

How to create an email account - Gmail

- 1 Open your internet browser as marked below (safari or microsoft edge)



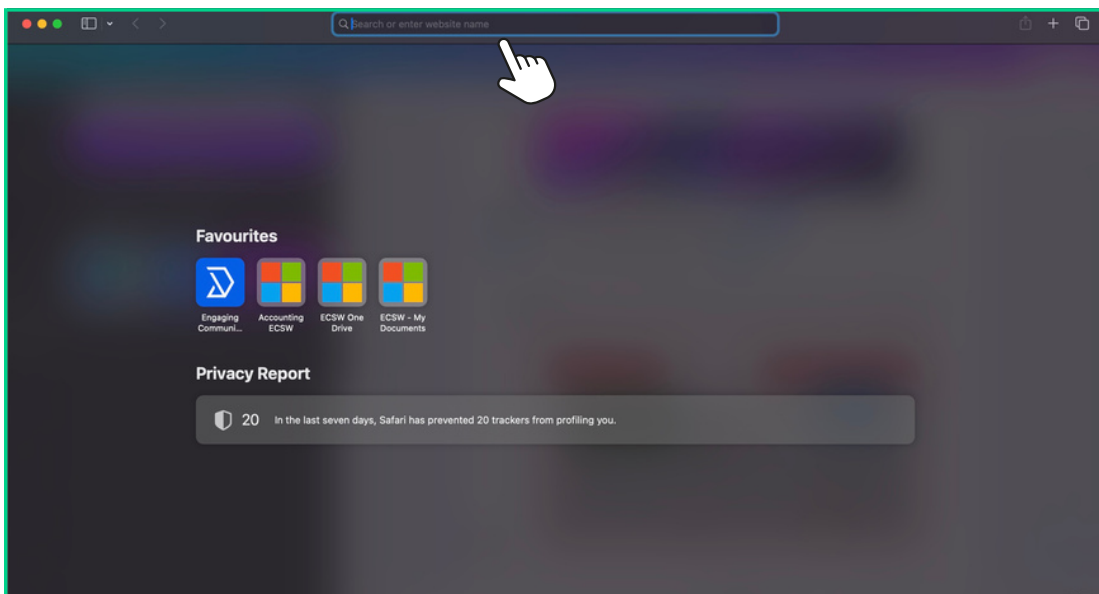
The Safari internet browser logo looks like:

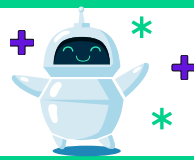


The Microsoft Edge logo looks like:

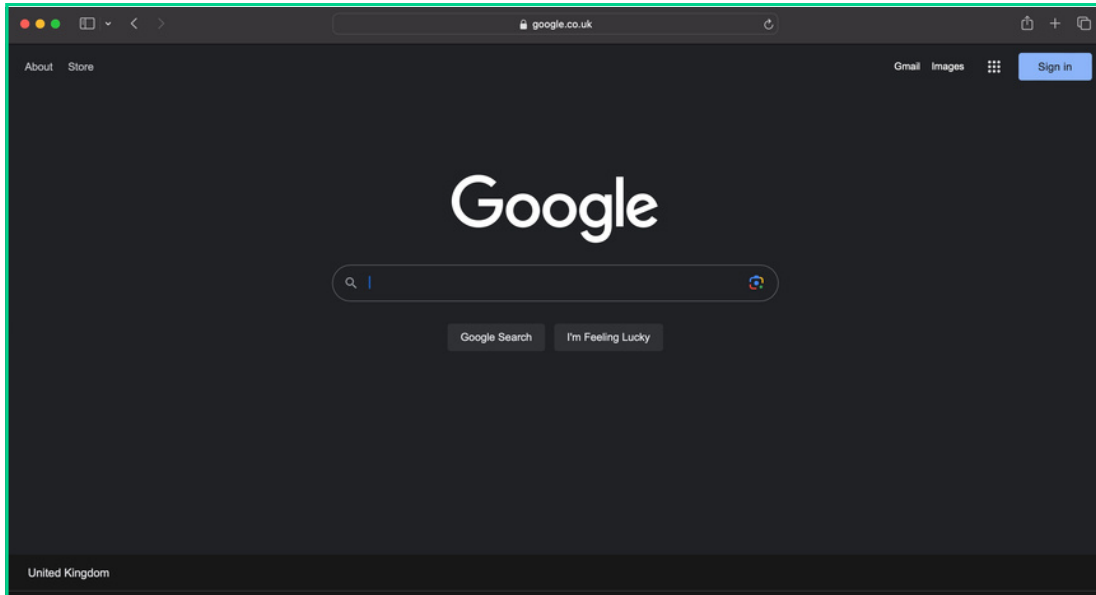


- 2 Once your homepage has loaded, type `www.google.co.uk` in the search bar marked below

