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Setting Up an Email Account

There are several different ways to set up an email account, but the two most common are through a private company or through your Internet service provider.

- Companies like Google (Gmail) and Microsoft (Outlook) are very popular and offer free personal accounts. Gmail is one of the most widely-used providers.
- Contact your Internet service provider to see if you have access to an email address through them (Telus, Shaw, etc.).

Gmail (<https://www.google.com/intl/en-GB/gmail/about/#>):

*After each step, click the Next button on the screen

1) Click on the button titled Create New Account

2) Fill in the sign-up form

- Choose a username
- Choose a password
- Enter your name

*You may need to add extra numbers or special characters to make it unique from all the other usernames, but do not worry – the website will tell you if you need to alter your username. The same goes for your password.

*Write your username and password down so you do not forget them

3) Enter your cell phone number to receive a security code through text messaging

*This is a security measure to ensure you are knowingly setting up this email account in your name

- If you do not have a cell phone, you may want to use a different email provider (like Outlook), or ask someone you trust if you can use theirs

4) Enter the verification code you received from the text into the online form

5) Fill in the required personal information

*Some information might be optional and it is up to you if you want to add that information – be aware that the more information you fill in, the more information is potentially visible to other people online

*Adding a recovery email (if possible for you) is an added security measure

6) Review the terms and conditions, and click the accept box

7) Explore your inbox!

Outlook (<https://outlook.live.com/owa/>):

*After each step, click the Next button on the screen

1) Click on the button titled Create Free Account

2) Type in your chosen username

- As with Gmail accounts, you may need to add numbers or special characters to make your username unique

3) Create and type in your password

- Write down both your username/password and keep them in a secure place, in case you forget

4) Type in your name

5) Enter more required personal information

6) Type the characters from the security image into the provided spot

- *This is known as a CAPCHA image and it is used to make sure a real person is creating the email account, rather than a program creating multiple fake ones

7) Explore your inbox!