How to set up an email account

There are different email providers you can use and they all pretty much do the same thing.

Popular providers include:
- Gmail
- Outlook
- Yahoo
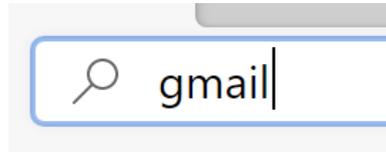- AOL

Instructions

Here are the instructions to set up a Gmail account.

1. Open your device.

2. Click on the internet browser icon. It might look like this.

3. Type 'gmail' into the search bar and press the return button.

4. Click on the Gmail link.

Gmail

mail.google.com/mail?hl=en-GB

Gmail is email that's intuitive, efficient, and useful. 15 GB of storage, less spam, and mobile access.

Learn more

5. Click on create account.

Create account

6. Type your details in the spaces provided.

7. Choose a password. It's important to **choose a strong password.** Make it long, try to include numbers, symbols, uppercase and lowercase letters.
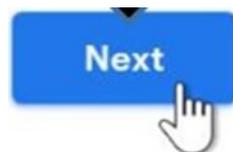
8. Then click Next.

Next

9. You will need to verify your account by providing your mobile phone number. Type in your number and press Send. You will receive a text message from Google with a code.

10. Enter the code on your device and click Verify. It will look like a tick.

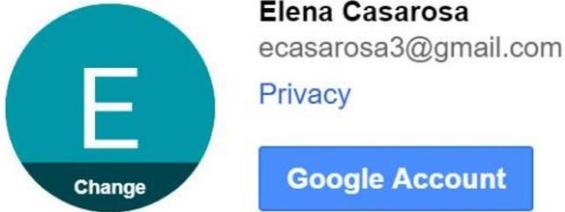11. Then enter some more personal information, like your name and your birthday.

12. Click Next.

You will be asked to review Google's Terms of Service and Privacy Policy, then click I agree.
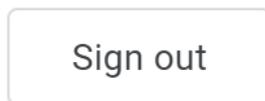
13. Your new account is created.

14. To sign into your email account, go to www.gmail.com and type in your email address (user name) and password, then click Next.

15. You are now logged into your email account. To leave your email account click on the Sign Out icon.

Further support

Telephone support from Manchester Digital Champions

Got a device that connects to the Internet? Need help using it? We have a team of digital champions who offer telephone support to Manchester residents. Calls can be made in 15 languages.

Text **07860 064128** or email **digitalinclusion@manchester.gov.uk** leave your name and we'll call you back and help!

Stay connected through COVID-19

If you need help and support to get online, call the Community COVID-19 Support Helpline on **0800 234 6123**, or email us at **digitalinclusion@manchester.gov.uk**

Find out more at:

https://www.manchester.gov.uk/downloads/download/7239/stay_connected_through_covid-19_leaflets