

Setting up a Personal Email Account

Having a personal email account is vital to accessing many services on the internet. Many sites, both useful and not so useful require you to make an account with them before you can access all the features or interact with other users. While you may already have an account given to you by your ISP (Internet Service Provider), it is very useful to make an account with one of the many dedicated email providers. Companies like Microsoft, Google and Yahoo all offer these accounts for free. We recommend Google's service, known as Gmail as it is very clean and clear to use in comparison to other offerings.

Gmail

Google runs a free email service called Gmail. Signing up for this lets you send and receive email from any computer. Unlike other services, Gmail also does not require you to already have an email account to verify your ID, making it a lot simpler to sign up for. Having a Gmail account also gives you access to Google's Calendar, Documents and other services.

To get started, load up your browser and type this address in the address bar:




www.gmail.com

This will take you to this page:



A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

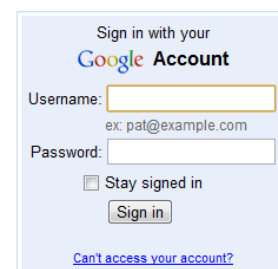
-  **Lots of space**
Over 7588.799571 megabytes (and counting) of free storage.
-  **Less spam**
Keep unwanted messages out of your inbox.
-  **Mobile access**
Get Gmail on your mobile phone. [Learn more](#)

Latest News from Gmail

[Introducing the people widget](#) Thu May 26 2011

(Cross-posted on the Google Enterprise Blog) Email is just as much about the people you communicate with as it is ...

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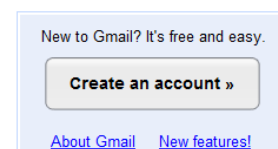
Sign in with your
Google Account

Username:
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)



New to Gmail? It's free and easy.

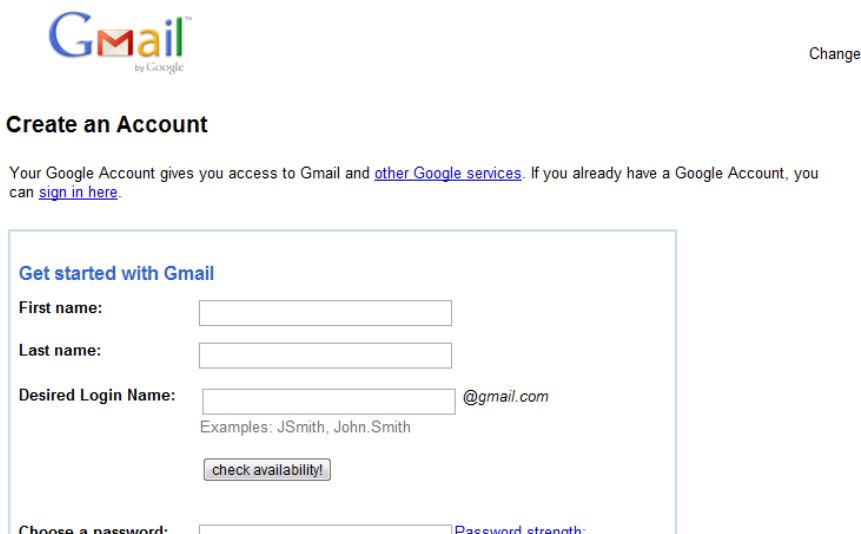
[About Gmail](#) [New features!](#)

Once you have an account, you can go to this page on any computer to log in and check your email from any computer.

For now click on the 'Create an Account' button on the bottom right hand side.

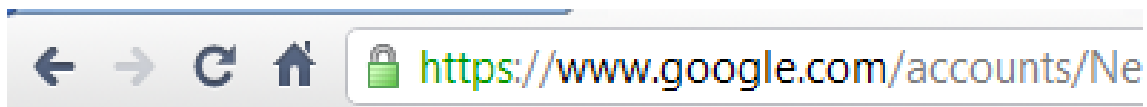
[Type text]

You will be taken to the sign up form page which looks like this:



The screenshot shows the Gmail sign-up page. At the top left is the Gmail logo with 'by Google' underneath. To the right is a 'Change' link. Below the logo is the heading 'Create an Account'. A paragraph of text explains that a Google Account provides access to Gmail and other services, with a link to 'sign in here' for existing users. The main form is titled 'Get started with Gmail' and contains several input fields: 'First name:', 'Last name:', and 'Desired Login Name:'. The 'Desired Login Name' field includes a '@gmail.com' suffix and examples like 'JSmith, John.Smith'. A 'check availability!' button is located below the login name field. At the bottom of the form, there are labels for 'Choose a password:' and 'Password strength:'.

