

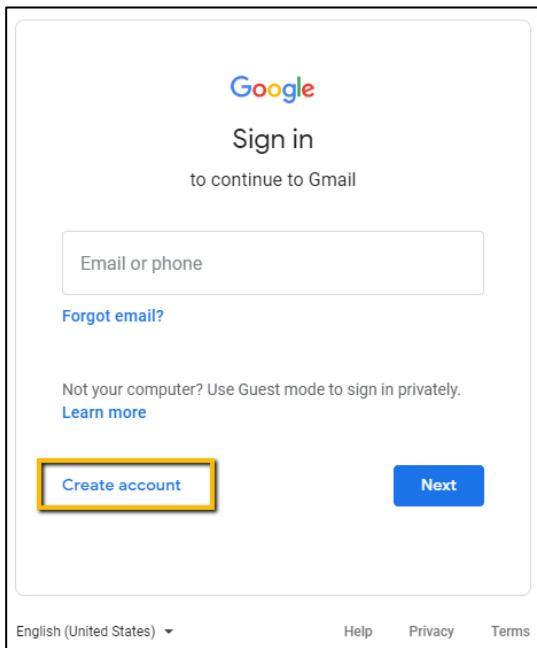


## How to Create a Free Email Account

### Creating a Gmail (Google email) at Gmail.com

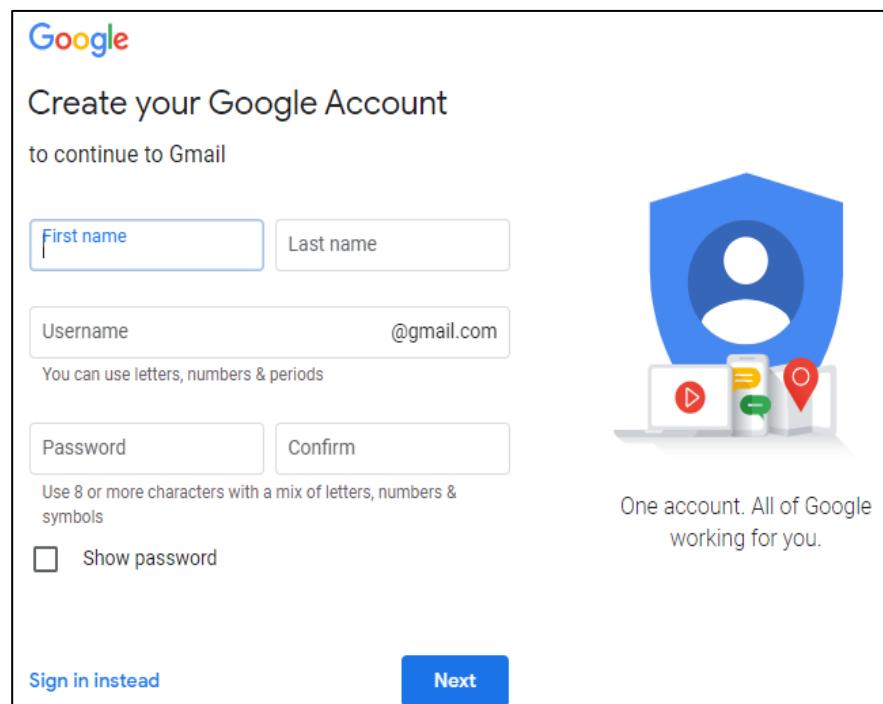
1. Users must have a telephone/cellphone number, and it is recommended to have a smartphone for email verification purposes.

- a. Open a browser and go to gmail.com and choose **Create account**



The screenshot shows the Gmail sign-in page with a 'Create account' button highlighted by a yellow box. The page includes fields for 'Email or phone', 'Forgot email?', and 'Not your computer? Use Guest mode to sign in privately. Learn more'. Below the form are links for 'English (United States) ▾', 'Help', 'Privacy', and 'Terms'.

- i. Fill in your information.
    - i. **Note:** your username will be your email address. So if you make your username "John.Smith" your email address will be [john.smith@gmail.com](mailto:john.smith@gmail.com).
    - ii. Email addresses are not case sensitive.



The screenshot shows the 'Create your Google Account' page. It features fields for 'First name' and 'Last name', and a 'Username' field ending in '@gmail.com'. The 'Username' field includes a note: 'You can use letters, numbers & periods'. Below are fields for 'Password' and 'Confirm', with a note: 'Use 8 or more characters with a mix of letters, numbers & symbols'. A 'Show password' checkbox is present. To the right, there's an illustration of a laptop and smartphone with Google apps and a note: 'One account. All of Google working for you.' At the bottom are 'Sign in instead' and 'Next' buttons.

