How to create an email address

You will need an email address to be able to vote in Pick My Project. There are many email service providers available. Below you will find some instructions on how to create your own email address using one of the three most common free email providers. You only need to select one.

**PLEASE NOTE: If you need further support lots of people will be able to help. Ask a friend or family member who is more comfortable with technology. You can also get help from your library staff or at your local Neighbourhood House.**

# Gmail

1. Select the following link <https://accounts.google.com/SignUp>
2. You will be taken to a webpage titled ‘Create your Google Account’
3. Follow the steps on the screen
4. Enter your details
5. Choose a username (A username is a way for your computer to identify who you are and will be visible to people you send your emails to. If the username you want is taken you will be prompted with other options that are available)
6. Create a password
7. Write down your username and password so you don’t forget them. You will need these in the future.
8. Select the blue button labelled ‘next’.

You will need to use these details to sign into Gmail.

1. Select the following link <https://gmail.com>
2. Enter your email address and password created above
3. Select ‘sign in’

If you’re signing in on a public computer, make sure to sign out before leaving the computer.

# Yahoo! Mail

1. Select the following link <https://login.yahoo.com/account/create>
2. You will be taken to a webpage titled ‘Sign up’
3. On the screen, you will need to enter your details
4. Make sure you enter your details including:
   1. First name
   2. Surname
   3. Email address (this is what you want the name of your email address to be. If the username you want is taken you will be prompted with other options that are available)
   4. Password
   5. Mobile phone number
   6. Date of birth
   7. Gender (this is optional)
5. Write down your username and password so you don’t forget them. You will need these in the future.
6. Select ‘continue’
7. Follow the prompts (you may be asked to set security questions)
8. Select ‘next’

To sign in to your email account in the future visit <https://login.yahoo.com>

If you’re signing in on a public computer, make sure to sign out before leaving the computer.

# Outlook

1. Select the following link <https://outlook.live.com>
2. Select the blue button titled ‘Create free account’
3. Select the field ‘New email’ and type what you would like your email to be named
4. Select the blue button labelled ‘Next’
5. Create a password
6. Write down your email and password so you don’t forget them. You will need these in the future.
7. Select the blue button labelled ‘Next’
8. Enter your birthday in the field provided
9. Enter your phone number
10. Select ‘create account’

To sign in to your email account in the future visit <https://login.live.com/>

If you’re signing in on a public computer, make sure to sign out before leaving the computer.