You will be asked to input personal information here. If you are concerned about the security of the page, check the address bar:



The green padlock (it may be a little different depending on your browser) and the text 'HTTPS://...' means that all information transmitted on this page is secure. If you do not see a padlock (it may also be at the bottom of the browser screen) or the HTTPS text, do not input data. Close down the browser and start again, making sure the addresses you type in the address bar are accurate.

Once you are happy to continue, begin to fill in the form.

First Name and Surname

It is useful to give your first name and surname here as any messages you send will be marked with your name. However, you do not have to give all your details, you could simply put in your initials, for example 'John S' or 'J Smith'.

Desired Login Name

This is where you choose your username. Millions of people have accounts with Gmail so do not be surprised if you cannot get your first choice.

[Type text]

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Jsmith is not available, but the following usernames are:

- js699085
- js9629956
- smith.jsmith.j292
- jsmith.smith72

Choosing a Username:

If you are John Smith, good usernames would be:

JSmith, SmithJ, JohnS.

Note that these do not contain your full name.

If you find your name already taken, you can also include numbers, for example:

Jsmith2011, smithj1985

Finally, your username could be something completely unrelated, as long as you can remember it, anything goes, for example:

Johnthegardener, thestampcollector34, traintickets1567

This is probably the most secure user name as it does not tie your username to your email address making it harder to find or guess.

Gmail will also try and recommend you addresses that are available, however these tend to be quite complex so it is best to keep trying to think of something yourself that you will remember.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

johnthegardener1987 is available

Gmail will tell you when you have found a unique name.

Choose a Password:

Passwords must be kept secret, never give out your password to anyone. Reputable companies will never ask for it in an email or over the phone.

[Type text]

You may also be tempted to use the same password for many of your accounts, this again can lead to trouble so it is best to use a different password for every user account you make, be it an email account, a social network page or online store.

A good password contains uppercase and lowercase letters, numbers and symbols.

For example:

You may want to use the password 'buttercup'. This would not be a strong password.

Changing letters to numbers, adding symbols and adding capitals can make it stronger.

'Butt3rcup87!' would be far more secure.

Another way of coming up with a password is to think of a memorable phrase and make an acronym. For example:

"My two cats make everything hairy!"

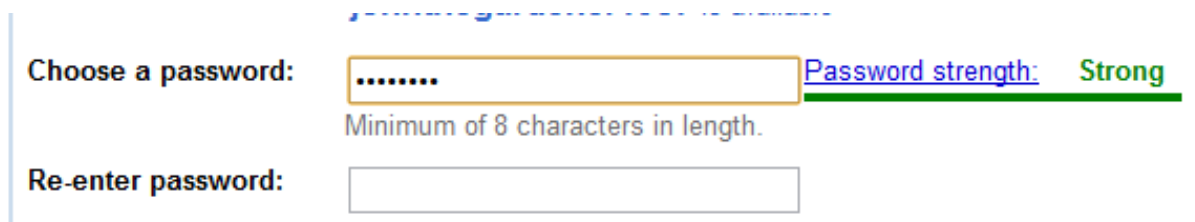
Would be a great password as:

'M2cmeh!'

Never. Ever. Use the word 'password' as your password!