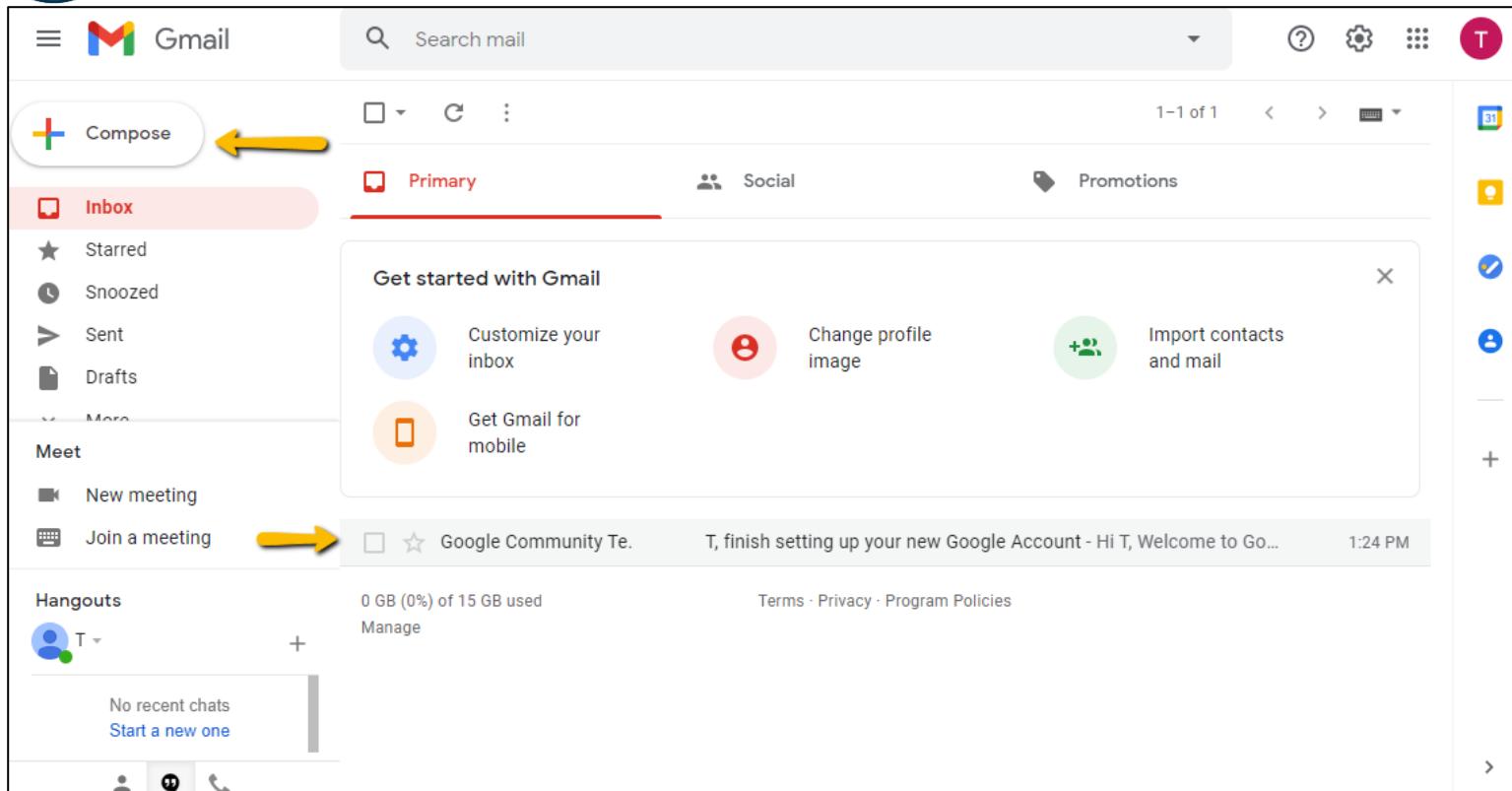


- iii. **Note:** When creating your password, you must take note that passwords are case are case sensitive, so if your password is JohnLikesApples123#, you will need to type it with the exact case sensitivity as shown.
  1. Make sure to write down your username and password in a safe place that you will not forget. If you forget your password, it is difficult to reset it.
- iv. You will be prompted to add a phone number and/or another email address to help keep your account secure. These are required to verify your identity and get back into your Gmail if you ever forget your username or password.
  1. **Note:** Although it says phone number is optional here, you will need to have a phone number later on in the process if you do not enter it here.

The screenshot shows the Gmail account setup form. It includes fields for a phone number (optional), recovery email address (optional), birthday (Month, Day, Year), and gender. A note states: "We'll use your number for account security. It won't be visible to others." To the right, there is a blue shield icon with a padlock and a red balloon, accompanied by the text "Your personal info is private & safe".

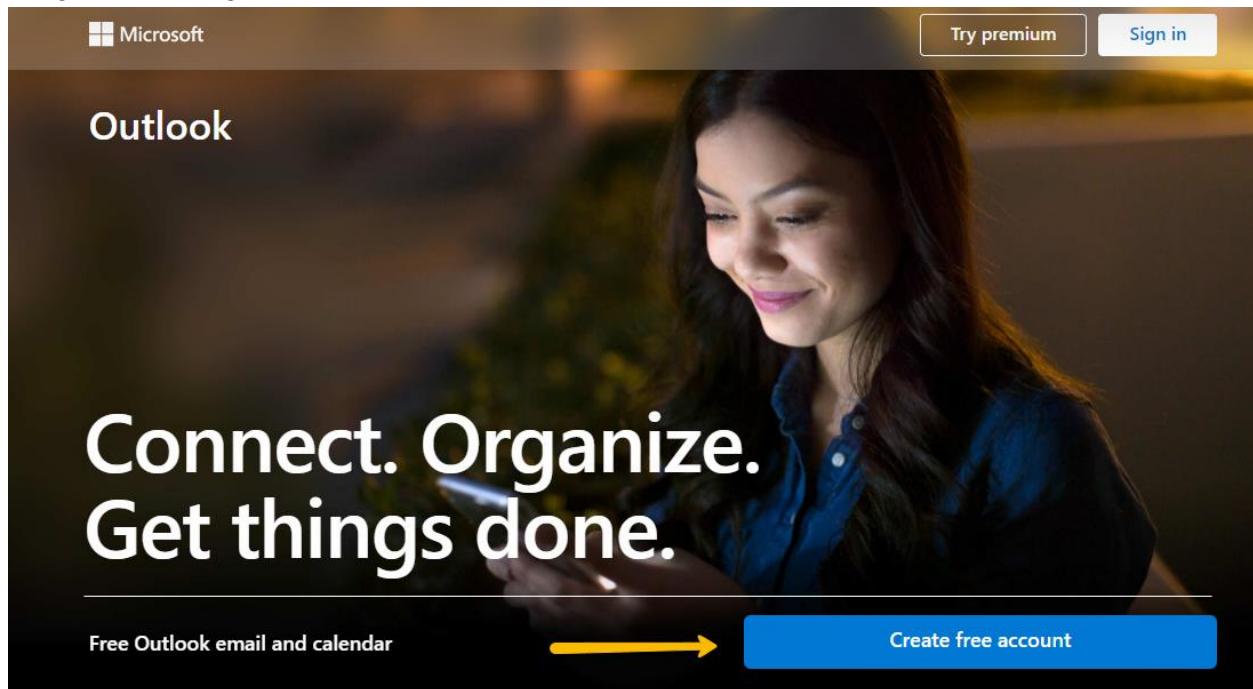
2.

