



## 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 Google Sign in page. At the top is the Google logo, followed by 'Sign in to continue to Gmail'. Below this is a text input field labeled 'Email or phone'. To the left of the field is a link 'Forgot email?'. Below the field is the text 'Not your computer? Use Guest mode to sign in privately.' with a link 'Learn more'. At the bottom left is a button labeled 'Create account' which is highlighted with a yellow box. To its right is a blue button labeled 'Next'. At the very bottom, there is a language selector 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

- i.
- b. 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 says 'to continue to Gmail'. There are two input fields for 'First name' and 'Last name'. Below these is a 'Username' field followed by '@gmail.com'. A note says 'You can use letters, numbers & periods'. Below that are 'Password' and 'Confirm' fields. A note says 'Use 8 or more characters with a mix of letters, numbers & symbols'. There is a checkbox labeled 'Show password'. On the right side, there is a graphic of a blue shield with a person icon, and below it, icons for YouTube, Gmail, and Maps. Text below the graphic says 'One account. All of Google working for you.' At the bottom left is a link 'Sign in instead' and at the bottom right is a blue button labeled 'Next'.

1.



- 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.

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

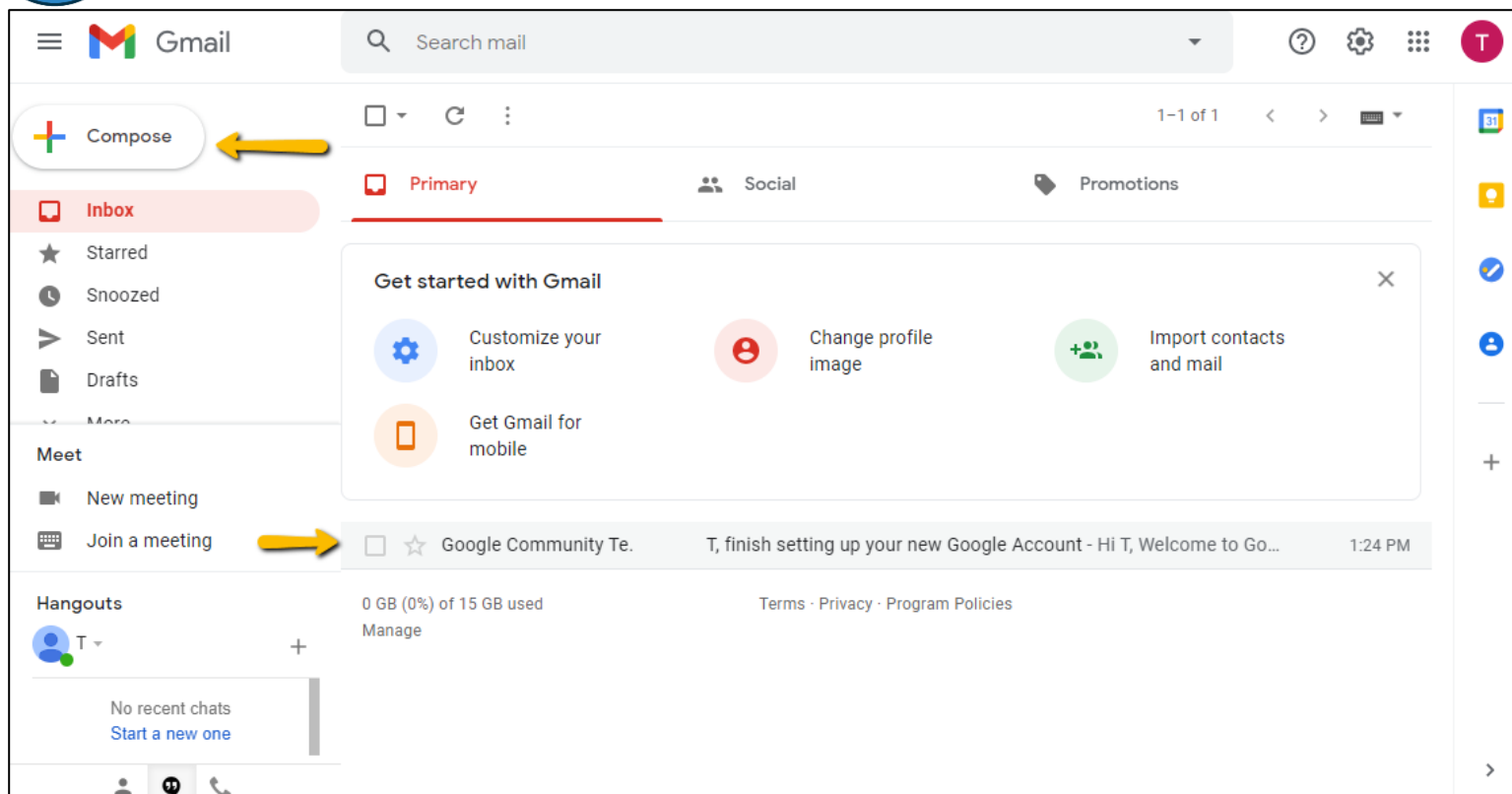
Month Day Year

Your birthday

Gender

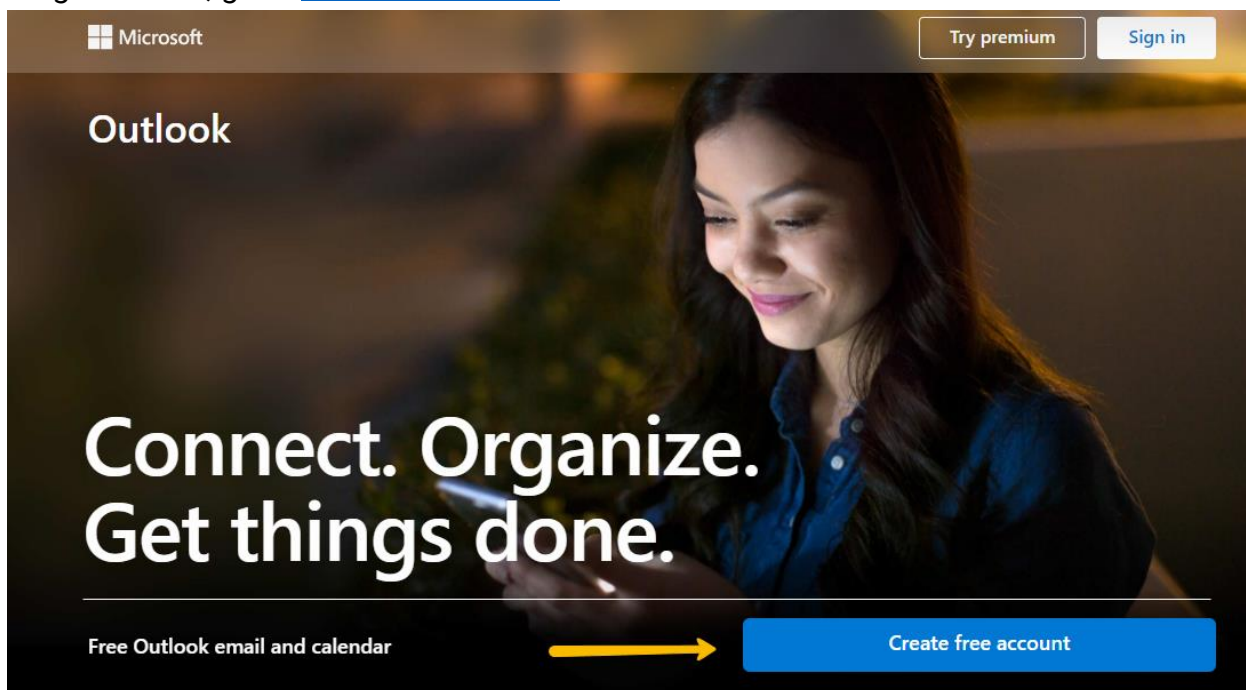
Your personal info is private & safe

- 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**.



b.



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.

Microsoft

### Create account

New email @outlook.com

Next

- 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.

Microsoft

← lovelandtest@outlook.com

### Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

☐ I would like information, tips, and offers about Microsoft products and services.