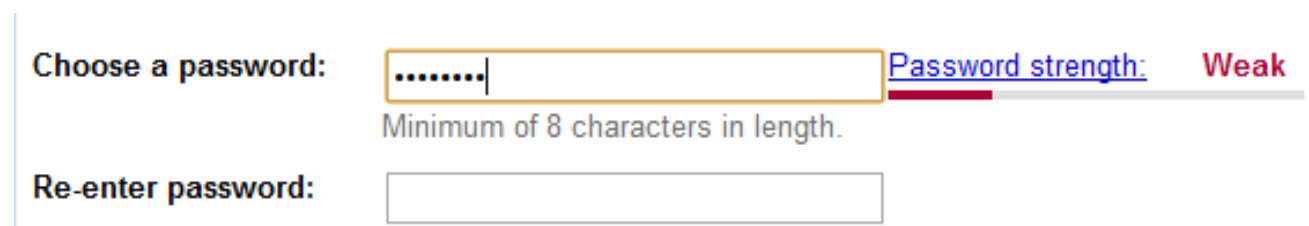
Also note that Gmail requires your password to be at least 8 characters long. This also increases security.

Keep a note of your passwords away from your computer. There may be other security questions as you sign up, be sure to remember your answers as these allow you to access your account if you ever forgot your password.



The screenshot shows a password input field with a strength indicator. The text "Choose a password:" is followed by a text box containing seven dots. To the right, "Password strength:" is followed by a green bar and the word "Strong". Below the text box, it says "Minimum of 8 characters in length." Below this, "Re-enter password:" is followed by an empty text box.

Gmail tells you how secure your password is. Above is a password with capital letters, symbols and numbers.



The screenshot shows a password input field with a strength indicator. The text "Choose a password:" is followed by a text box containing seven dots. To the right, "Password strength:" is followed by a red bar and the word "Weak". Below the text box, it says "Minimum of 8 characters in length." Below this, "Re-enter password:" is followed by an empty text box.

Gmail reports this password as weak as it is simply '12345678'. Very easy to guess!

[Type text]

To make sure you are settled on your password and you haven't made any mistakes, Google asks that you type it in again to confirm in the 'Re-enter password' box.

Underneath the password information are two tick boxes:

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

It is best to tick off both of these.

Stay signed in

Enable Web History [Learn More](#)

Click on each box to remove the ticks.

These options log your data and information, making it faster to access your email or other sites you have visited. These are useful options however if you are using a public computer (eg. In a library) or more than one person has access to your home computer, leaving these boxes checked will let them see your emails and other personal information. It is best to log in each time you want to check your mail.

Security Question:

If you ever lose your password (it happens to the best of us...) you can still recover your email account and log in using the security question.

Security question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

You have multiple options here.

The 'choose a question' box is a 'drop down menu'. If you click on it, it will list a number of prewritten questions. Click on the arrow in the corner of the box.

[Type text]

The image shows a form with three labels: 'Security question:', 'Answer:', and 'Recovery email:'. A dropdown menu is open, showing several options. The first option is 'Choose a question ...'. The second option is 'Choose a question ...' (highlighted in blue). The third option is 'What is the name of your best friend from childhood?'. The fourth option is 'What was the name of your first teacher?'. The fifth option is 'What is the name of your manager at your first job?'. The sixth option is 'What was your first phone number?'. The seventh option is 'What is your vehicle registration number?'. The eighth option is 'Write my own question'. Below the dropdown menu, there is a line of text: 'This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have'.

All of the options are good, however the best option is right at the bottom where it states 'Write my own question'.

This is far more secure than any of the pre-written options as it lets you be creative and ask something you would know. Stay clear of things like 'How old am I?' or 'What is my favourite colour?'. These are easy to guess, you want something personal to you.

The image shows a form with a label 'Security question:'. A dropdown menu is open, showing the option 'Write my own question' (highlighted in blue). Below the dropdown menu, there is a text input field.

Clicking on 'Write my own question' will make a new box appear underneath where you can type your question.

The image shows a form with two labels: 'Security question:' and 'Answer:'. The 'Security question:' dropdown menu is open, showing the option 'Write my own question' (highlighted in blue). Below the dropdown menu, there is a text input field containing the question 'Where does the best coffee in the world?'. Below the text input field, there is a line of text: 'If you forget your password we will ask for the answer to your security question. [Learn More](#)'. The 'Answer:' label is followed by a text input field containing the answer 'Joe's Coffee'.