- v. Read through the terms and accept.
- c. You now have a Gmail account! You will be able to log in to your Gmail from any device using your username and password when you go to [www.gmail.com](http://www.gmail.com).
  - i. This is what your account will look like (see image on next page).
  - ii. You can compose an email on the left hand side with the compose button.
  - iii. When you receive an email in your inbox, it will show up in the middle of your screen where the second arrow is.
  - iv. To sign out, click the circle icon in the top right corner (it should have the first letter of your name) and click "Sign Out".



## Creating an Outlook / Hotmail email (Microsoft)

1. Users must have a telephone/cellphone number, and it is recommended to have a smartphone for email verification purposes. You can still create an Outlook email without a smartphone, however.
  - a. To get started, go to [www.outlook.com](http://www.outlook.com) and click on **Create Free Account**.





2. You will be prompted to create your new email. Enter what you'd like it to be. Use the drop down menu to select if you would like the domain to be @outlook.com or @hotmail.com.
  - a. If you make your new email john.smith, then your email address will be [john.smith@outlook.com](mailto:john.smith@outlook.com). Note: email addresses are not case sensitive.

The screenshot shows a Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the heading 'Create account'. Underneath are two input fields: 'New email' containing 'john.smith' and a dropdown menu showing '@outlook.com' with a downward arrow. At the bottom is a blue 'Next' button.

b.

3. Create a secure password.

- a. **Note:** When creating your password, you must take note that passwords are case are case sensitive, so if your password is JohnLikesApples123#, you will need to type it with the exact case sensitivity as shown.
  - b. If you check "show password", it will show the password as you type it so that you can make sure it is exactly what you would like. You will also need to type it again after clicking "Next" to confirm it is correct.

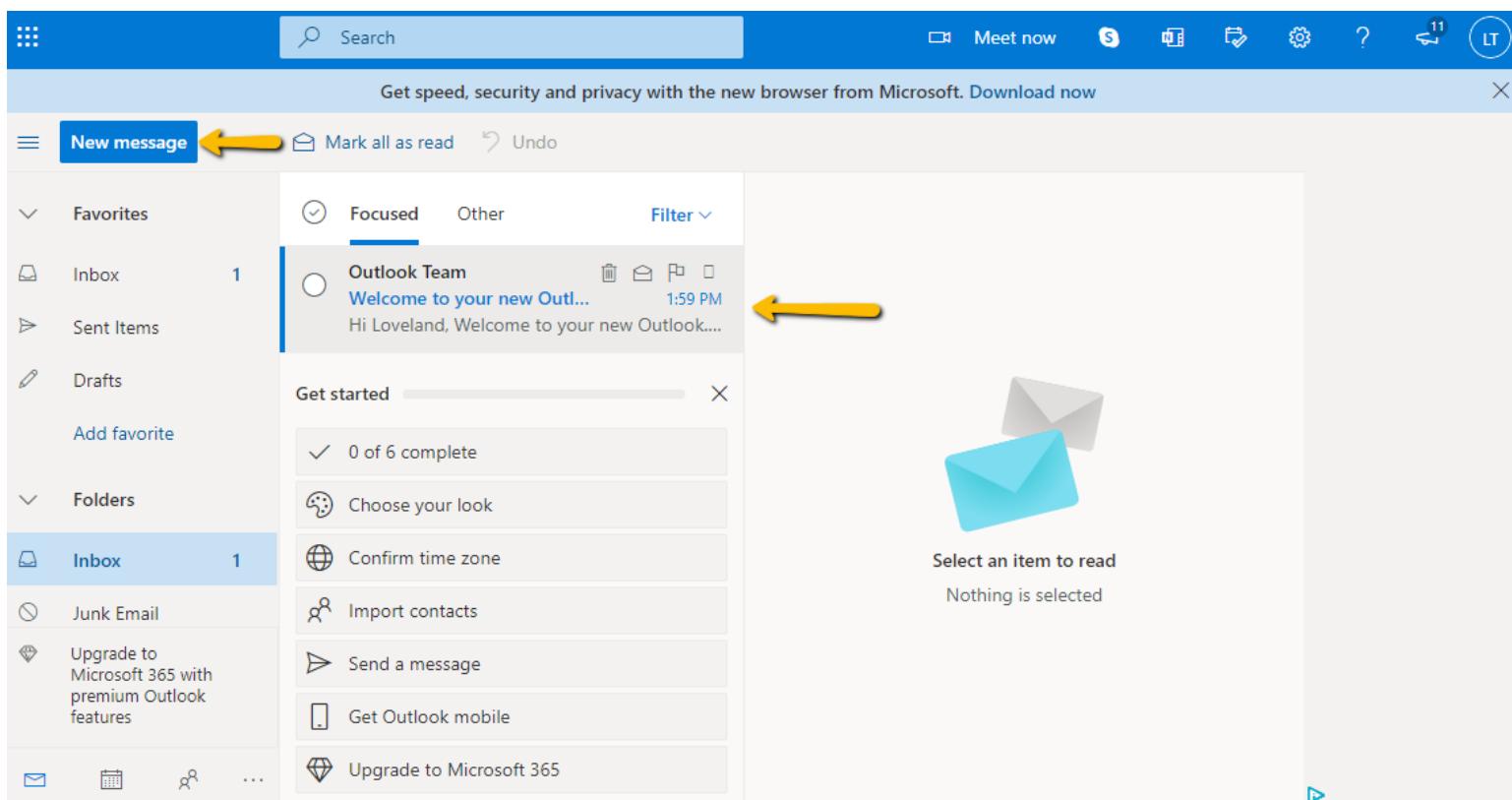
The screenshot shows the 'Create a password' step of the Microsoft account creation process. It includes a 'Create password' input field, a 'Show password' checkbox, and a checkbox for receiving Microsoft product information. A note at the bottom states that choosing 'Next' means agreeing to the Microsoft Services Agreement and privacy and cookies statement. A blue 'Next' button is at the bottom.

