire message here, but a few words to indicate what your message is about.



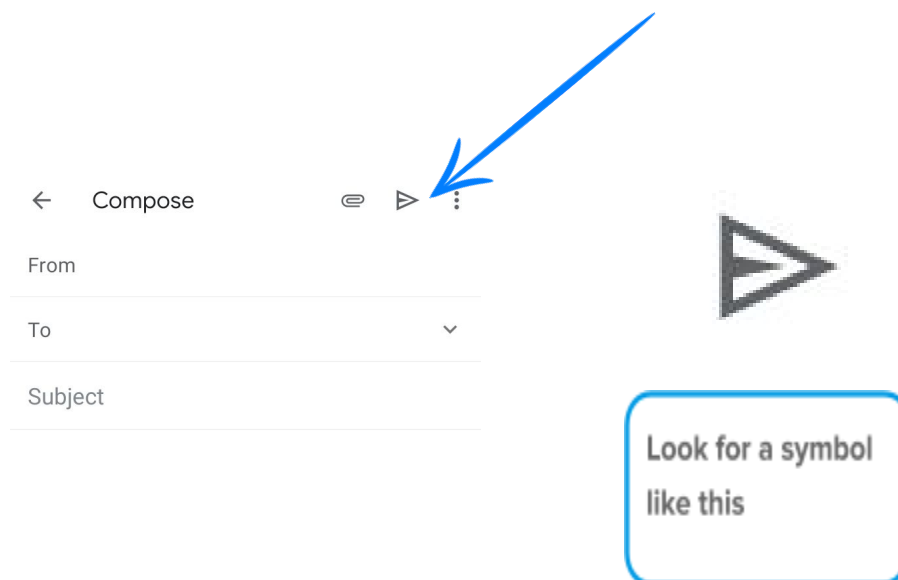
5. The first time you use the App, you may see some pop-ups. Press on 'OK' or 'x' to close these messages.



You can now type your message in the 'Compose email' box.

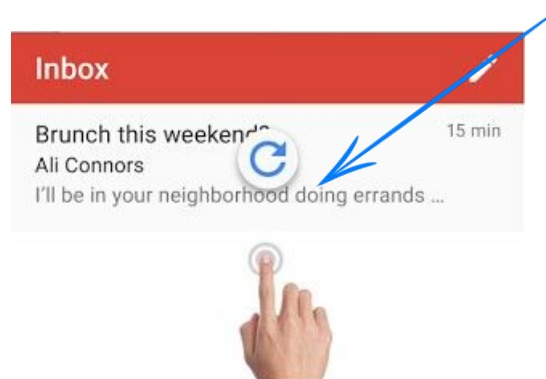


6. Once you have finished your email, press the Arrow in order to send.



3. Checking your inbox

1. Once you have logged into your Email Account, you do not need to log in each time in order to check your emails.
2. 'Checking your inbox' means seeing whether you have received any emails.
3. You can do this by opening the Gmail App, or by opening your Internet App and searching 'Gmail'.
4. Your new emails should load automatically, but if you're not sure, you can swipe down until you see the loading symbol:



5. You can now view your new emails. Press on an email to open and read the email.
6. To go back to your inbox, press the back button:





Look for an arrow pointing to the left.
Have a look at the 'Useful Words and
Symbols Guide' for more information.