Once you have chosen your question, enter your answer underneath. Note that you can use punctuation, spaces and capital letters in your answer. Write this down somewhere you will remember! If you lose your password you will need to get this question EXACTLY right.

Another trick here is to not give a related answer, instead use a new password that you can keep separate from your account. Many websites use the Question and Answer method of verifying your account if you lose the original password. You could always answer with 'johnsmithsforgottenpassword' or similar. As long as it is something you can remember!

Recovery Email and Location

[Type text]

Recovery email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

The recovery email option is there if this is not your first email account. If you already have an email address, perhaps one set up by your ISP, type it in here, making sure it is accurate. This means if you lose your password, it will be sent to your other email account, rather than be reset with your security question. Do not worry if you don't have an address, just leave the box empty.

The location box should be United Kingdom by default, if you are not from the UK you can click on the grey arrow in the corner of the box and choose another country from the drop down menu.

Word Verification

The next step is to verify that you are a real person and not a computer. Strange as it sounds, there are automated programs that will try and sign up for things automatically online, and then use the accounts to send junk mail and other nefarious acts.

Word Verification:

Type the characters you see in the picture below.



Letters are not case-sensitive

What you will see is a set of warped letters. You type these letters in to the box below. It can be difficult to decipher the letters, if you are having trouble, turn up your computer's volume and click on the 'disabled' icon in the corner of the box. This reads out the letters so you can hear what you are supposed to type.

[Type text]

Word Verification:

Type the characters you see in the picture below.



orseseish| 

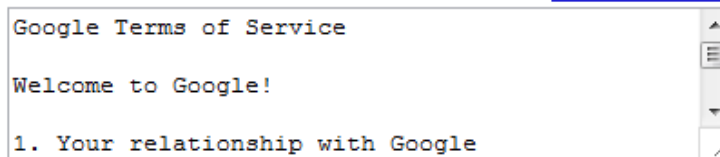
Letters are not case-sensitive

Terms of Service:

Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)

[Printable Version](#)



By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Terms of Service

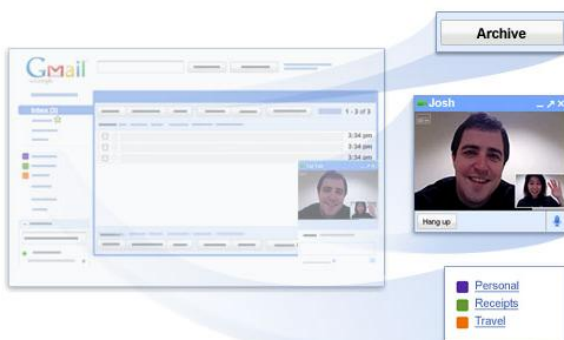
The final step is to accept the terms of service. As Gmail is a free product, using it means you are bound by Google's Terms of Service, read this at your leisure and once you are happy click the large grey button at the bottom of the screen that says 'I accept. Create my Account'

Done!



Congratulations!

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.



Archive instead of delete

Tidy up your inbox without deleting anything. You can always search to find what you need or look in "All Mail."

Chat and video chat

Chat with your contacts directly within Gmail. You can even talk face-to-face with built-in video chat.

