

🔗 Newark and Sherwood Digital Toolkits

How do I set up an email account?

You can set up an email account using one of the many popular online services, such as Google Mail, Outlook or Yahoo.

Each email service will require slightly different information to set up an account.

Typically, you will need to provide:

- Your full name
- A choice of email address that is unique to you (you may have to try a few times to come up with an email address that isn't already in use)
- A password (That is strong and only you know) 🔒
- Personal information (for example your date of birth) 📅
- A phone number (which may be used to verify your account) 📞

When you register with your internet service provider (such as BT or Sky), they may provide you with an email account. **Tip: Be aware if you decide to change your internet provider, as they may charge you to keep access to your email account.**

Choosing a provider that is not linked to your internet provider is more flexible.

You can download email applications (apps) to access your emails on your smartphone or tablet. If you have an Android phone, the Gmail app will be automatically be downloaded to your phone.

