

HOW TO SET UP A NEW EMAIL ACCOUNT

1. Go to: accounts.google.com/Signup and this is the page you will see.
2. Type in your name in the boxes

3. You need to decide on your user name.
Something like: jobloggs@gmail.com.

Please note that a lot of user names have already been taken so it may take some trial and error to find one that works for you, usually some combination of your name or initials and a number works well.

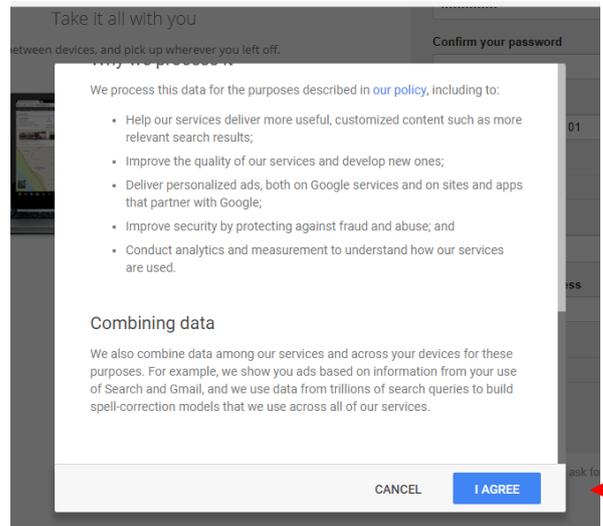
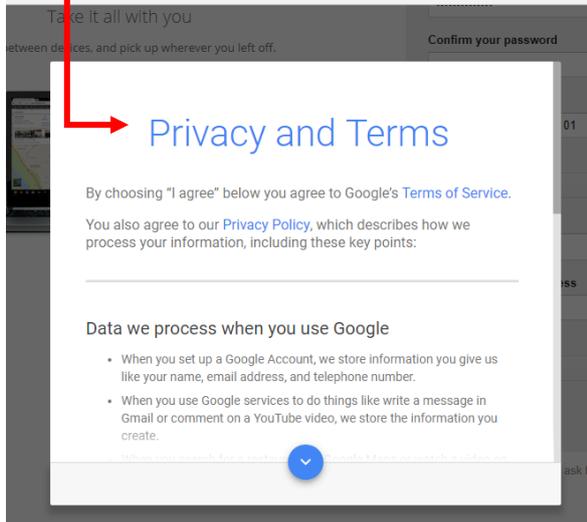
Also keep in mind that this is something an employer will see so it is best to keep it to something professional that you can remember.

4. Next you need to decide on a **PASSWORD**. Choose something you can remember; some combination of words and numbers works well for this too.
If you need to write down your user name and password to remember them do, but make sure they are kept in a safe place

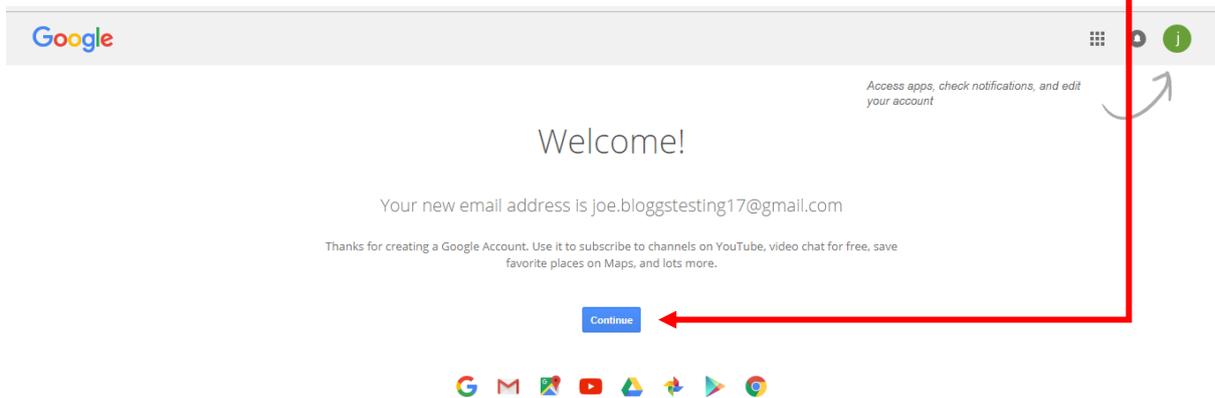
5. Type it again in the box below
6. Enter the rest of the details asked for in the boxes below. *(You don't need to add a mobile phone number if you don't want to)*

7. Then click **NEXT STEP** at the bottom of the page

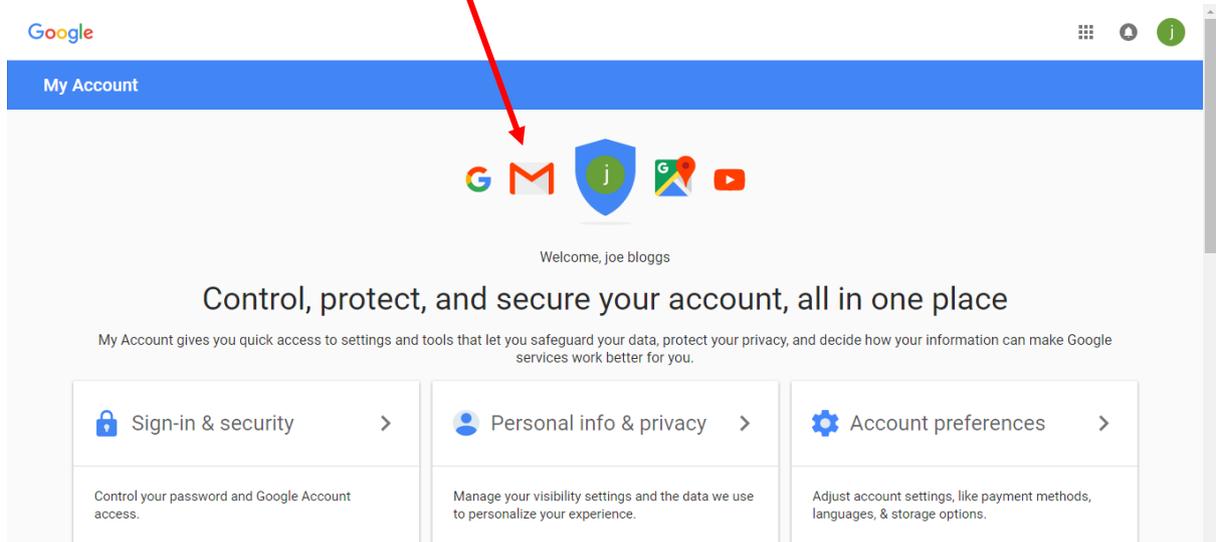
8. The next screen will look like this, this is Google's terms and conditions of use
Drag the grey bar at the side of the box down to where it says "I AGREE" and click on it.



9. The welcome page will come up, click continue.



10. This will bring up the MY ACCOUNT page, if you click on the envelope symbol it will take you to your email page



11. Congratulations, you've made an email account!

In the future if you want to access your email, simply go to: mail.google.com and type in the user name and password you created.