Labels instead of folders

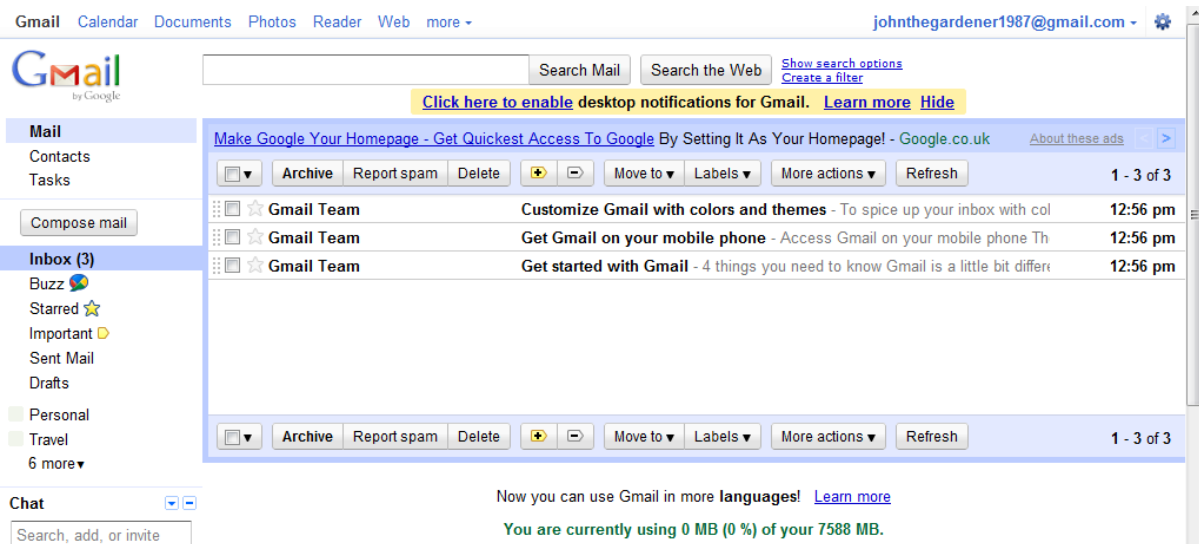
Labels do the work of folders with an extra bonus: you can add more than one to an email.

[Type text]

If all is well you should see the page above.

If not, you will be returned to the sign up form. Mistakes and incorrect answers will be marked in red.

Click on 'Show me my Account'.



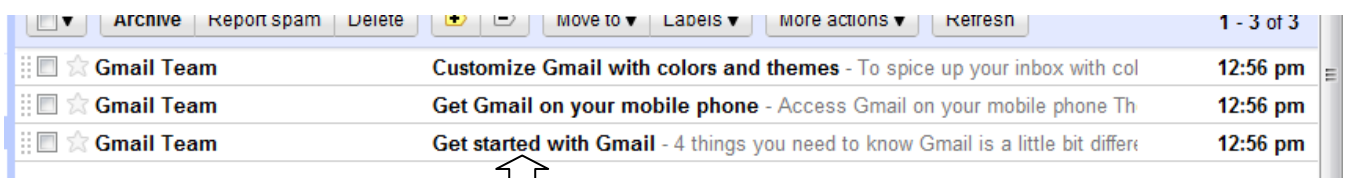
This is the main page of Gmail. You will be taken here every time you log in to your account.

The main section of the page is taken up by your Inbox.

Down the left hand side of the screen are your Mail Folders.

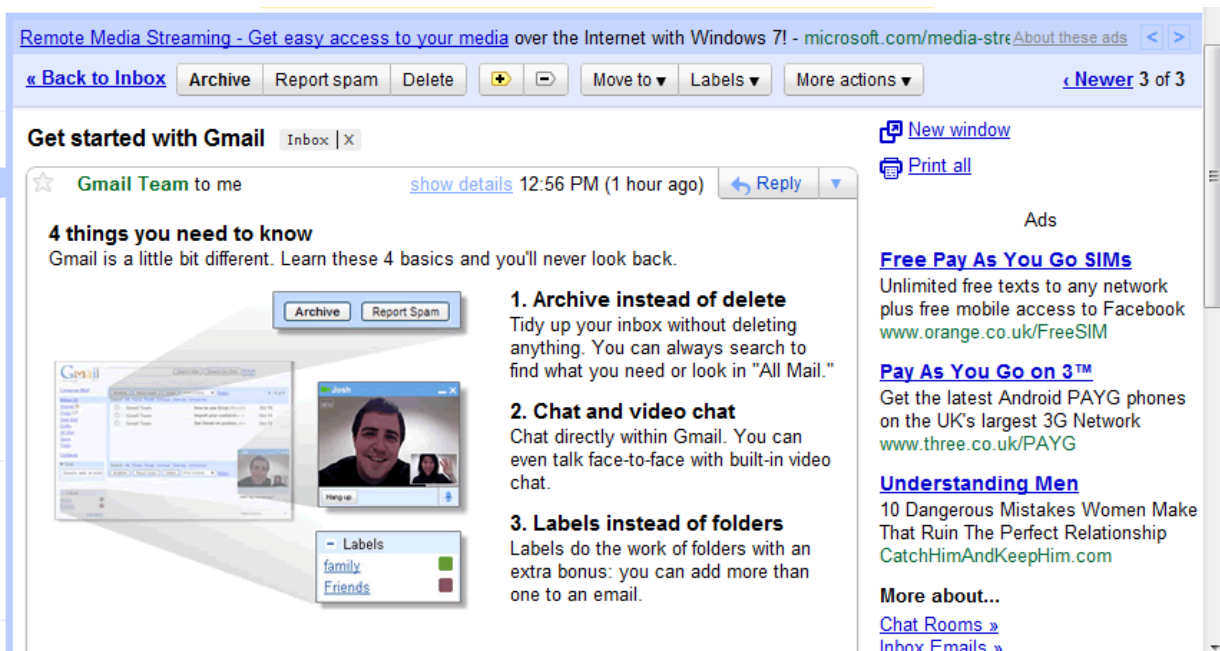
As you are a new member of Gmail, you will receive several welcome emails.

