How to Create an Email Account

Wigan Council

Creating an email account will enable you to register for Universal Jobmatch and many more job-seeking websites.

This guide shows you how to register for **a free email account using Gmail.** Registering with other email providers such as **Hotmail and Yahoo** is similar to the steps set out in this guide.

First Steps

If using library computers click on the **Google link** on the People's Network. Then click on the **Gmail** link near the top left of the page. *If using a computer elsewhere* **perform an Internet search for Gmail.**
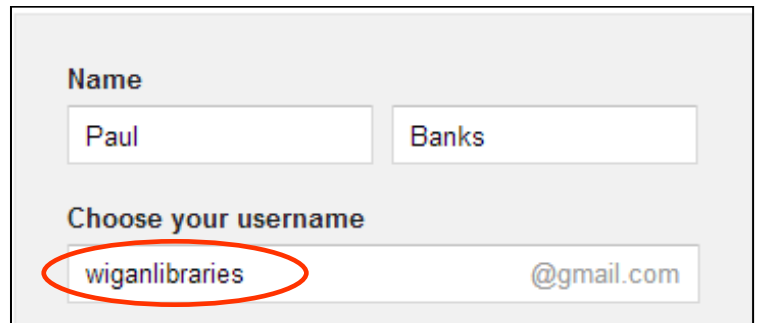
Click on **Create Account.**
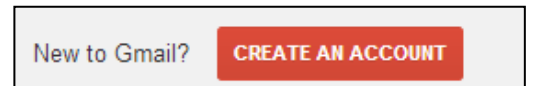
Choosing your email address

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'.**

> 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 tinkerbelldust@gmail.com

Ideally, it should be some 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 has already in use. You may want to also include numbers in your email address such as your year of birth.
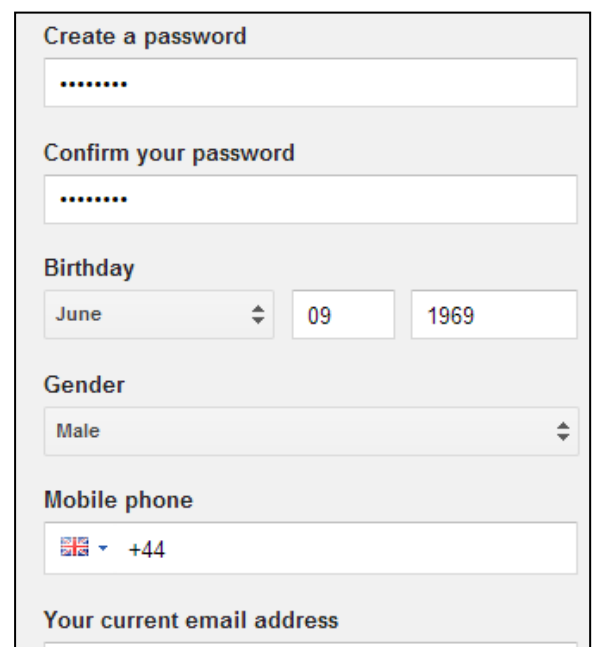
Choosing your password

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.

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 you can verify you own the email account if you have difficulty accessing your account.
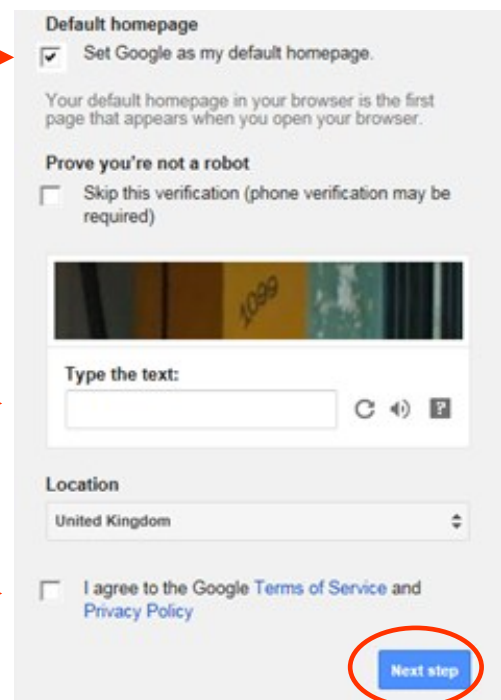
Prove you're not a Robot!

You may want to uncheck the box next to Set Google as my default homepage'.

Default homepage

☑ Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Prove you're not a robot

☐ Skip this verification (phone verification may be required)

Type in the letters or digits as they appear on the screen.

Type the text:

Location

United Kingdom
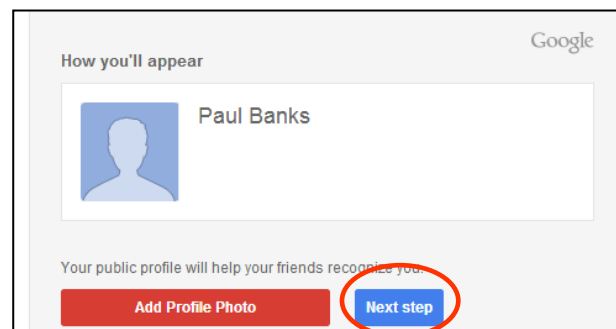
Agree to the terms of service by checking the box.

☐ I agree to the Google Terms of Service and Privacy Policy

Next step

Click **Next step.**
(You can Add a profile picture at a later stage)

Google

How you'll appear

Paul Banks

Your public profile will help your friends recognize you.

Add Profile Photo   Next step

Click **Next step.**

Google

Welcome Paul!

Now you're ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We've also sent you an email to show you how to get even more out of Google.

Your new email address is wiganlibraries@gmail.com.

Thanks for creating an account. Have fun!

Continue to Gmail

Congratulations! You have created a email account!

To start using email click on **Continue to Gmail.**