



## How to create a personal email account/address (Gmail, Yahoo & Outlook)

Step 1 – select an email provider (Gmail, Yahoo, Outlook, etc.)

There are many different email providers that will allow you to create an email account to send and receive emails. Some of the more common ones include Gmail, Yahoo and Outlook. Below are instructions for setting up an email account using these three providers.

### Gmail –

- 1) Go to [www.gmail.com](http://www.gmail.com)
- 2) Click create an account
- 3) You will get a small form to fill out. For example:
  - a. Name – you will need to enter your name
  - b. Email address – you will need to enter an email address. For example: [example@gmail.com](mailto:example@gmail.com)
  - c. Password – you will need to create a password. This is what will allow you to log into your account to send and receive emails
- 5) Next, you will see a form to enter some of your personal information, such as your phone number, birth date and gender – enter the requested information
- 6) You will receive Google's Privacy and Terms. Read and click "I Agree" (*you will need to agree to the privacy and terms in order to complete your email account sign up*)
- 7) Once you agree to the terms and conditions, you will be taken to your new email account inbox
- 8) You can now start to send and receive emails
- 9) You can login to your new email account by going to [www.gmail.com](http://www.gmail.com) (*and entering your email address and password*)

### Yahoo –

- 1) Go to <https://login.yahoo.com/account/create>
- 2) Complete the information in the sign-up form that appears.
  - a. First name, Last name
  - b. Email address - enter the first part of what you want your email address to be – for example: johndoe (*@yahoo.com will be added to the end of it*) For example: [johndoe@yahoo.com](mailto:johndoe@yahoo.com)
  - c. Password – you will need to create a password. This is what will allow you to log into your account to send and receive emails
  - d. Phone, birth date

3) Once you click continue, you will be taken to a screen where you will need to verify your phone