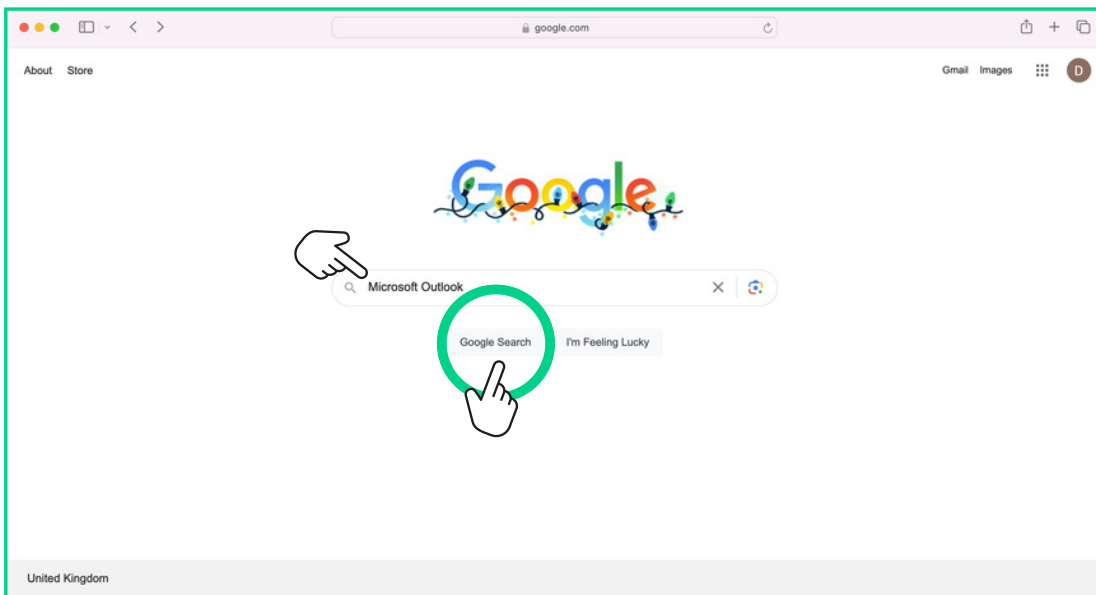


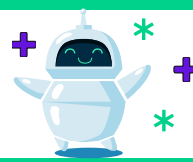


3 Once google has loaded, you will see the screen below



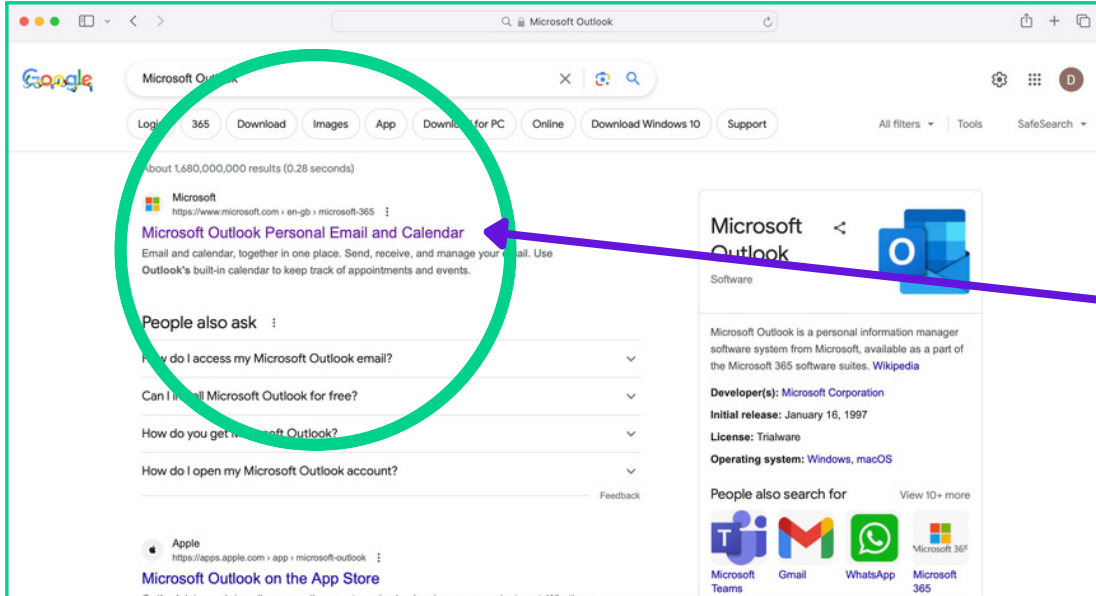
4 Type into the search bar 'Microsoft Outlook' and then click 'Google Search' as marked below





5

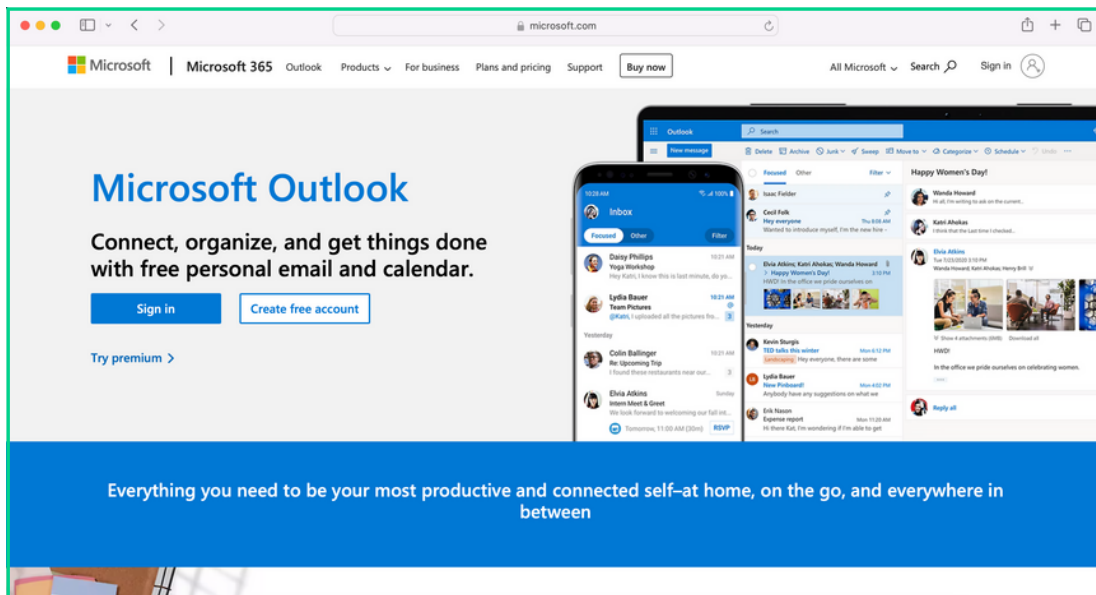
Once the google search has completed, click the top result which says “Microsoft Outlook Personal Email and Calendar” as marked below

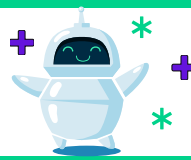


Click Here!