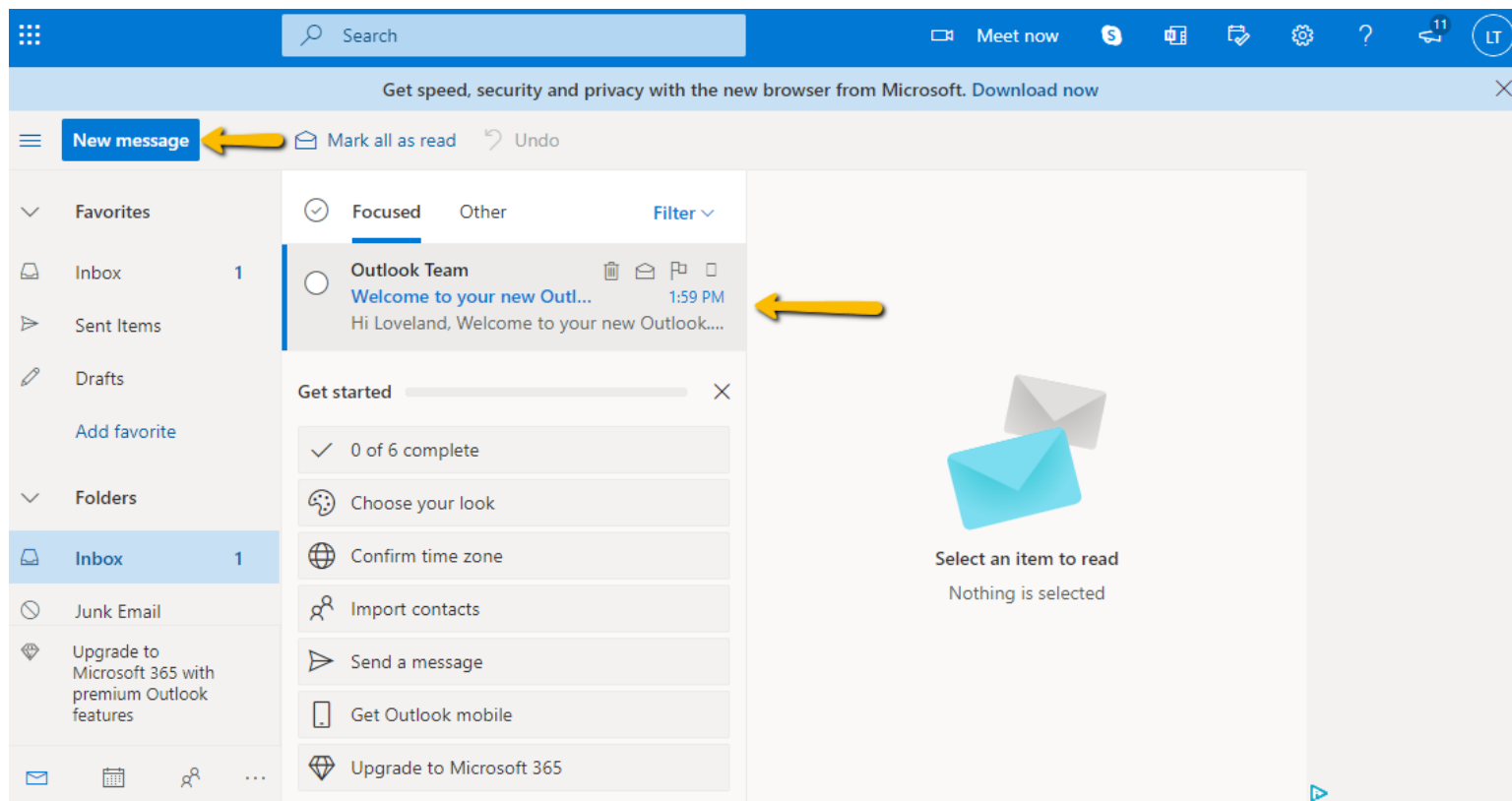
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

- 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**"



**yahoo!**

**Sign in to Yahoo Mail**  
using your Yahoo account

Username, email, or mobile

**Next**

☒ Stay signed in      [Forgot username?](#)

**Create an account**

- i.
- b. Fill in your information.

**Sign up**  
Create a Yahoo email address

First name      Last name

Email address      @yahoo.com

[I want to use my current email address](#)

Password

+1      Mobile phone number

Birth Month      Day      Year

Gender (optional)

By clicking "Continue", you agree to the [Terms](#) and [Privacy Policy](#)

**Continue**

Already have an account? [Sign in](#)

- 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.

Verify your phone number

+1 [Redacted]