To read a mail, click on the message.



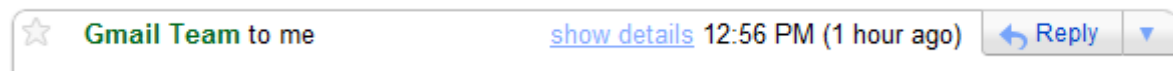
Click on the message to read the email.

[Type text]



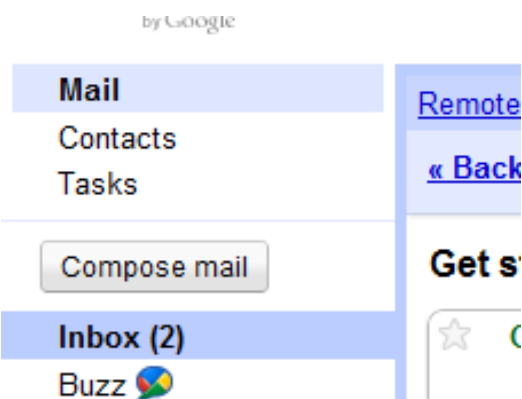
Your email will look something like this.

At the top of the message you will see information about the sender, when the message was sent and the option to reply.



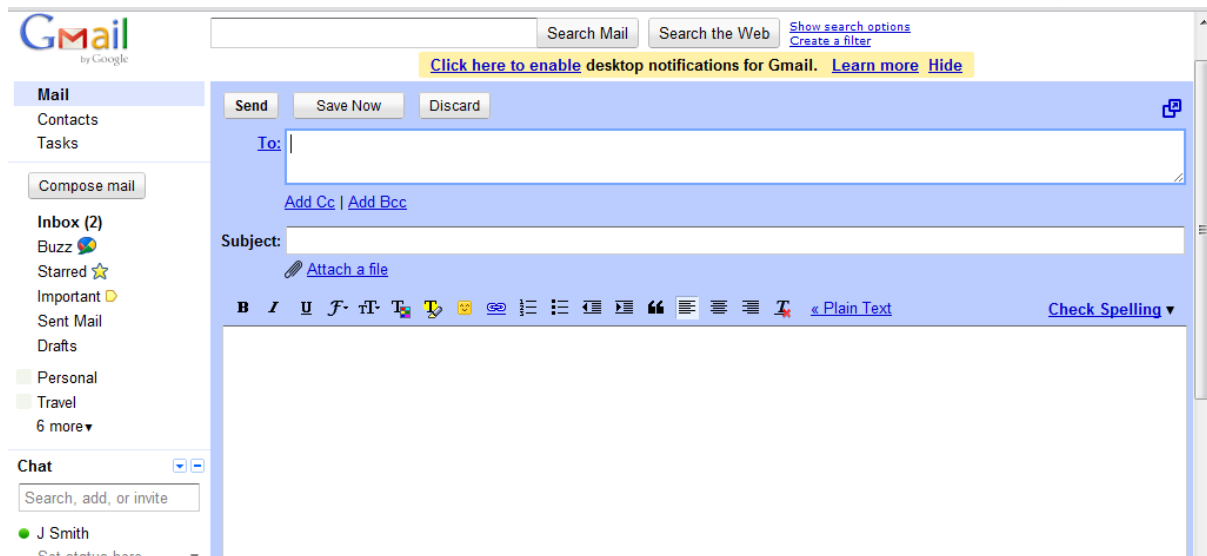
Composing a message

To write an email, look for the 'Compose Mail' button on the left hand side of the page



This is the compose mail screen:

[Type text]



You have several boxes to type information into.

The top box labelled 'To:' is where you type in the email address of the recipient. All email addresses look roughly like: [username@company.com](#).

There can be no spaces in an email address and they are not case-sensitive so don't worry about capital letters. Some symbols are allowed, you may see addresses with `'` `_'` `'-` `'*` symbols.

You can send the same message to multiple people. Do this by putting a comma after the first address, then typing the next one. For example:

[james@company.com](#), [jeff@othercompany.co.uk](#)

The box below is the 'Subject' line. Here you add a title to your email. Keep it short, but don't overlook this box as emails sent without a subject are often treated as spam by email services. Avoid using single words like 'Hi!' or 'Hello' as again, these could be treated as spam.

