

There are many different online email accounts you can choose, all of which are fairly similar.



This card shows you how to use Gmail. The process is similar for the other accounts.

Web-based email is email that is stored on the internet so you can read it on any computer or mobile device that's connected to the internet.

To start, follow the QR Code.

- ✓ At the top left of the main Google page, click on **'More'**
- ✓ From the dropdown list, select **'Gmail'**



You'll now be in the **'Sign in'** section. If you've not done this before, you'll need to create a Google account. Click **'Create an account'** at the top right of the page.

To set up an email account with Gmail, you'll need to be happy to share some personal information with Google. If you're not, then investigate another email company where you are happy to share this information.

- ✓ Fill in the **required** information. Note that you don't need to answer all the questions
- ✓ Clicking on **'Continue to Gmail'** will take you to your inbox, ready to start emailing

Suggested Next Steps: Using Online Email (A3G)