



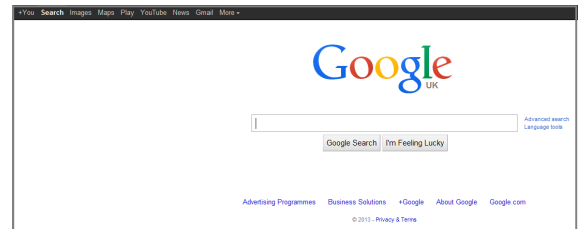
## How to set-up an email account

This guide shows you how to set-up a free email account using Gmail.

Creating an email account will enable you to register for Wigan Council's MyAccount and other websites. Registering with other email providers such as Outlook and Yahoo is a similar process as the steps set out in this guide.

### First Steps

- Type [www.google.co.uk](http://www.google.co.uk) into the address bar at the top of the web page. If you are using a library computer double click on the icon next to Google
- Then click on the Gmail link near the top left of the web page
- Click on 'Create Account'



### Choosing your email address

- To set up your new account, Google needs some information about you. Type your first and last names
- To create an email you need to choose a username. Your email address will be your username followed by '@gmail.com'. Ideally, it should be a combination of your first and last name. However, if your name is very common (e.g. John Smith), it's very likely that email address is already in use. You may want to also include numbers in your email address such as your year of birth.

**Please note: When you are applying for jobs it is important to have an email that is professional sounding and easy to understand. DO NOT choose an email such as [tinkerbeldust@gmail.com](mailto:tinkerbeldust@gmail.com)**

### Choosing your password

- Choose a password that is 8 characters or more. Make sure your password is secure and one that you can remember. Secure passwords include combinations of upper and lowercase letters and numbers e.g. News@10

### Verifying your Gmail account

- Type your birthday and gender
- Enter your mobile telephone number or an alternative email address if you have one. This is so that you can confirm it is your email account and if you ever have difficulty accessing your account in future

### Prove you're not a robot

- This is simply a security measure. Type in the letters or digits as they appear on the screen
- Agree to the terms of service by checking the box. You may wish to untick the box next to Google being able to use my account information etc. for privacy and security
- Click Next step (You can add a profile picture at a later stage)
- Congratulations! You have created an email account
- To start using email click on Continue to Gmail