

Sending and receiving emails

Setting up an email account is really helpful – not only can you send emails to friends and family, but you’ll probably need an email account for lots of the other things you might want to do on the internet, such as shopping or banking.

This sheet will:

1. **Help you set up your own email account.**
2. **Help you send your first email.**
3. **Help you look out for dodgy emails.**



Setting up your account

First things first, before you can start sending and receiving emails you need an email account. So, how do you set one up?

Step 1: Pick a provider

Before you set your account up, you’ll need to decide who to set the account up with. There are lots of different providers, but some of the most widely used are Google Mail (Gmail), Yahoo and Outlook so they’re a good place to start.

Step 2: Create the account

Whichever provider you use, you can set up your account on their website. When you’ve searched and found the website you’re after, there’s likely to be an option to ‘Create an account’ or something similar. Give that a click.

Step 3: Fill out your details

Then you’ll have to fill in some details to get the account set up, this is likely to include:

- Your full name.
- Your choice of email address. It has to be unique to you, so you might have to try a few different ones.
- Your choice of password. This should be a ‘strong’ password.
- Information about you, such as your date of birth and gender.
- Your phone number – this may be used to verify your account, so you’ll likely receive a text with a code that’s needed to open the account.

What is a ‘strong’ password?

A strong password is likely to include a mixture of letters (including capitals), numbers and special characters. It can also be three random words such as YellowTableSink (don’t use this example though).

Whatever password you’re creating, the website should make it clear if it needs to meet certain criteria and indicate how strong your password is. Don’t use the same password for different accounts and never use personal details, such as important names or dates.



Sending your first email

Once you click 'Compose' or 'New message', your screen should look similar to that image below. We've numbered each area to match up with the points below so you know what to do and where to do it.

The image shows a 'New Message' window with five numbered callouts:

- 1.** Write the email address of the person you want to send it to (points to the Recipients field)
- 2.** Write what the email is about here (points to the Subject field)
- 3.** Type the email here (points to the main body text area)
- 4.** Add attachments to your email (points to the paperclip icon in the bottom toolbar)
- 5.** Click 'Send' (points to the Send button in the bottom toolbar)

1. This is where you type in the email address of the person you want to send it to. Once you've sent an email to someone, their name will pop up here as a suggestion once you start typing their email address.
2. This is the subject box. The subject lets the person know what the email is about in a couple of words, for example 'My first email' or 'Family news'.
3. You type the email you want to send in this box.
4. This icon, usually resembling a paperclip, will let you add attachments to your email just as photos or files.
5. Click 'Send'.

Your mailboxes



You can see the emails you've sent in your 'Sent' mailbox. Any emails you receive will sit in your 'Inbox.'

You can delete any emails you think might be dodgy from your inbox. Certain spam emails will go straight to your 'Junk' folder.