We will send a verification code to

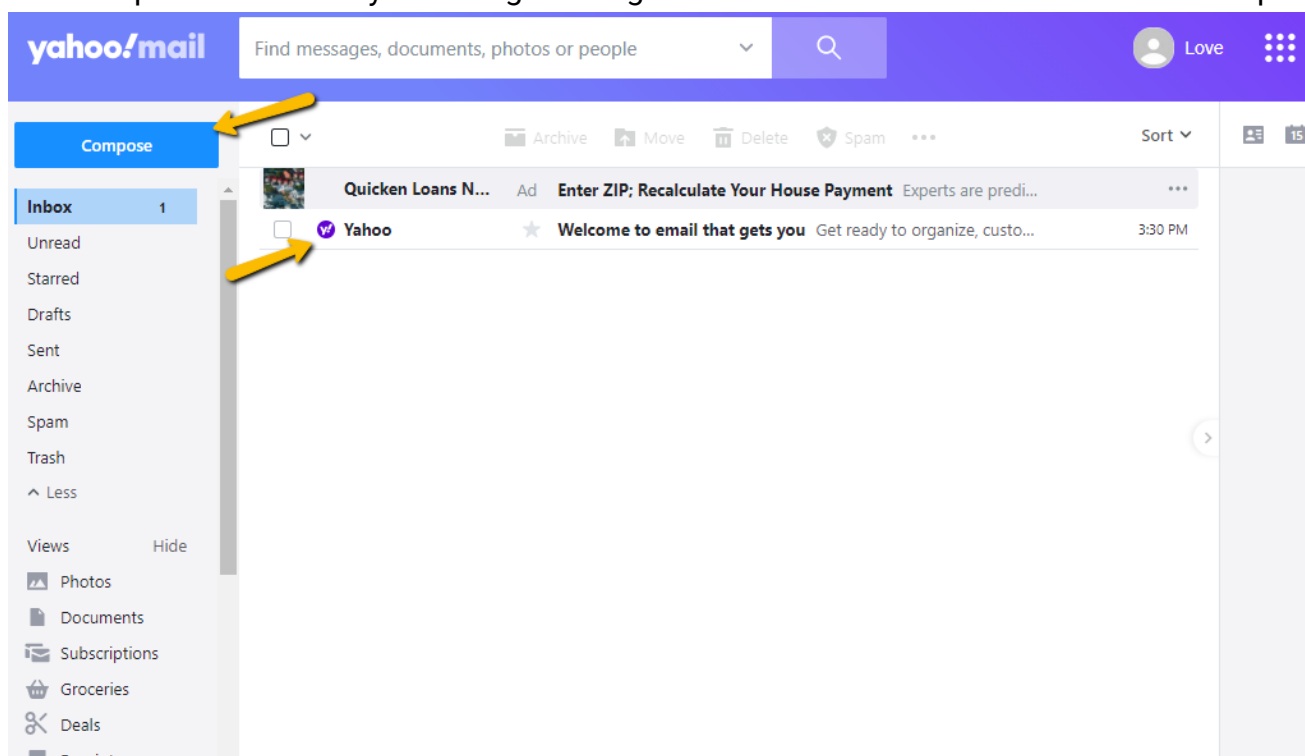
Message and data rates may apply

Text me a verification code

or

Call me with a verification code

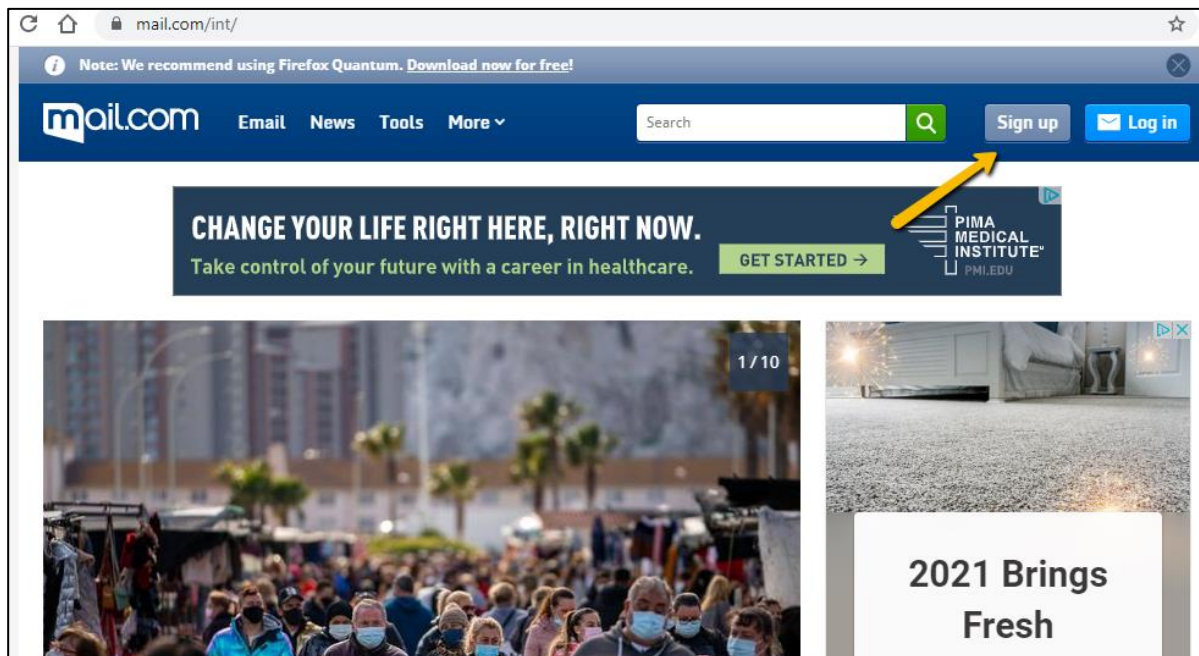
1.
  - ii. After you enter your phone number, a code will be texted to your phone or you will receive an automated call from a Yahoo bot with the code. Enter the code you receive in the web browser. This will verify you are a human and will satisfy Yahoo's security requirements.
3. You now have a yahoo 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](https://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](https://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.

