

There are a variety of organisations offering free email accounts – Google, Myguide, Yahoo, BT, Hotmail etc. The advantage of these is that you can get to your emails from any computer in the world as long as there is an Internet connection.

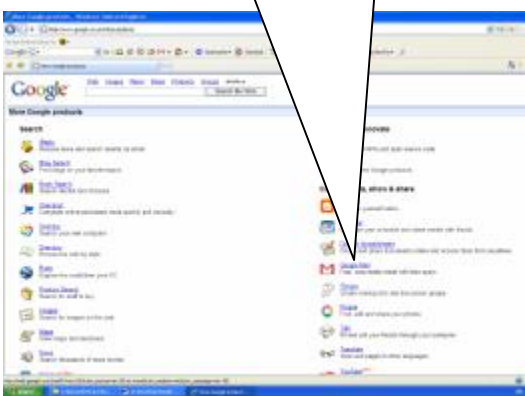
The information below refers to a 'Google mail' account but the principle is the same for most.

Ask Gerry if you want help with either email set-up or use.

Go to www.google.co.uk & click on 'more'

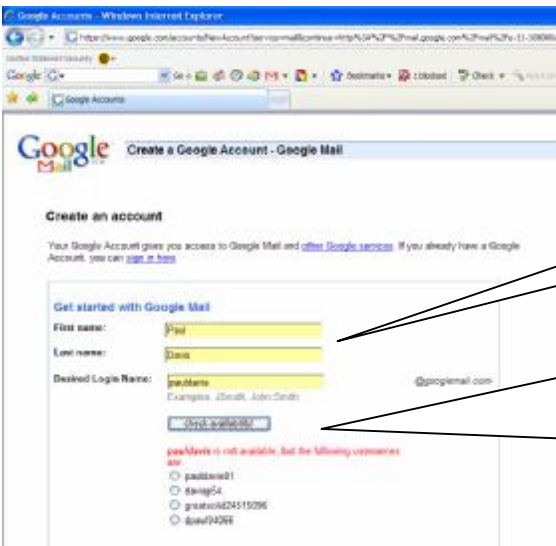


Scroll down the screen until you see 'Google mail' – click on it



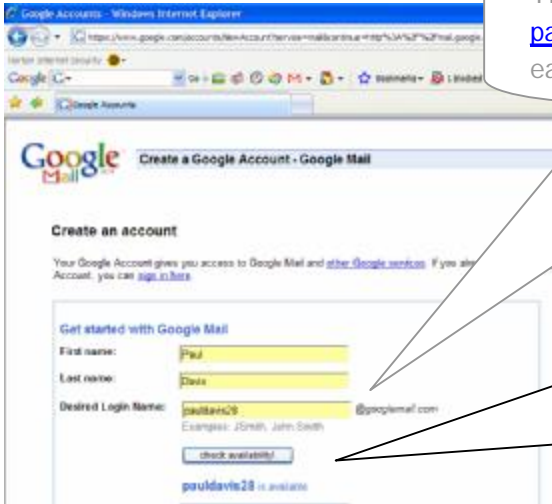
In future you will be able to sign in to your account by filling in the username and password boxes.

To set up an account click on "Sign up for Google Mail"



Fill in your first and last names then select the Login name you would like to use. As this will be part of your email address make it easy for others to remember.

To see if the Login name you would like to use is available click on the [Check availability] button. If someone else is already using it you will get red text telling you it's not available and offering some suggested alternatives. You can pick one of these or try a new one of your own.



This would make my email address:
pauldavis28@googlemail.com - make it something easy to remember.

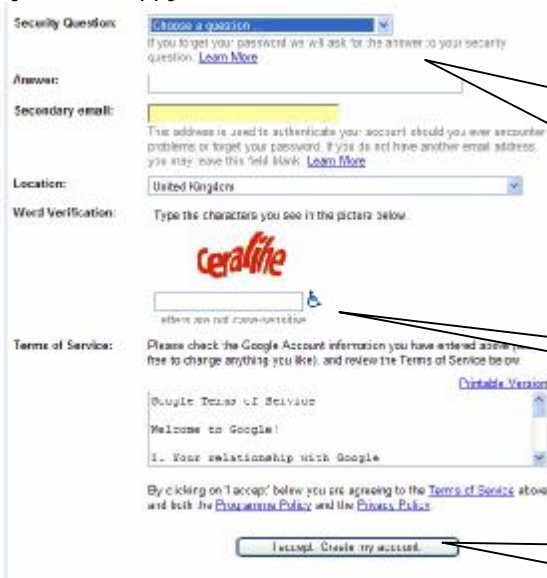
Often adding a number to the Login name helps. Here I added '28' to the end of my 'pauldavis' first attempt i.e. 'pauldavis28' When I clicked on the [Check availability] button I got the **blue text pauldavis28 is available**. This means I can carry on.