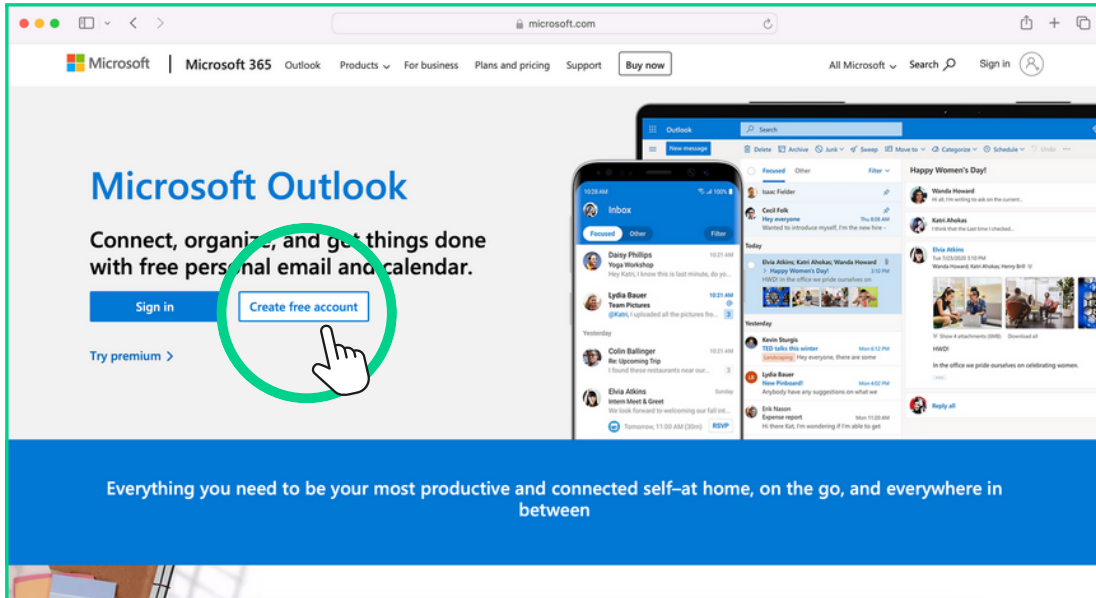
6

You will then see the screen below

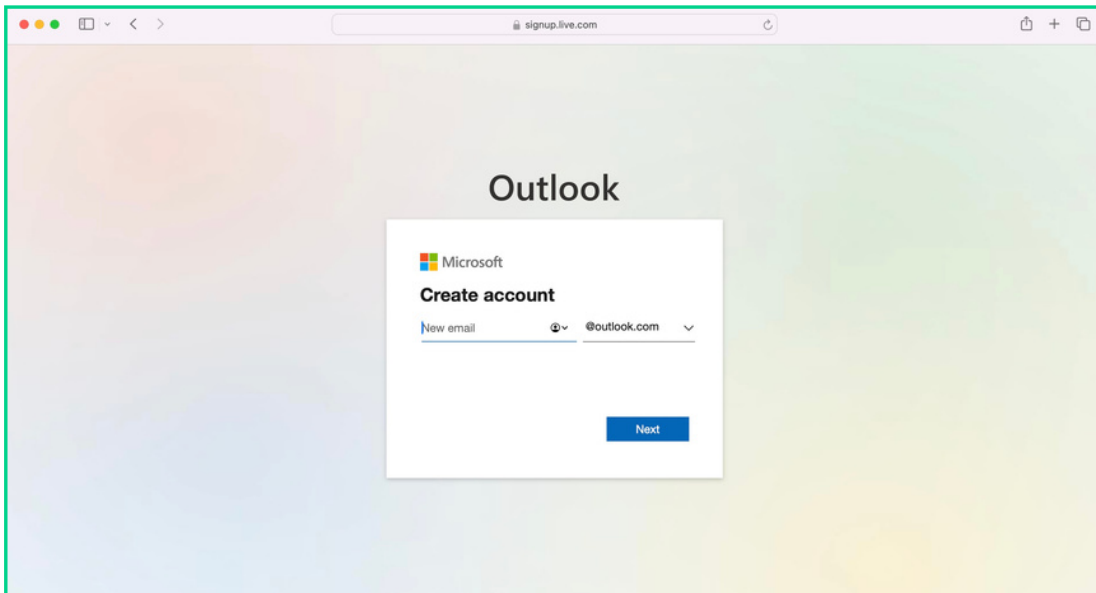


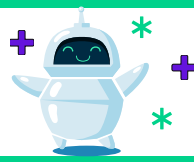


7 Click 'Create free account' as marked below



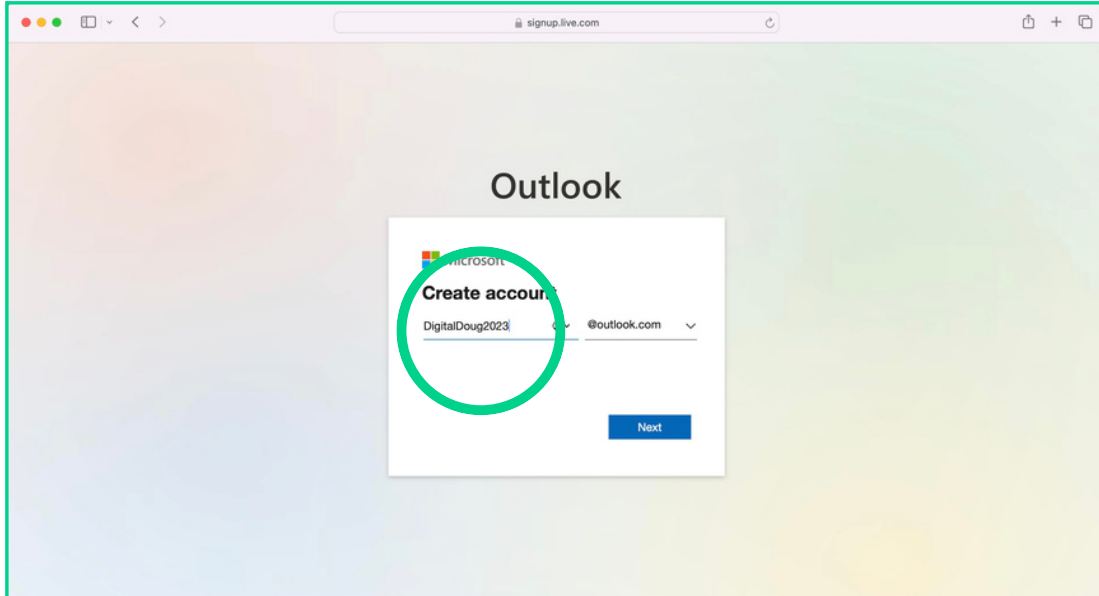
8 You will then see the screen below





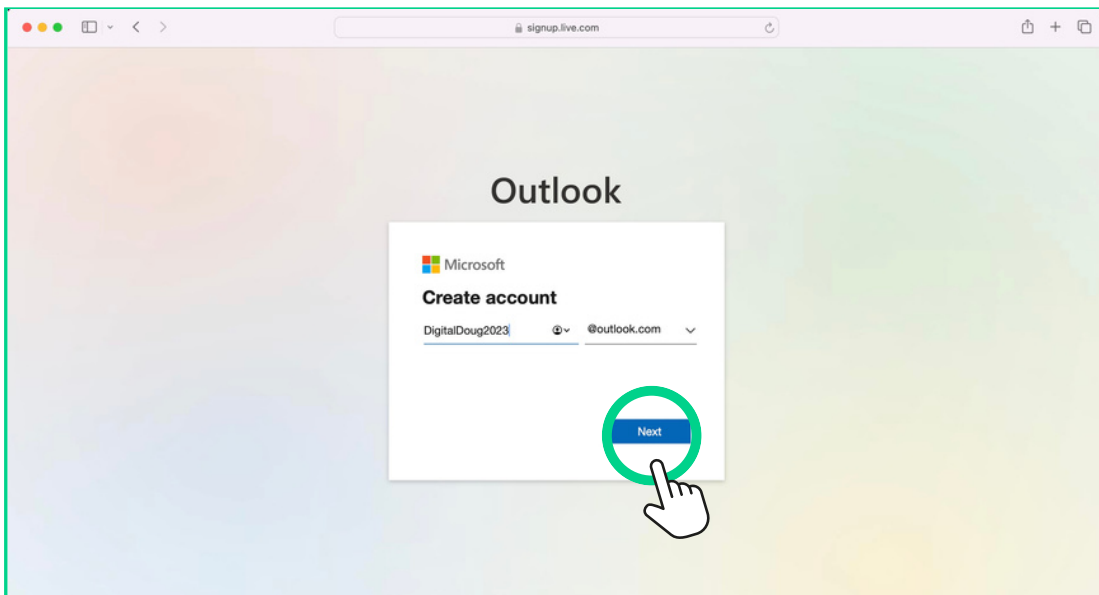
9

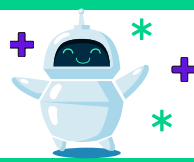
