

Fact Sheet: Set up a Free Email Account

Contents

 Overview	1
 Setting up a secure password	1-2
 Set up a Google GMAIL account	2-3
 Set up a Microsoft Outlook account	3-4
 Screenshots	4-5

Overview

It's easy and free to set up a new email account. The best way to do this is to set up something called a webmail account. You can access this type of email account from any computer by logging into your account securely.

Google's Gmail ([gmail.com](https://www.gmail.com)) and Microsoft's Outlook.com ([outlook.com](https://www.outlook.com)) offer free webmail. They're both reliable, free choices with leading security standards.

Webmail is convenient because you can access your emails from any device by logging in securely online. You are not tied to using just one computer. Webmail works on mobiles and tablets - Gmail and Outlook.com have their own free apps, or you can connect a webmail account to the built-in email app on a tablet or smartphone in a few simple steps.

Setting up a secure password

It is really important to set up a secure password for your email address so other people cannot access your important information. You can find detailed information on our fact sheet '**Create Secure Passwords**'.

Tips

- Avoid using your own surname, your date of birth, your pet's name, the word 'password' or simple number combinations such as '12345' or '0000'
- Do not choose a complex password that you will not remember
- Pick something that is unique to you
- Combine letters and numbers or symbols to make it harder to crack
- Follow the instructions given by the service provider for typing a password, for example you might be required to start the password with a capital letter
- Use a password generator service, such as LastPass (www.lastpass.com)

Set up a Google GMAIL account

1. Open the 'Create a Google account' page

Go to '**Create a Google account**' in a web browser tab.

NB. You must agree to Google's terms to create an account.

2. Create a Google account and email address

Type in your full name. Google auto suggests available prefixes, select one or choose your own prefix to **@gmail.com**, some prefixes might be unavailable, try changing your entry slightly.

3. Create a secure password

You can uncross the eye symbol to make your password visible as you type, passwords must match, click '**Next**'.

4. Further details about you

Enter personal info, e.g. gender and date of birth. You can enter a mobile number or another email address for password recovery in the future. Click '**Next**'

5. Verification

You can click '**skip now**' to complete the set up or ask Google to send a verification code to your mobile number. If you choose to '**verify now**', you will need to enter the code to complete the setup.

6. Login to your new email

Open a new browser tab and Login to your email, enter your new email address, click '**Next**', to enter

your password.

Set up a Microsoft Outlook account

1. Open the Microsoft 'Create account' page

Go to 'Create account' in a web browser, you will see 'No account - Create one' (<https://login.live.com/>). Click to open a page where you can select 'Get a new email address', click 'Next'.

2. Decide what email address prefix you want

Choose a prefix to @outlook.com. Some prefixes might be unavailable, try changing your entry slightly.

3. Create a secure password

Enter a secure password. You will be asked to 'opt in' to Microsoft marketing, only tick if you want to receive marketing emails. You auto accept Microsoft terms by clicking 'Next'.

4. Location & Date of Birth

On this page, you will need to confirm your location and date of birth, use the dropdown arrows to the right of the selection, then click 'Next'.

5. Checking you are not a robot

You need to confirm you are human by typing the screen characters you see. This can be a tricky step, you can ask for new characters if needed. Click 'Next'.

6. Account home page - edit

Once set up, you'll go to an account home page. You can then click 'edit' to add other personal details and set preferences. For example, in the Microsoft set up, you do not have to give your full name to get a new email address.

7. Login to your new email

Open a new browser tab and Login to your email here:

https://login.live.com/login.srf?wa=wsignin1.0&rpsnv=13&ct=1555865214&rver=7.0.6737.0&wp=MBI_SSL&wreply=https%3a%2f%2foutlook.live.com%2fowa%2f%3fRpsCsrfState%3dd55e75a7-5f

Money Advice Hub is authorised & regulated by the Financial Conduct Authority FRN: 631799. A not for profit community interest company registered as Debt & Money Advice Support CIC (9203918) in England & Wales, limited by guarantee. Registered office address: Money Advice Hub, King's Lynn Innovation Centre, Innovation Way, King's Lynn, Norfolk PE30 5BY.

☎ 0333 305 7648* - Calls are at local rates* ✉ help@moneyadvicehub.org.uk 🌐 www.moneyadvicehub.org.uk

ad-4985-0e7c-04c7dee3f36a&id=292841&aadredir=1&whr=hotmail.co.uk&CBCXT=out&lw=1&fl=dob%2cflname%2cwld&cobrandid=90015, enter your new email address, click 'Next', to enter your password. You might need to set your language in this step to 'English (United Kingdom)' and select your timezone, choose '(UTC+00:00) Dublin, Edinburgh, Lisbon, London', then click 'Save'. You are now logged into your new email account.

Screenshots



Create your Google Account

 @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)



Use 8 or more characters with a mix of letters, numbers & symbols



Create account

[Use a phone number instead](#)

[Get a new email address](#)

© 2019 Microsoft [Terms of Use](#)

Money Advice Hub is authorised & regulated by the Financial Conduct Authority FRN: 631799. A not for profit community interest company registered as Debt & Money Advice Support CIC (9203918) in England & Wales, limited by guarantee. Registered office address: Money Advice Hub, King's Lynn Innovation Centre, Innovation Way, King's Lynn, Norfolk PE30 5BY.

☎ 0333 305 7648* - Calls are at local rates* ✉ help@moneyadvicehub.org.uk 🌐 www.moneyadvicehub.org.uk



← Bearella@outlook.com

Create account

Before proceeding, we need to make sure a real person is creating this account.



New

Audio

Enter the characters you see

Next

Money Advice Hub is authorised & regulated by the Financial Conduct Authority FRN: 631799. A not for profit community interest company registered as Debt & Money Advice Support CIC (9203918) in England & Wales, limited by guarantee. Registered office address: Money Advice Hub, King's Lynn Innovation Centre, Innovation Way, King's Lynn, Norfolk PE30 5BY.

☎ 0333 305 7648* - Calls are at local rates* ✉ help@moneyadvicehub.org.uk 🌐 www.moneyadvicehub.org.uk