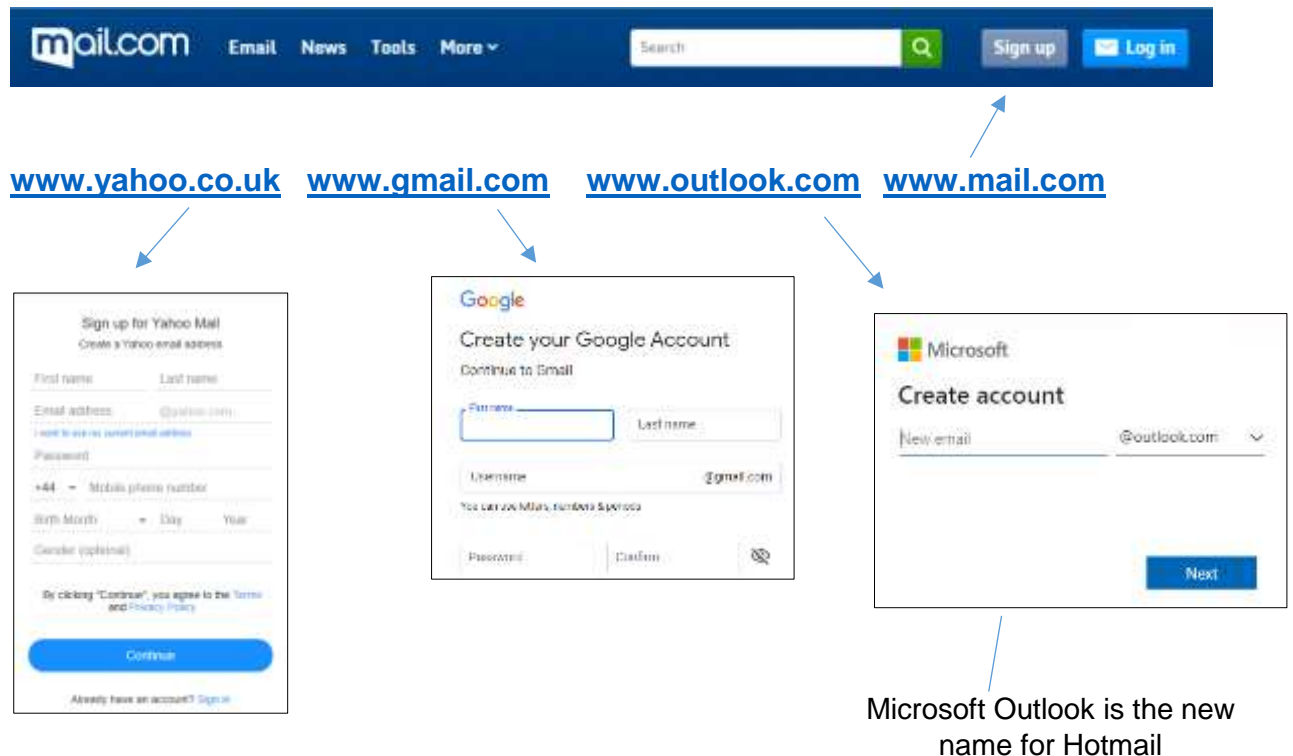


Setting up an email account

There are lots of email account providers on the internet enabling web-based email. One advantage of using this is that if you have access to the internet then you have access to your email account wherever you are. When you sign up, most providers will require you to submit your mobile phone details as an extra layer of security, but you may be given other options; for example, a recovery email address.

Some examples of web email providers:



The image shows a screenshot of the mail.com website header with a search bar and 'Sign up' and 'Log in' buttons. Below it, four URLs are listed: www.yahoo.co.uk, www.gmail.com, www.outlook.com, and www.mail.com. Arrows point from these URLs to their respective sign-up pages. The Yahoo sign-up page asks for first and last name, email address, password, mobile phone number, and birth date. The Google sign-up page asks for first and last name, username, and password. The Microsoft sign-up page asks for a new email address and has a 'Next' button. A note below the Microsoft page states: 'Microsoft Outlook is the new name for Hotmail'.

Most email platforms are very similar, and will ask for the same sort of information when you sign up – this is normally your name, DOB, and phone number. They will ask you to create a password – normally of at least 8 characters, using upper and lower case letters as well as numbers and symbols. **It is important to remember this password – commit it to memory, if possible (but have a backup plan).**

Your new email address will look something like this:

yourname22@yahoo.co.uk

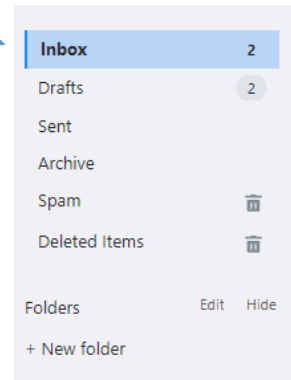
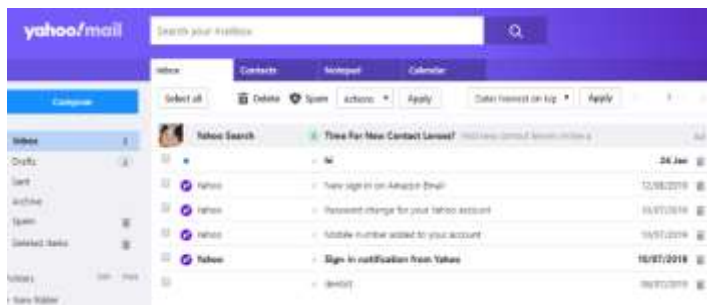


Once your email address has been created, you will then need to sign into your account, using your email address and password.

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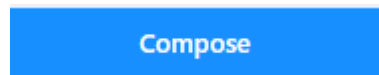
New emails that you receive are stored in your **Inbox** – click or tap on this to see a list of your emails.

Pick the email you want to read and click or tap on it. The email content will then open up for you to read. Once you have read it, you have a number of options and you can use the tabs above your email to **Delete, Reply** or **Forward**.




If you click on **Reply**, the address of the person you are replying to will be automatically entered in the address bar.

If you click on **Compose**, you will need to type the email address of the recipient into the 'To' bar. Once you have done this, you can then save the address to your list of Contacts, so that next time you want to email this person, their email address will automatically appear.



Choose a subject heading e.g. Test email
Write your message. Then click or tap **Send**

24 Jan  To delete emails, use the Bin icon: select the email you want to delete, then tap or click on the bin. Deleted emails will then be saved in a 'Deleted items' folder – to delete completely, you will need to open this folder and delete the items in it.

You can reorganise the emails in your inbox; for example, by sender's name or by date: select your choice from the drop down menu, then click or tap on **Apply** to activate the changes.



Finally, to exit your web mail account, click or tap on **Sign/Log Out**