c.

- i. Make sure to write down your username and password in a safe place that you will not forget. If you forget your password, it is difficult to reset it.

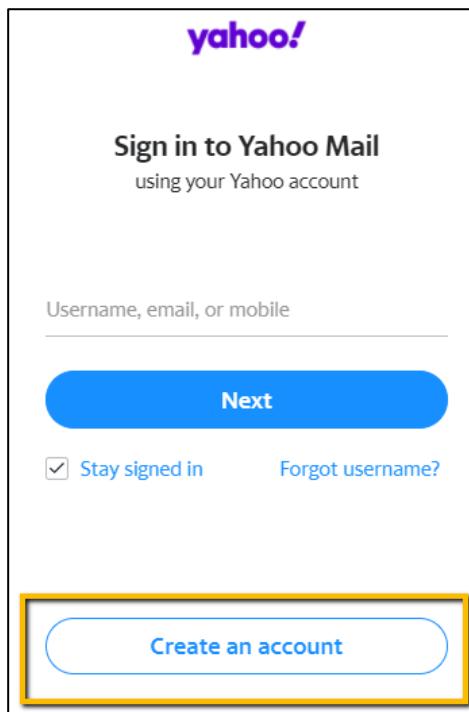


- d. Follow the prompts to add more information and complete setting up your account.
- e. You can access your email from any device with your email name and password when go to [www.outlook.com](http://www.outlook.com) and click on **Sign in** located the top right corner.
  - i. This is what your account will look like: you can compose a message by clicking on **New Message** on the left side and any new mail you receive will be in the center where the second arrow is.



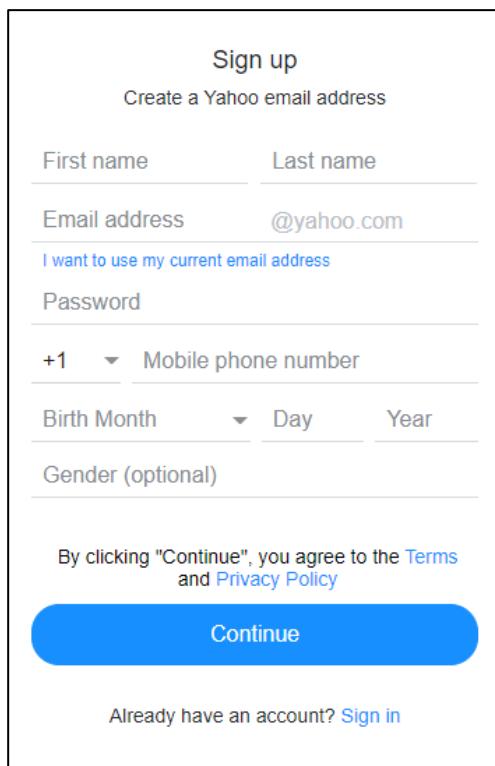
### Creating a Yahoo Email

1. Users must have a telephone/cellphone number to create a Yahoo email.
  - a. It is **not** recommended to create a Yahoo email if you do not have a smartphone, as Yahoo often requires you to access authentication services (to prove you are a human and not a hacker) with a smartphone when logging in on a public device.
2. To get started, visit [www.yahoo.com](http://www.yahoo.com) and click “**Sign in**”, then “**Create an Account**”
  - a. Or visit [login.yahoo.com](http://login.yahoo.com) and click “**Create an Account**”



The image shows the Yahoo Mail sign-in page. At the top, the word "yahoo!" is written in its signature purple font. Below it, the text "Sign in to Yahoo Mail" and "using your Yahoo account" is displayed. A text input field for "Username, email, or mobile" is followed by a blue "Next" button. Below the input field are two links: "Stay signed in" with a checked checkbox and "Forgot username?". At the bottom of the page, a blue "Create an account" button is highlighted with a yellow border.

i.  
b. Fill in your information.