Enter your chosen email address in the bar marked below



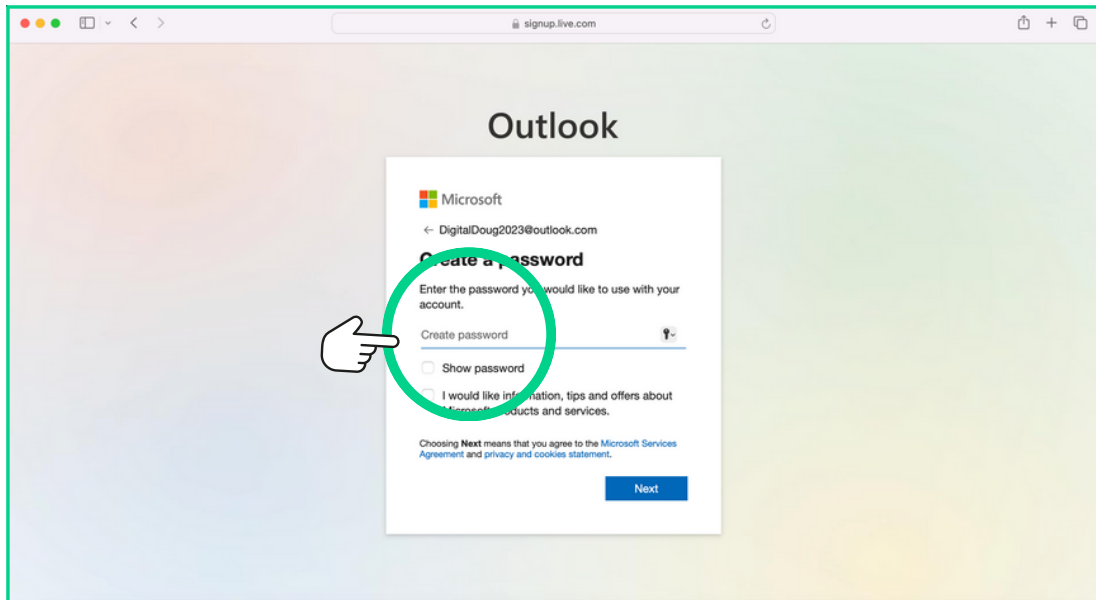
10

Once you have typed your chosen email address into the bar as marked above, click 'next' as circled below

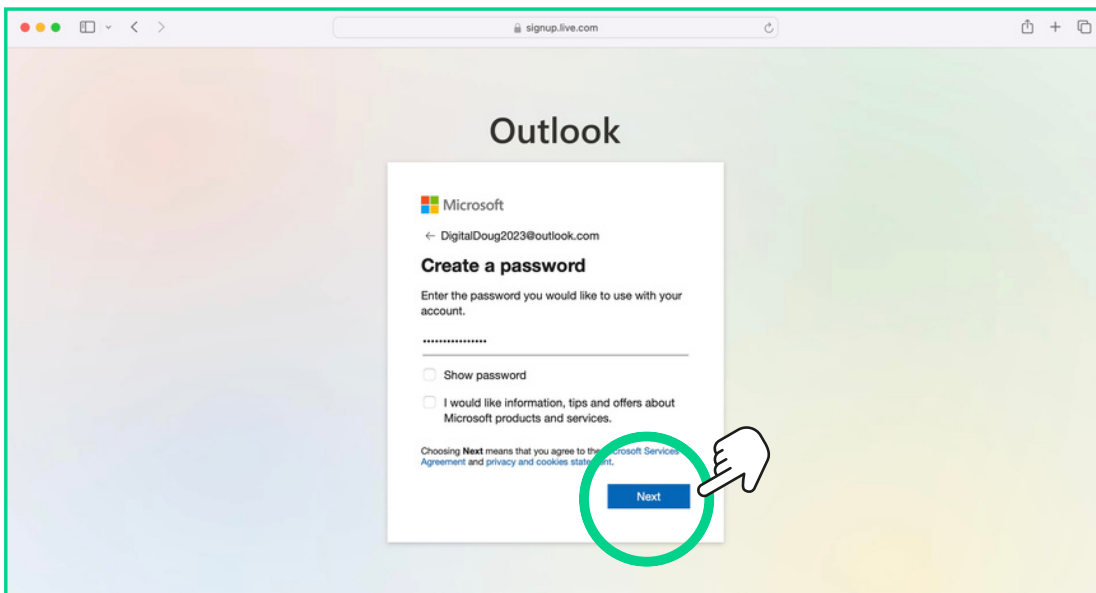




- 11 You will then be presented with the screen below asking you to choose a password, type this in the field marked below