Finally the largest box below is where you compose your message. Above the box are a familiar set of controls that act in the same way as a word processor. You can format your text by changing the font. Make text bold, italic, bigger or smaller.

When you are done you can send your message by clicking Send on the top left of the Email screen.

Good Email Practice

As you become more familiar with using the internet and browsing around various websites you will find a lot of companies ask you to sign up for things, from newsletters to forums to shopping accounts to social networks. Signing up for anything nearly always requires you giving the website your E-mail address. Very quickly your inbox can become full of account details, junk mail and unwanted newsletters.

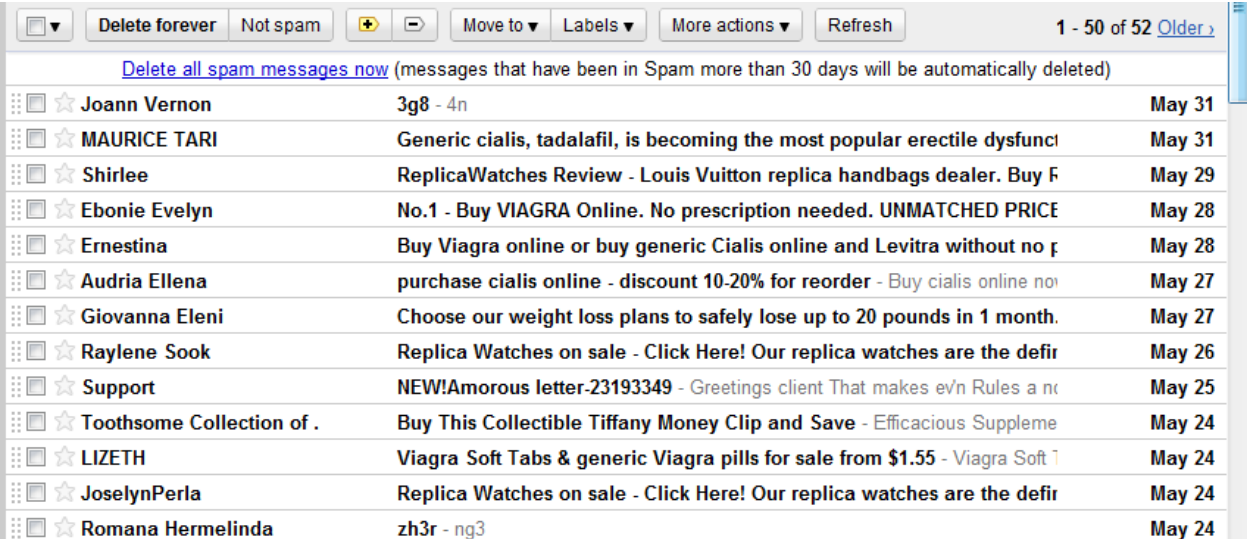
[Type text]

For this reason you might find it beneficial to create two email accounts. Keep one for all personal correspondence, for example messages to family and close friends. Keep the other for signing up to any online accounts. This way you can know that messages in your personal account are only legitimate and vice versa, any personal emails sent to the accounts address are most likely junk mail or unimportant.