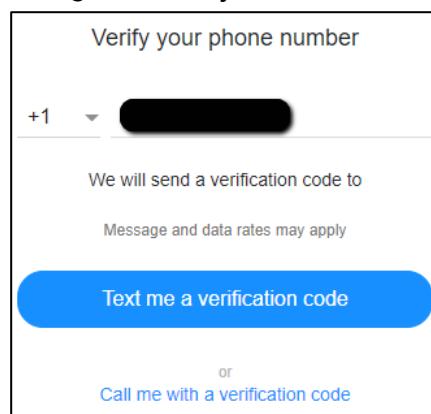


The image shows the Yahoo Mail sign-up page. At the top, the word "Sign up" is displayed, followed by "Create a Yahoo email address". Below this are fields for "First name" and "Last name", both with placeholder text. An "Email address" field contains "@yahoo.com". A link "I want to use my current email address" is present. A "Password" field is followed by a dropdown menu showing "+1" and a "Mobile phone number" field. Below these are fields for "Birth Month", "Day", and "Year", with a dropdown menu between "Month" and "Day". A "Gender (optional)" field is also present. At the bottom, a note states "By clicking 'Continue', you agree to the [Terms](#) and [Privacy Policy](#)". A large blue "Continue" button is at the bottom, and a link "Already have an account? [Sign in](#)" is at the very bottom.

i.  
c. If you make your new email john.smith, then your email address will be [john.smith@yahoo.com](mailto:john.smith@yahoo.com). Note: email addresses are not case sensitive.  
d. Create a secure password.

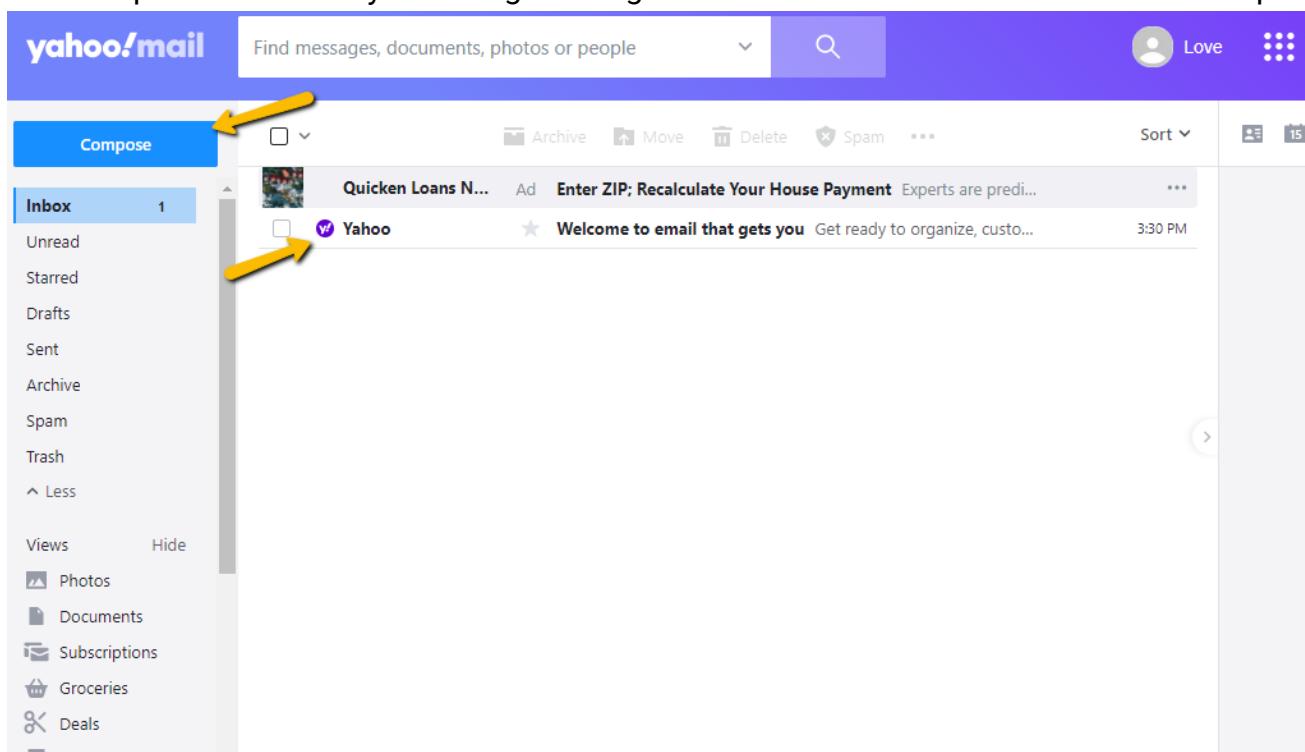


- i. **Note:** When creating your password, you must take note that passwords are case are case sensitive, so if your password is JohnLikesApples123#, you will need to type it with the exact case sensitivity as shown.
- e. You will be prompted to enter a mobile phone number.
  - i. You will be asked to validate a code through that you receive from a phone call or text message. This is just to validate that you are the creator of the account.



1.