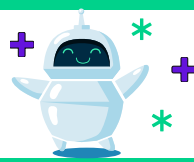


- 12 Once you have entered your chosen password, click 'next' as marked below



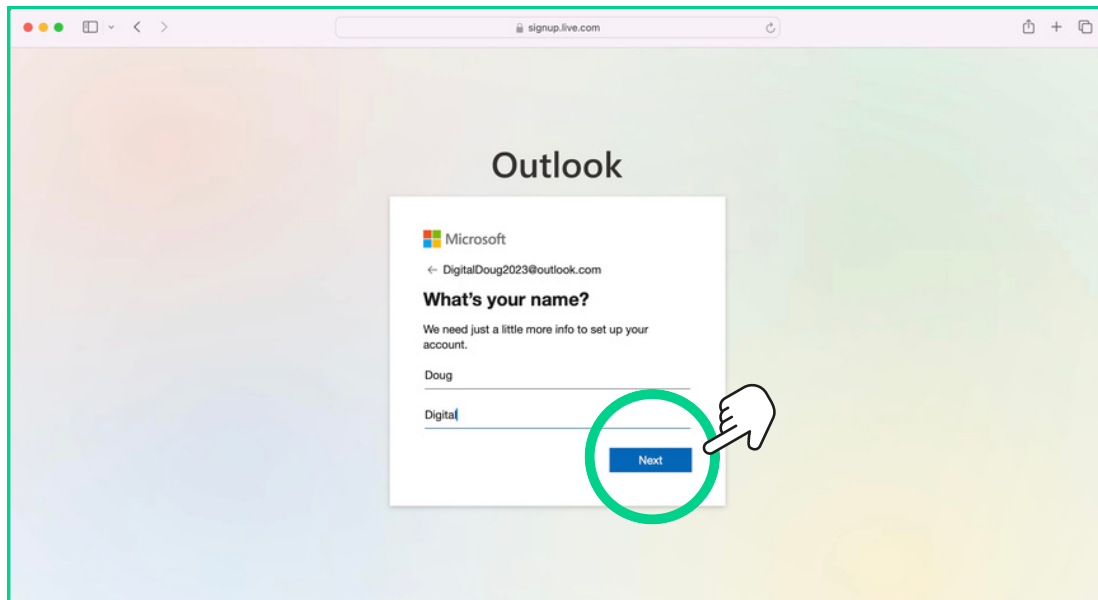
Top Tip - It **always** recommended that you use a combination of capital letters, numbers or special characters (e.g. ! or *) in your password to keep your account secure

You can also tick the 'show password' box to make sure you have typed your password correctly and they both match in each field as shown above



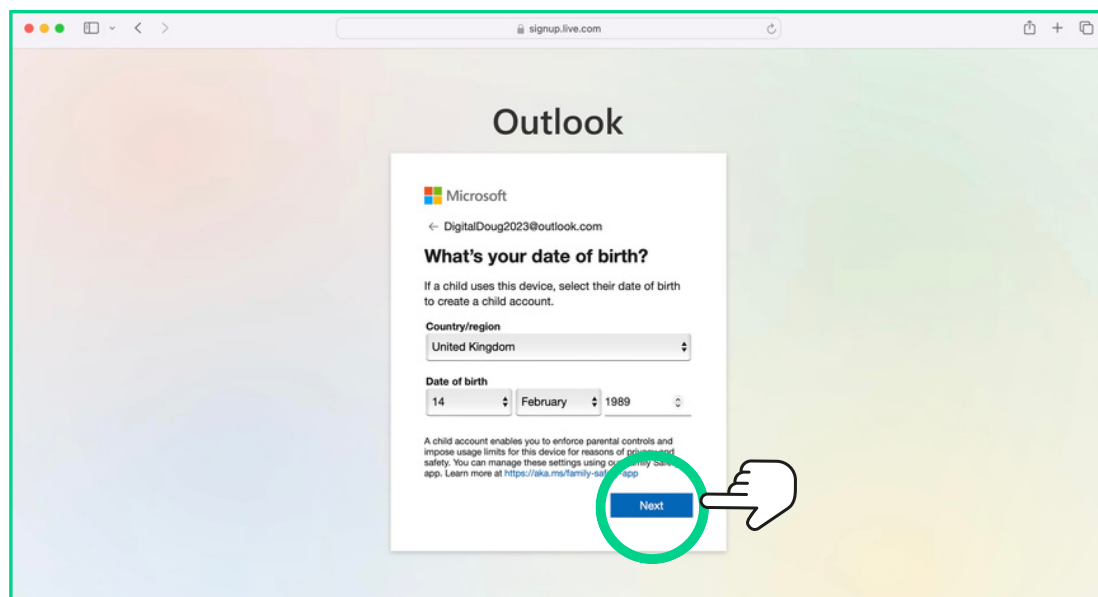
13

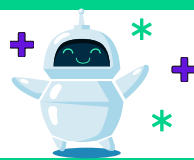
You will then be presented with the screen below asking you to enter some basic information (name and surname) - once you have done this click 'next' as marked below