Real Message or Spam?

Ever get fed up of all the junk mail shoved through your door? Unfortunately the same thing can, and will happen in your email account. Junk mail, or spam in internet speak, is a constant issue for email providers and fighting it has become a multi-million pound industry.

Spam takes many forms, don't expect it to be subtle!



Delete all spam messages now (messages that have been in Spam more than 30 days will be automatically deleted)			
<input type="checkbox"/>	★ Joann Vernon	3g8 - 4n	May 31
<input type="checkbox"/>	★ MAURICE TARI	Generic cialis, tadalafil, is becoming the most popular erectile dysfunction medicine	May 31
<input type="checkbox"/>	★ Shirlee	ReplicaWatches Review - Louis Vuitton replica handbags dealer. Buy F	May 29
<input type="checkbox"/>	★ Ebonie Evelyn	No.1 - Buy VIAGRA Online. No prescription needed. UNMATCHED PRICE	May 28
<input type="checkbox"/>	★ Ernestina	Buy Viagra online or buy generic Cialis online and Levitra without no p	May 28
<input type="checkbox"/>	★ Audria Ellena	purchase cialis online - discount 10-20% for reorder - Buy cialis online noi	May 27
<input type="checkbox"/>	★ Giovanna Eleni	Choose our weight loss plans to safely lose up to 20 pounds in 1 month.	May 27
<input type="checkbox"/>	★ Raylene Sook	Replica Watches on sale - Click Here! Our replica watches are the defir	May 26
<input type="checkbox"/>	★ Support	NEW!Amorous letter-23193349 - Greetings client That makes evn Rules a n	May 25
<input type="checkbox"/>	★ Toothsome Collection of .	Buy This Collectible Tiffany Money Clip and Save - Efficacious Suppleme	May 24
<input type="checkbox"/>	★ LIZETH	Viagra Soft Tabs & generic Viagra pills for sale from \$1.55 - Viagra Soft 1	May 24
<input type="checkbox"/>	★ JoselynPerla	Replica Watches on sale - Click Here! Our replica watches are the defir	May 24
<input type="checkbox"/>	★ Romana Hermelinda	zh3r - ng3	May 24

The Gmail spam folder, full of junk mail.

Email clients like Gmail, have built in spam protection. This analyses messages coming into your account and anything that shows the hallmarks of spam will be sent directly to the Spam folder. Messages sent here will be automatically deleted after 30 days so it is best left.

Occasionally messages will slip through the net of the spam filters. This often occurs if the spam email has disguised itself as a message from one of your contacts. A rule of thumb is to never trust anything that looks out of character. If you are getting emails from your friends with subjects like "Look at this!" "Hey! Check this out", then it may be that the messages are spam.

[Type text]

ReplicaWatches Review - Louis Vuitton replica handbags dealer. Buy Rep1icaWatches and FakeWatches here. Spam | X

☆ Shirlee to me [show details](#) May 29 (3 days ago) [Reply](#)

Quality Replica Watches – 5000+ Grade–A Replicas from \$150

High quality Japanese & Swiss Grade Replica Watches from Rolex, Tag, Breitling, Bell & Ross, & 35 More Brands. All watches are perfect exact replicas!

[View the collection at Watch Replica!](#)

[Reply](#) [Forward](#)

A spam email.

If you do accidentally open a spam message never ever click on any links they contain. Following links from these unsolicited messages can load data stealing programs to your computer, viruses and flag your account as 'active' meaning you will receive even more spam.

Summary:

- Do not open unsolicited messages from people you don't know
- Look out for subjects that are simply "Hello!" or "Look at this". Never click on anything offering cheap goods and services.
- If you do open a message that turns out to be spam, do not click on any links contained within