

How to Create an Email Account: **Step-by-Step Guide**

1. Choose an Email Provider

Popular options include Outlook.com, Gmail.com, and Yahoo Mail.



Gmail

yahoo!mail



2. Go to the Provider's Sign-Up Page

Visit the provider's website and select Create Account or Sign Up.



3. Enter Your Personal Information

Provide your name, desired email address, and a strong password which contains numbers, uppercase and lowercase letters and symbols, such as: Wb8£nSoa9@Z!!



4. Add Recovery Information

Add a mobile number or alternative email for account recovery. This helps you to regain access if you forget your password, lose your device or if someone tries to take control of your account.



5. Verify Your Identity

Enter the verification code sent to your phone or email.



6. Review and Accept Terms of Service

Agree to the provider's terms to continue.



7. Personalise Your New Account

Add a profile picture, email signature, or security settings.



8. Start Using Your Email

You can now send and receive messages.

Digital inclusion events:

Visit our website to find out about our upcoming digital inclusion events in your area.