14

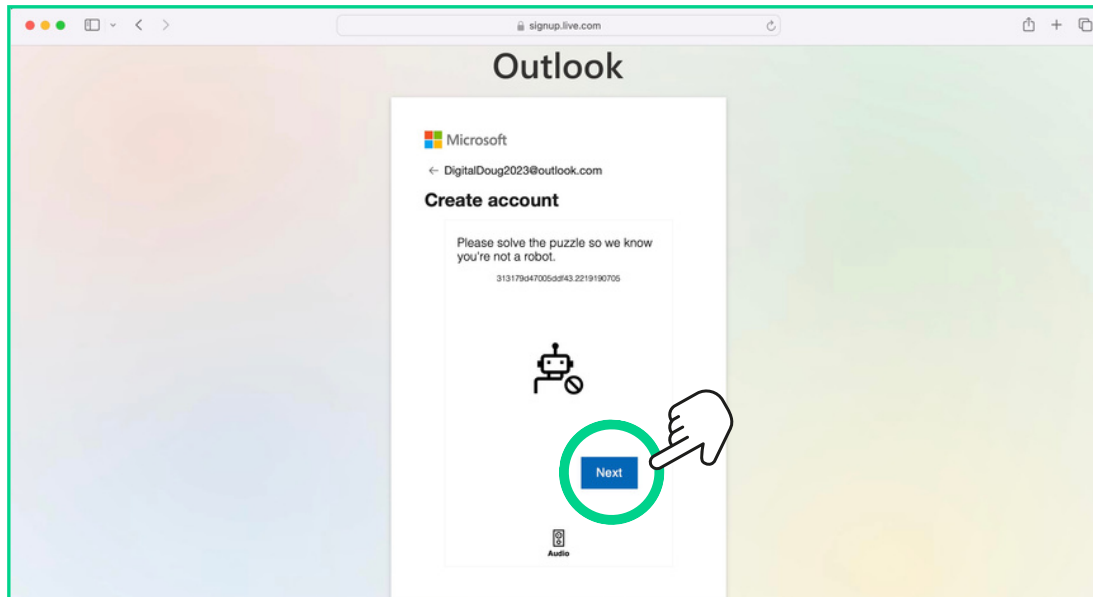
You will now be presented with the following screen asking for some additional basic personal details (country of residence and date of birth) - once you have completed these click 'next' as marked below





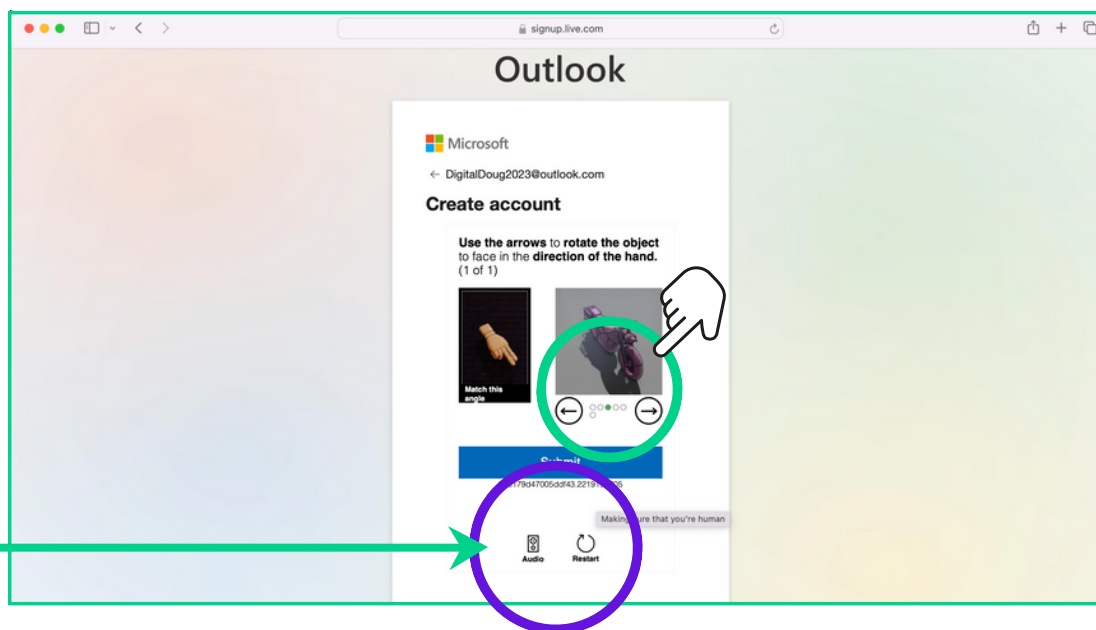
15

As a security measure you will be asked to solve a simple puzzle - click 'next' to continue with the puzzle



16

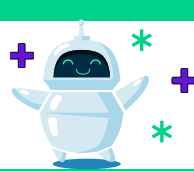
Once you have clicked 'next' as marked above, you'll be presented with the following screen



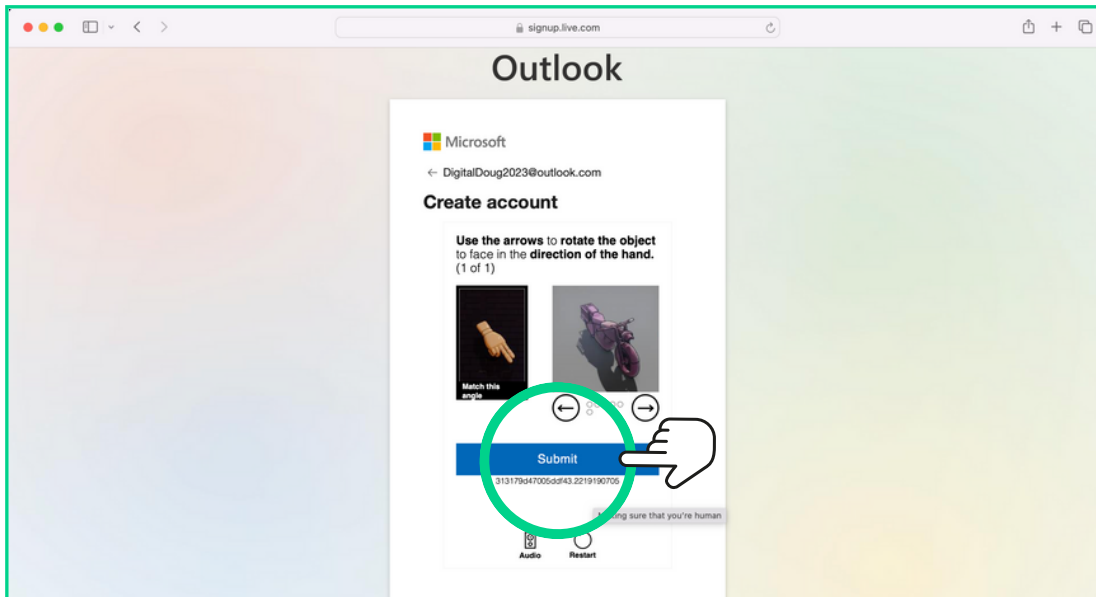
Use the arrows circled above to rotate the object to face in the direction of the image of the hand next to it