Now add a password - again make it something easy for you to remember. Add numbers to it to make it secure. You then have to re-enter the password.

Click in these boxes to 'check' or 'uncheck' them. Ask Gerry about what they mean or click on the 'Learn More' text. If you're not sure just clear the ticks by clicking.

If you are happy with the 'Terms of Service' click the final [I accept. Create my account] button.



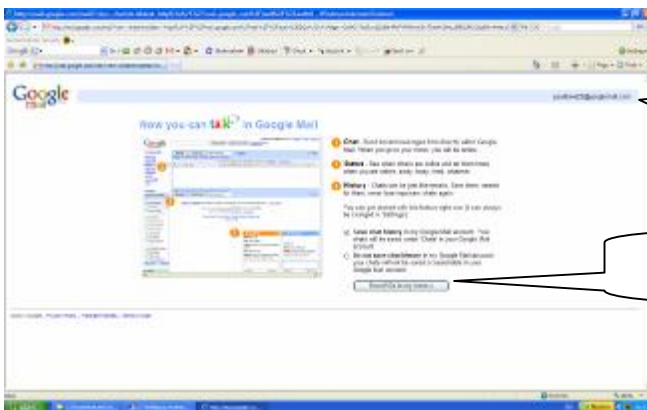
Select a 'Security Question' by using the drop down arrow and type the answer in the box below. This will only get used if you need to phone Google about you account. You're not likely to need it but make it easy to remember.

Type the letters in red into the box below.

If you are happy with the 'Terms of Service' click the final [I accept. Create my account] button.

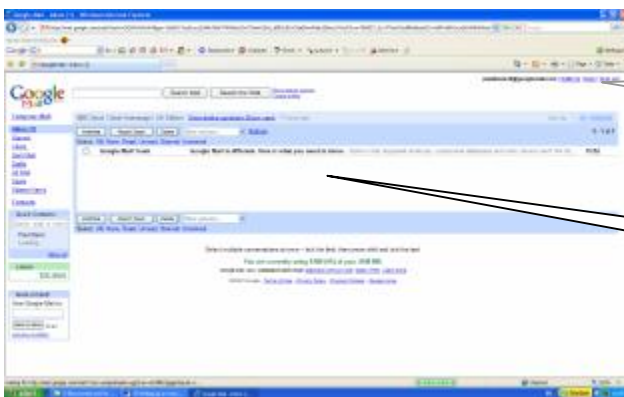


This page appears to confirm that you have set up the account correctly. Click on the 'I'm ready - show me my account' text to continue.



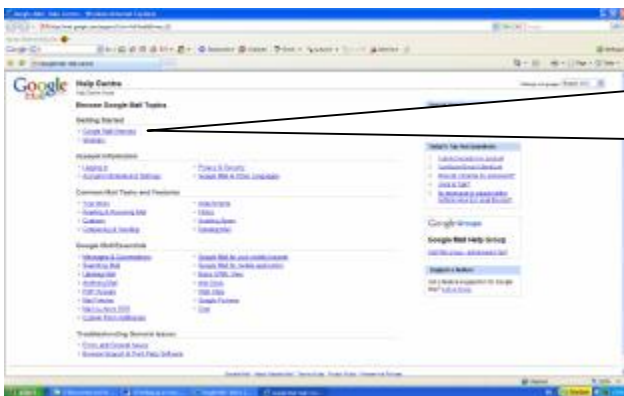
This page gives you a bit more information about Google Mail. Your email address, in this case, pauldavis28@googlemail.com is shown here.

Click on the [Sweet! Go to my account] button.



If you're not sure about something click on the blue [Help](#) text here.

This is your email account 'Inbox' where new text messages will be displayed.



This is the help section. It's split into useful sections. Why not start with [Google Mail Overview](#). *Ask Gerry for any advice.*