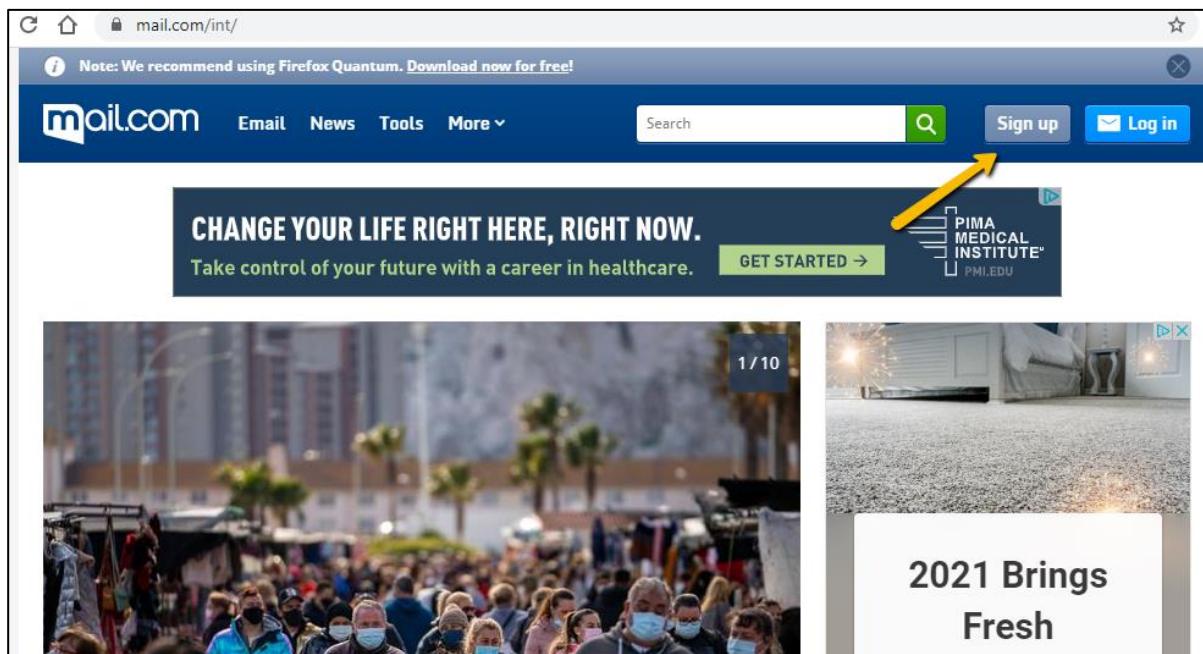
- ii. After you enter your phone number, a code will be texted to your phone or you will receive an automated call from a Yahoo bot with the code. Enter the code you receive in the web browser. This will verify you are a human and will satisfy Yahoo's security requirements.
3. You now have a yahoo email address that you can access from any device with the credentials you created!
  - a. Below is what your screen will look like when you log in. You can compose an email on the top left and see any incoming messages in the middle where the second arrow is pointing.





## Creating an Email with Mail.com

1. [Mail.com](http://Mail.com) is a free email provider that allows you to create an email that does not require a phone number or cell phone to set up. The site has advertisements, but it is free and easy to use.
  - a. To get started, go to [www.mail.com](http://www.mail.com) and click on **Sign up**



- i.
2. Enter your information to register for a new email address.
  - a. If you make your new email john.smith, then your email address will be [john.smith@yahoo.com](mailto:john.smith@yahoo.com). Note: email addresses are not case sensitive.
  - b. Create a secure password.
    - i. **Note:** When creating your password, you must take note that passwords are case are case sensitive, so if your password is JohnLikesApples123#, you will need to type it with the exact case sensitivity as shown. Passwords must be at least 8 characters.

mail.com Registration

Create your email account [i](#)

@mail.com [Check](#)

Personal details

Ms  Mr

First name

Last name

- i.
- b. While you are filling out your information, it will ask you about "password recovery options" either through SMS (text message) or e-mail.
  - i. If you have a cell phone, SMS is recommended. Otherwise, you must enter another email to verify your account. You must choose one option and can't leave it blank.