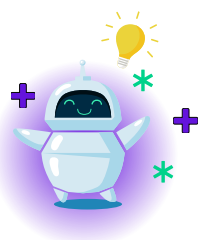
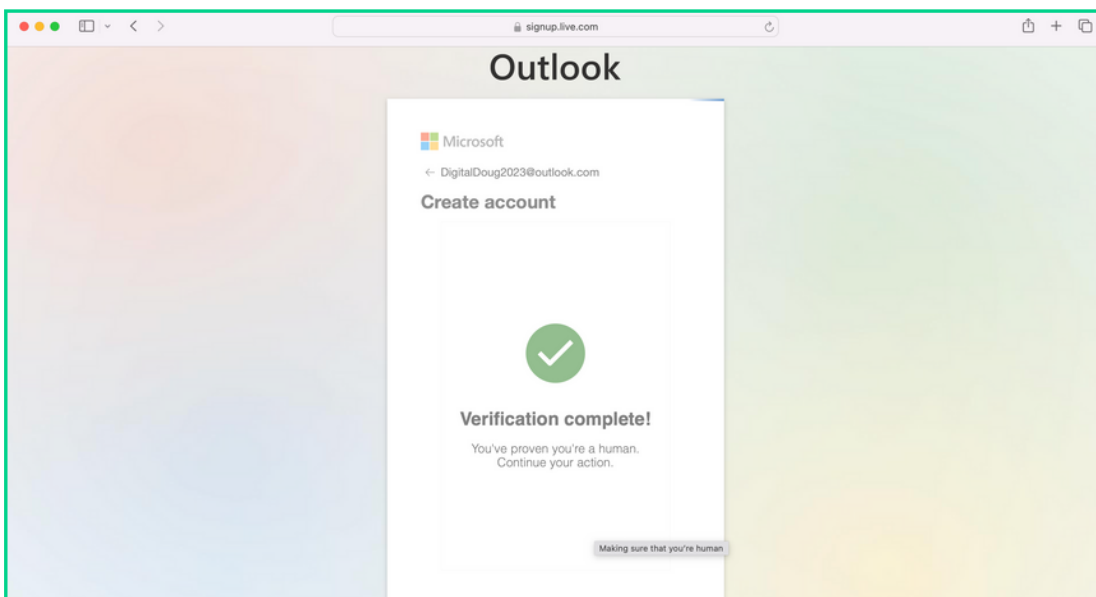
Top Tip - Click the 'audio' button to hear verbal instructions or the 'restart' button to start again (circled in purple above)



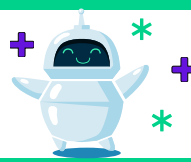
15 After you have completed the security puzzle, click 'submit' as circled below



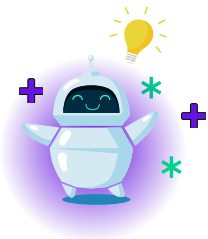
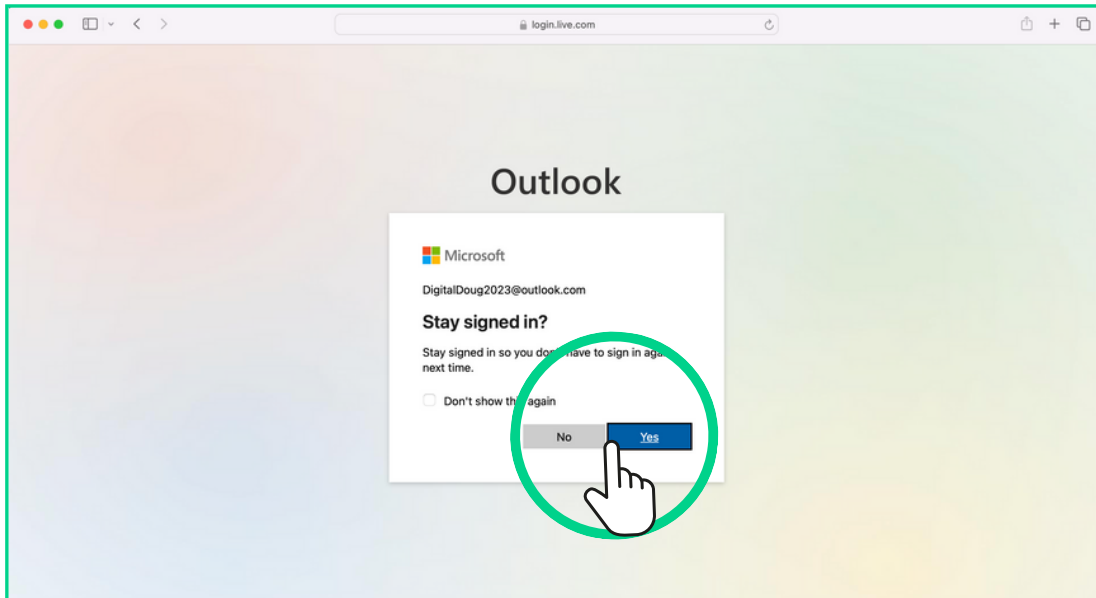
16 Once you have clicked 'submit' as marked above, you will see the following screen



Top Tip - Wait patiently on this screen whilst it completes the security check, your browser refresh automatically

