

Beaumont

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
- 2) Click create an account
- 3) You will get a small pop up box that asks you to select either: for myself or to manage my business. Select For myself
- 4) A form to create your account will appear. Complete the information in the form.
 - a. First name, Last name
 - b. Username – enter the first part of what you want your email address to be – for example, janedoe (*@gmail.com will be added to the end of it.*) For example: janedoe@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 (*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
 - 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 number so Yahoo can send you a text message (or call) with a verification code
- 4) Once you receive the verification code (via text or call), enter it into the fields indicated on your screen
- 5) After you enter that code, your account has been created
- 6) Click Done and you will be taken to Yahoo's home page
- 7) Click email on the upper right and you will be taken to your email box where you can start to send and receive emails

Outlook (free version)

- 1) Go to: <https://www.microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook>
- 2) Click create free account
- 3) Enter the email address you would like to use for this account (*@outlook.com will automatically be added to the end of it.*) For example, JaneDoe@outlook.com – Click Next
- 4) Create a password – this is what will allow you to log into your account to send and receive emails – Click Next
- 5) Enter your first and last name – Click Next
- 6) Enter your date of birth – Click Next
- 7) You will get a screen informing you that you need to solve a puzzle in order to finish setting up the account (*to make sure you are an actual person and not a robot*) – Click Next
- 8) You will be taken to a screen with a puzzle to work on such as using arrows to move an image to view it correctly. Once you complete the exercise, Click Done
- 9) You will then be taken to your email account where you can start to send and receive emails
- 10) You can log into your new Outlook email account by going to: <https://outlook.live.com/mail> (*and entering your Outlook email address and password*)