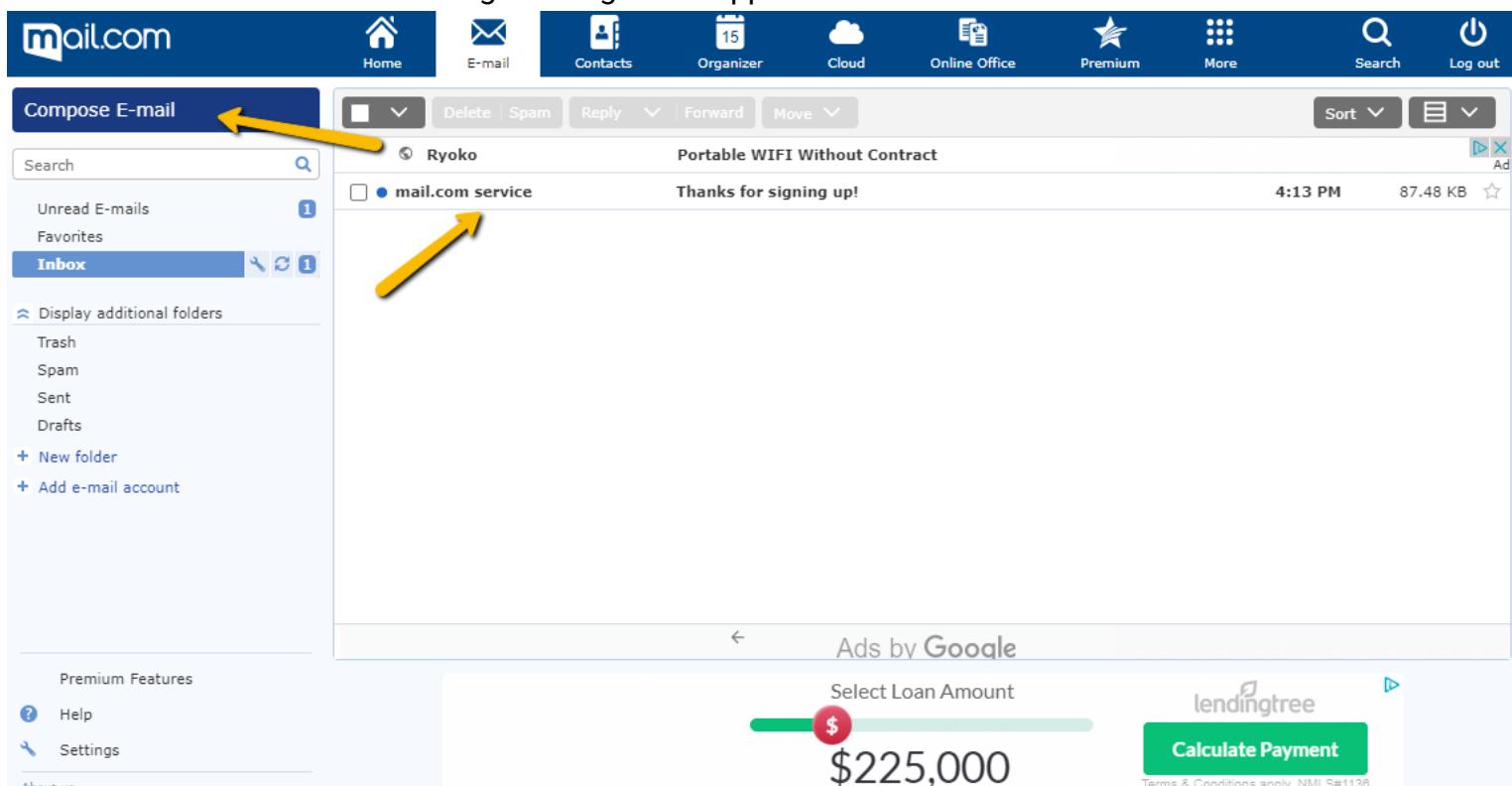
1. If you do not have another e-mail to use, you can type in a fake one to use to bypass this such as "[email123@email.com](mailto:email123@email.com)".
  - a. **Note:** If you do this and then lose or forget your username and password, **you will not** have a way to restore and access your account.

2.

2.

3. You now are signed up for an email account and can access it from any device with your credentials when you go to mail.com!

- a. This is what your email page will look like:
  - i. You can compose an email in the top left.
  - ii. Your incoming messages will appear in the middle.

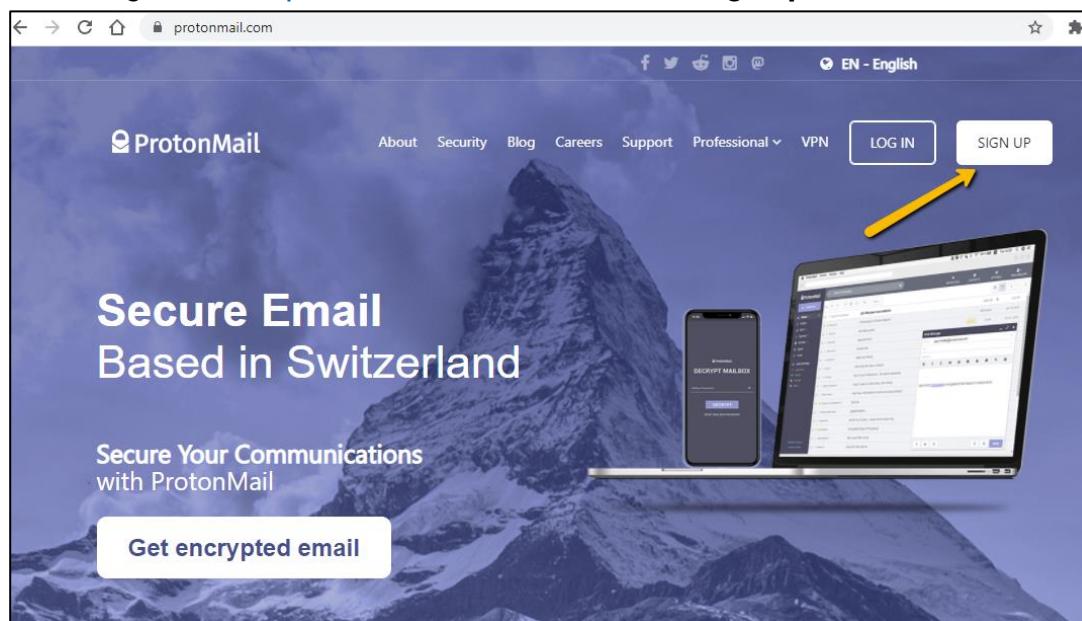


## Creating an Email with Protonmail

1. Protonmail is a free, secure email service that anyone can use.
  - a. While Proton mail is free, encrypted, and secure, the business is located in Switzerland and is not a US-based organization. However, this service does not require a cell phone or pre-existing email to sign up.



2. To get started, go to [www.protonmail.com](http://www.protonmail.com) and click on **Sign up**.



a.  
b. It will give you options of account types including a free option. Click **Select Free Plan**.

FREE Basic account with limited features

We believe privacy is a fundamental human right so we provide free accounts as a public service. You can still support us by telling your friends and family about ProtonMail, or [making a donation](#).

Our **FREE** accounts include:

- ✓ 500MB storage
- ✓ 150 messages per day
- ✓ Limited Support

**FREE** Upgrade Anytime

**SELECT FREE PLAN**

i.