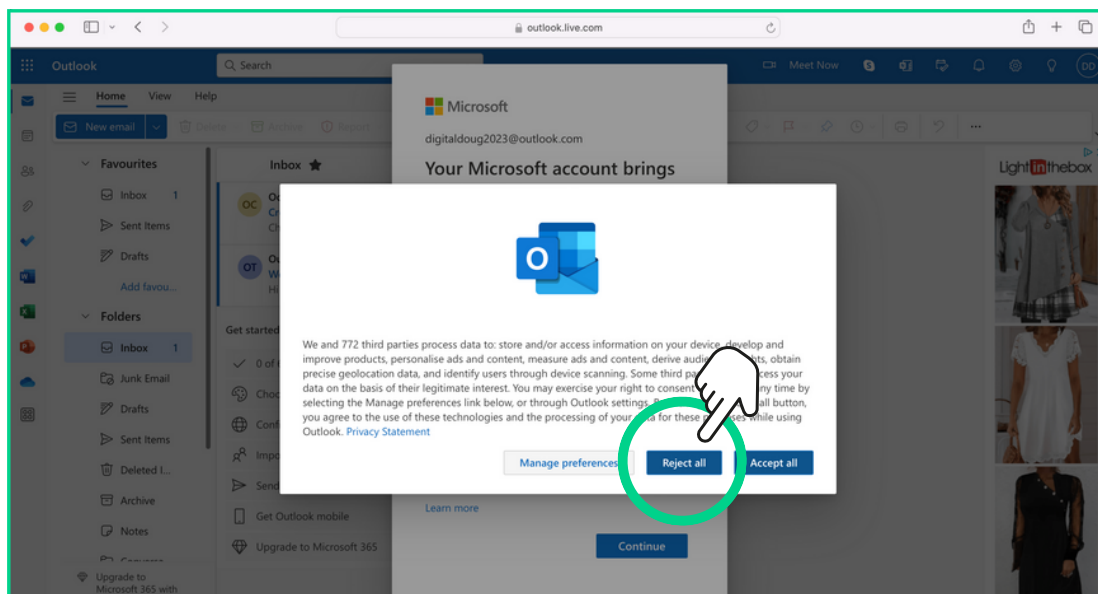


17 Once the security check has completed, you will see the screen below - it will ask whether you wish to stay signed into your new email account

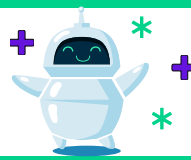


Top Tip - Click **No** if you are on a shared or public computer to keep your account safe and secure. If you do not wish to be asked to stay signed in again click the tick box that says 'Don't show this again' and then click your chosen answer

18 Once you have made your decision you will see the following screen

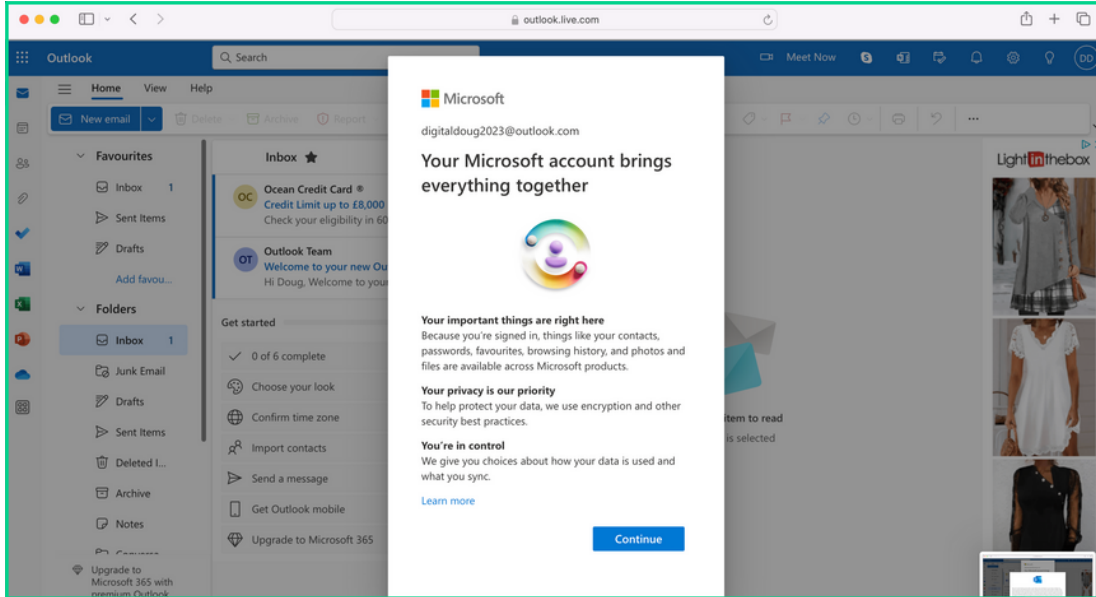


You will be asked whether you wish to share your information with Microsoft and their third parties - for this example we have clicked 'reject all' as circled above



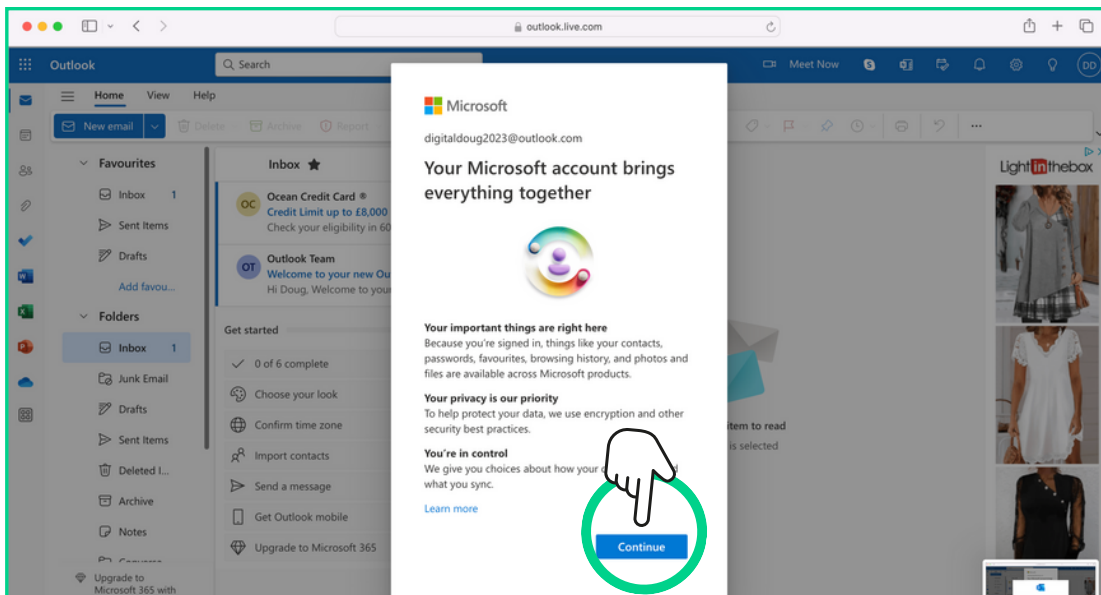
19

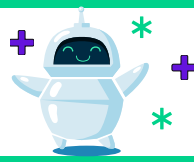
The next screen you will see is a message from Microsoft explaining your account is secure and your photos, files and contacts will be available across any other Microsoft products you have (e.g. Microsoft Word, Microsoft PowerPoint etc)



20

Click 'continue' as circled below





21

The set up process is now complete - you will see your inbox below

