How to set up an E-mail

A STEP-BY STEP GUIDE ON HOW TO SET UP YOUR VERY OWN PERSONALISED E-MAIL ACCOUNT USING THE MOST POPULAR GMAIL WEBSITE

WHAT IS AN E-MAIL?

E-mail- electronic mail- is an online communication platform which involves the transfer of messages between two or more people using electrical devices.

WHAT ARE THE USES OF E-MAIL?

E-mails serve different purposes such as contracting friends, requesting information and online shopping.

In healthcare- patient settings, E-mails can save time and help gather more information between patients and doctors.

WHAT DO YOU NEED FOR AN E-MAIL?

E-mail providers have a website/app to access the email account. There are various email websites/apps that you can use such as Outlook, Yahoo, Apple mail and Google mail.

To connect to E-mail websites/apps, it is essential to have internet connection (public/home Wi-Fi or adequate mobile data). Access to the internet at home (Wi-fi) can be obtained by contacting an internet service provider (Virgin Media/ Sky/ BT/ talk talk)

WHAT ARE THE BENEFITS OF E-MAIL?

- **Free:** E-mails are completely free provided there is an internet connection.
- **Accessible:** E-mails are accessible anywhere there is a valid internet connection.
- **Flexibility:** E-mails can be drafted and sent during any time of the day/night. This is particularly useful for those who struggle to contact healthcare professionals during working hours.
- **Easy referencing:** Sent and received messages are stored safely, so can easily be retrieved- easier to look through old information this way than with written paper notes.
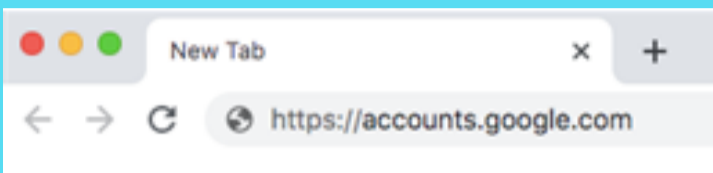
WHAT TO BE AWARE OF WITH E-MAILS?

- **Delay:** There can be delay in receiving emails; it not recommended to use E-mails for urgent/emergency issues.
- **Unread mail:** Sometimes E-mails can get lost in inbox or spam(junk) folder and may not be read.
- **Computer Viruses:** These can have detrimental effects on device system and destroy data. Hence, be careful when opening messages from people who do not know or when downloading attachments.

Here are 5 simple steps to create an email

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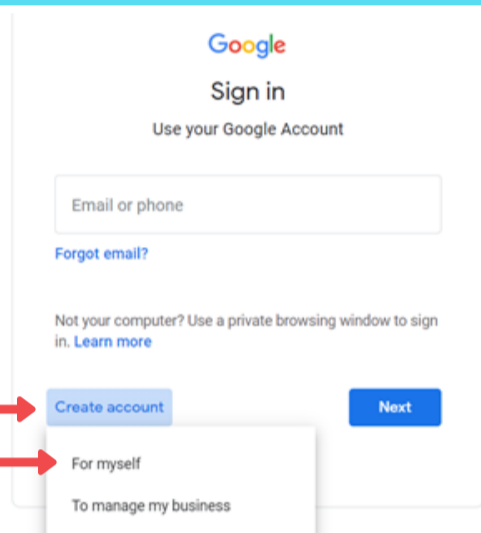
STEP 1

