

# Section 3

## Setting up an email account

74% of employers see using email as an essential IT skill

ICM Research Ltd, January 2012

## Setting up an email account

Having an email account is now as important as having a telephone number. Here are 5 simple steps to setting one up.

### Step 1. Choose an email provider

There are many free accounts available that only require an internet connection to access. The most popular ones are:

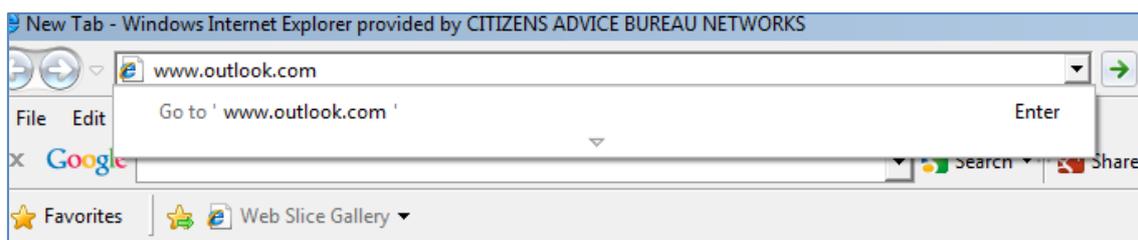
Outlook (formerly Hotmail) [www.outlook.com](http://www.outlook.com)

Google Mail [www.gmail.com](http://www.gmail.com)

Yahoo! <http://uk.yahoo.com>

Note that you will need a mobile phone number to set up a gmail account.

Once you have chosen, enter the web address in the address bar of your browser.

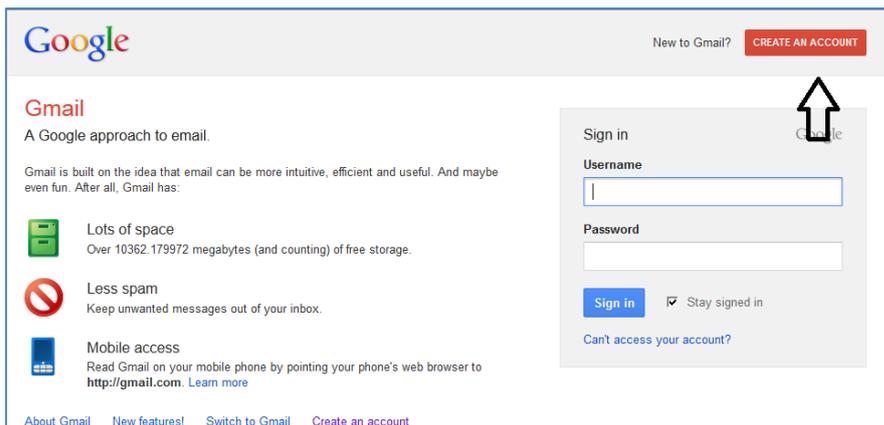


### Step 2. Find the Sign Up or Create Account link

You will be taken to the Sign In page. Once here, look for the 'Sign Up' or 'Create Account' link and click on this.



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## Step 3. Completing the form

You will be taken to a one page form which will ask for

- Who you are e.g your name, date of birth/ birthday, gender and which country you live in

- What you want your **username** and **password** to be for your account.

Your **username** will be the first part of your email address, e.g. johnsmith in [johnsmith@yahoo.co.uk](mailto:johnsmith@yahoo.co.uk). You don't have to use your real name but it may be best to do so if you will be using the account for things like job applications.

The best type of **password** uses a mix of letters and numbers and should be long.

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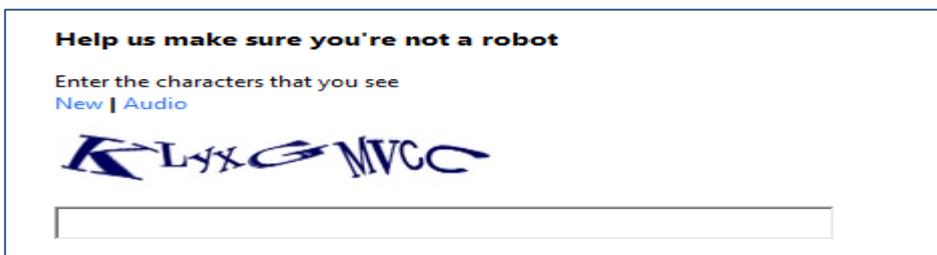
### c. Password reset options

In case you forget your password, you will be asked for other details such as your mobile phone number or an alternative email address if you have one.

For Yahoo! and Outlook there is an option to answer one or more security questions instead of provide a mobile phone number.

### Step 4. Proving you are not a robot

After entering all these details you will see something that looks like this:



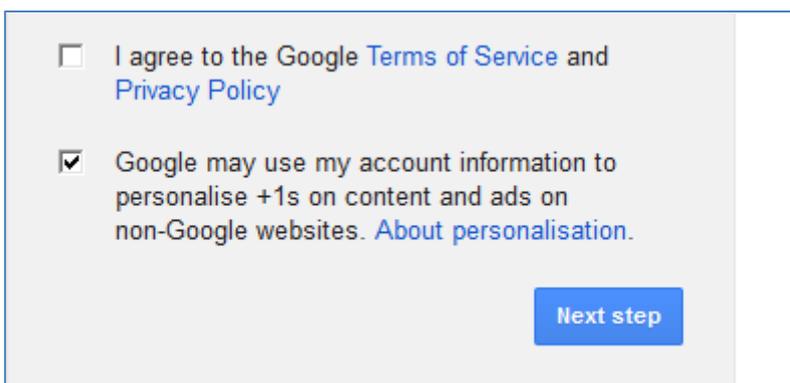
This is called CAPTCHA and it is used to prevent fake email accounts being set up. You will need to enter the text you see in the box. If you have problems with this, there is also an option to listen to a word and enter that in the box instead.

### Step 5. Agree to terms and privacy statement

This is similar to signing a contract on paper. Each provider will have different policies on using your information so read this carefully before accepting.



## Setting up an email account



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

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

[Next step](#)

Once you have entered all the details and submitted the form you should get confirmation that your email address has been set up.



Now write your new email address here:  
.....

### **Need more help?**

Learn my way provides detailed guides on setting up each of these email accounts.

[www.learnmyway.com/get-started/email](http://www.learnmyway.com/get-started/email)

### **Where next?**

You can contact your local library or UK online centre for free courses. Listings are in the last section of this guide.