3. Fill out your account information.

**ProtonMail**

**CREATE YOUR ACCOUNT**

Take back your privacy! Creating your secure email account takes less than 2 minutes.

**1 Username and domain**  
This will be your new ProtonMail email address.

Choose username @ protonmail.com

**2 Password**

Choose a password

Confirm password

If you lose your password, you will not be able to **read your emails**.

a.

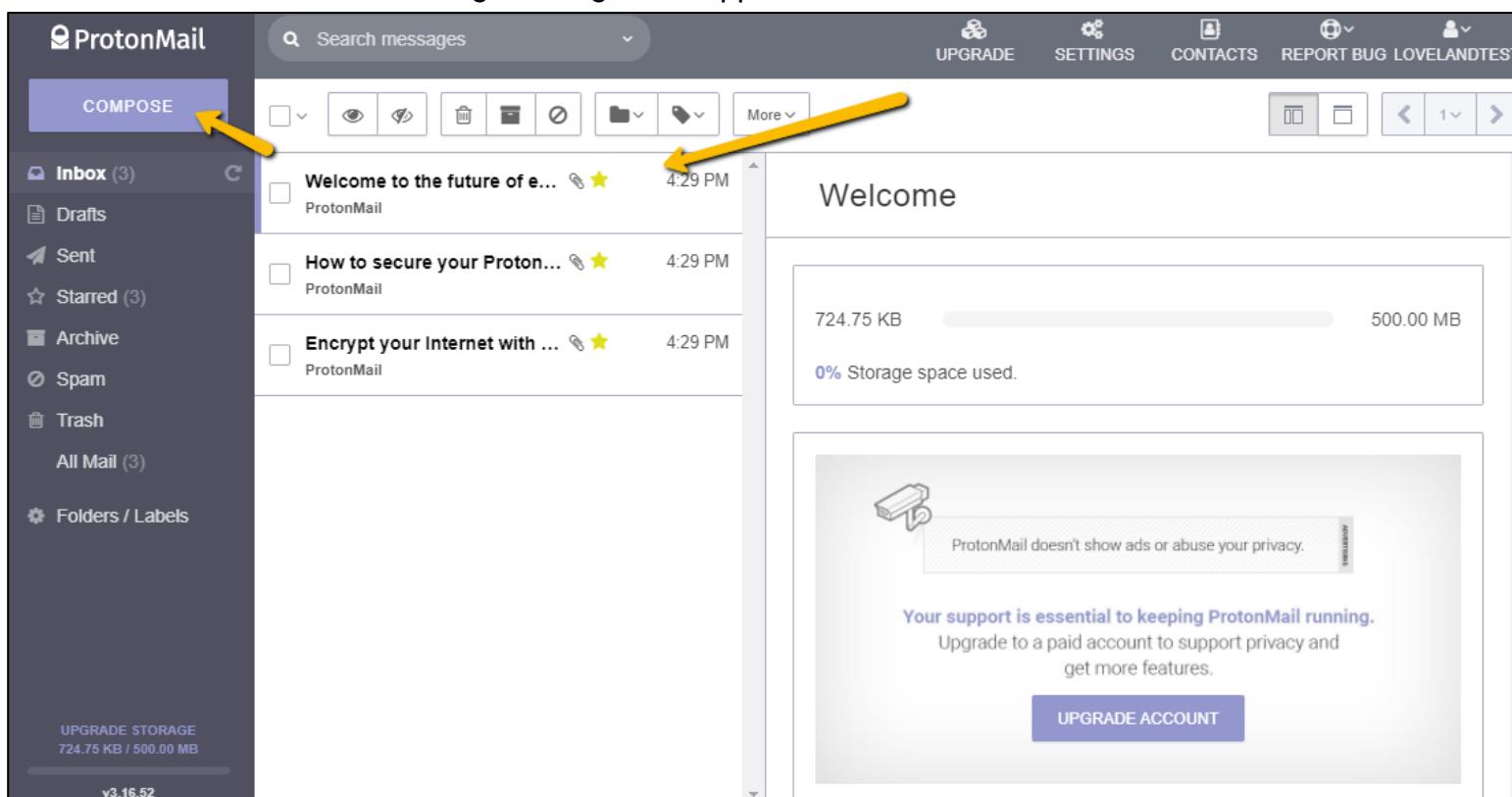


b. The username you choose will become your personal email address. If you choose Lucyisawesome as your username, your email address will be [lucyisawesome@protonmail.com](mailto:lucyisawesome@protonmail.com).

- While you are creating your account username and password, be sure to write them down in a place you will not forget. If you lose your password, **you lose access to your account** forever and will not be able to access them again.

4. You now are signed up for an email account and can access it from any device with your credentials when you go to [www.protonmail.com](http://www.protonmail.com)!

- This is what your email page will look like:
  - You can compose an email in the top left.
  - Your incoming messages will appear in the middle.



## Other Free Email Providers

- Aol** ([www.aol.com](http://www.aol.com)) ; requires cell phone number for verification and sign in.
- Yandex** ([www.yandex.com](http://www.yandex.com)); does **not** require cell phone or alternative email address; you can instead you can answer questions to reset your password. However, this service does not promise encryption or security.
- GMX** ([www.gmx.com](http://www.gmx.com)) ; requires an email address for password reset.
- Tutanota** ([www.tutanota.com](http://www.tutanota.com)) ; does not require cell phone, but it is difficult to try and reset password if you forget. One account per person.