

# How to Create a New Email Account

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## What You Will Learn Today

By the end of this session, you will:

- Create your own email account
  - Send your first email
  - Read and reply to an email
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## What is Email?

Email (electronic mail) is a way to send messages using the internet. You can use email to:

- Communicate with family and friends
  - Receive bills and important notices
  - Sign up for online services
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## Step 1: Go to the Email Sign-Up Page

1. Open your internet browser (Chrome, Safari, Edge, etc.)
  2. In the address bar, type: [www.gmail.com](http://www.gmail.com)
  3. Click **Create account**
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## Step 2: Enter Your Information

Fill in the following:

- First Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_

Choose your email address (username):

- Example: johnsmith123@gmail.com
- Your choice: \_\_\_\_\_

**Tip:** If your first choice is taken, try adding numbers.

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## Step 3: Create a Password

Your password should be:

- At least 8 characters
- Include letters and numbers
- Easy for YOU to remember

Example: River2024!

Write a password hint :

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## Step 4: Continue Setup

- Follow the on-screen instructions
- You may be asked for a phone number (optional but helpful)
- Agree to the terms and click **Next**

## Step 5: Your Email is Ready!

Congratulations! You now have an email account.

Your email address: \_\_\_\_\_

## Step 6: Send Your First Email

1. Click **Compose**
2. In the “To” field, type an email address
3. In the “Subject” line, type: Test
4. In the message, type: Hello
5. Click **Send**

## Step 7: Read and Reply to an Email

1. Click on an email in your inbox
2. Click **Reply**
3. Type your message
4. Click **Send**

## Email Safety Tips

- Do NOT share your password with anyone
  - Be careful clicking links from unknown senders
  - Watch for scams asking for personal information
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## Common Problems (and Solutions)

**Problem:** Username already taken

- Try adding numbers or your middle initial

**Problem:** Forgot password

- Use the “Forgot Password” option on the login page

**Problem:** Can’t find your email

- Check your “Inbox” or “Spam” folder
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## Notes

Use this space to write down helpful tips or questions:

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## Need Help?

Don’t hesitate to ask during class. We’re here to help!

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*Keep this handout for future reference.*