- Click on an internet browser that you would like to see. This can be: Internet explorer, Google Chrome or Safari (if using apple devices).
- **Type: https://accounts.google.com** into the website address bar at the top of the page.
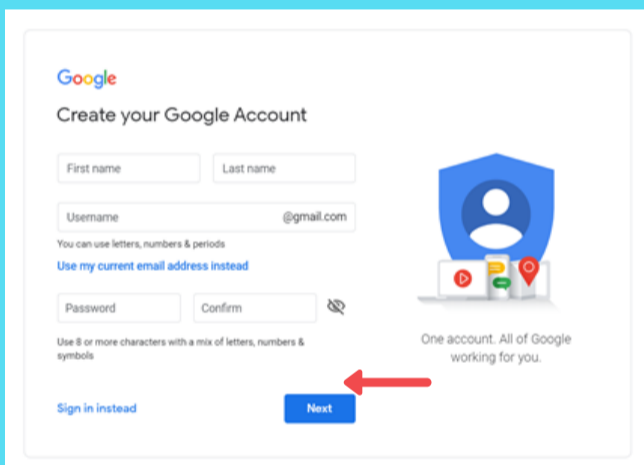- This allows you to navigate to the page to set up e-mail account.

STEP 2

- Upon entering the link, you will be taken to the google sign in page as seen below.
- Afterwards, click on the '**Create account'** and choose **'For myself.'**
- This will take you to the first set up page for a personal Gmail account.

STEP 3

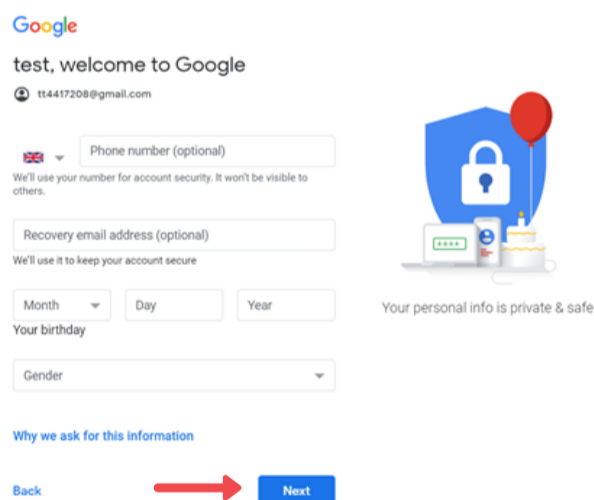When on this page **enter in all your details correctly.**
- The username must be unique so if you enter a username and it is already taken you will have to edit it to make it unique.
- You will have to decide upon a secure password.
- It is important to not forget the username or password. You could possibly write them both down somewhere secure to remind yourself.
- After completion of all the details click the **'Next'** button to continue the set up.
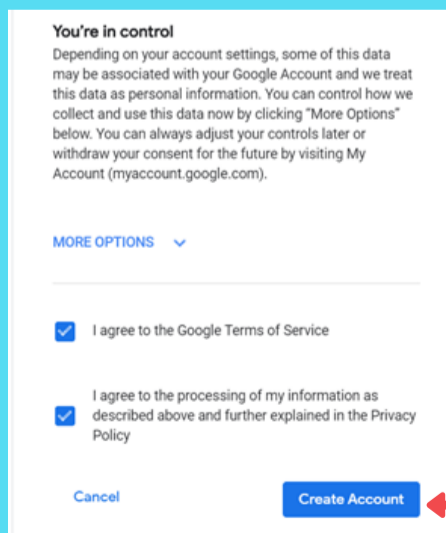
STEP 4

This is the second set-up page all you have to do is continue to **fill in all the details**
- The phone number and recovery email (any other email accounts you have access to) are optional. However, it is advised to fill in at least one of them. If you forget your password, the phone number you have given, or recovery email can be used to re-access your account so you do not lose your data.
- After completion of all the details click the '**Next'** button to continue the set up.

STEP 5

- You will then be presented with the terms and conditions, please read them and if you agree with them then **tick the two boxes**.
- After click **'Create Account'** and your email account will be created.
- Now you will be ready to send emails to whomever you wish!

HOW TO SIGN OUT

- After creating your account, you are automatically signed into gmail on that device. So every time you go on Gmail you will not need to re-enter password.
- it is **important to sign out of devices** if you are using a shared device, this stops other people from seeing your E-mails.
- In the top right corner there will be a circle with first letter of your initial, clicking on that circle shows a drop down where you can then click sign out.