- 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.

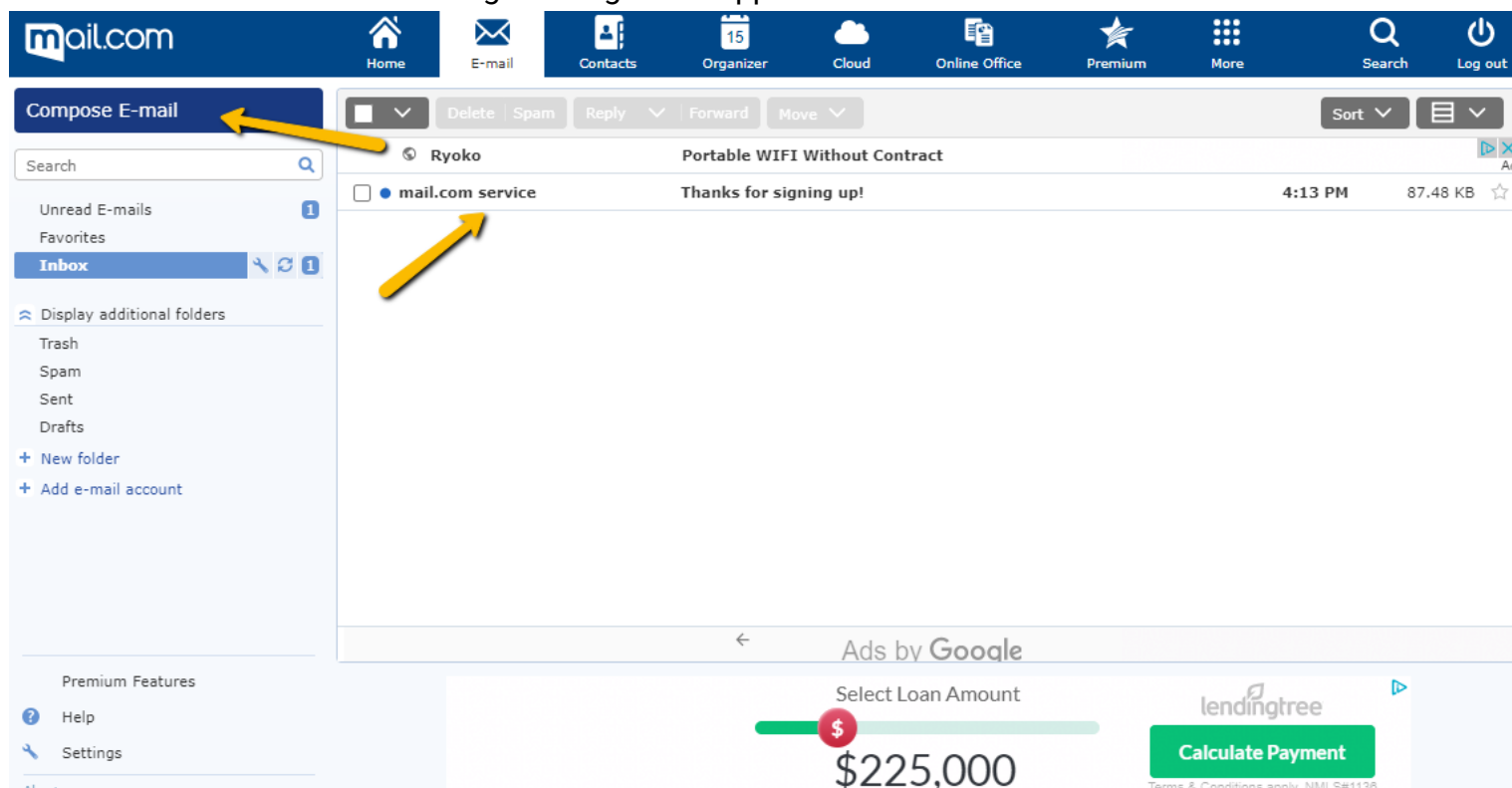
Password recovery options ⓘ

☐ By SMS (recommended)

☒ By email

Email address

- 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.

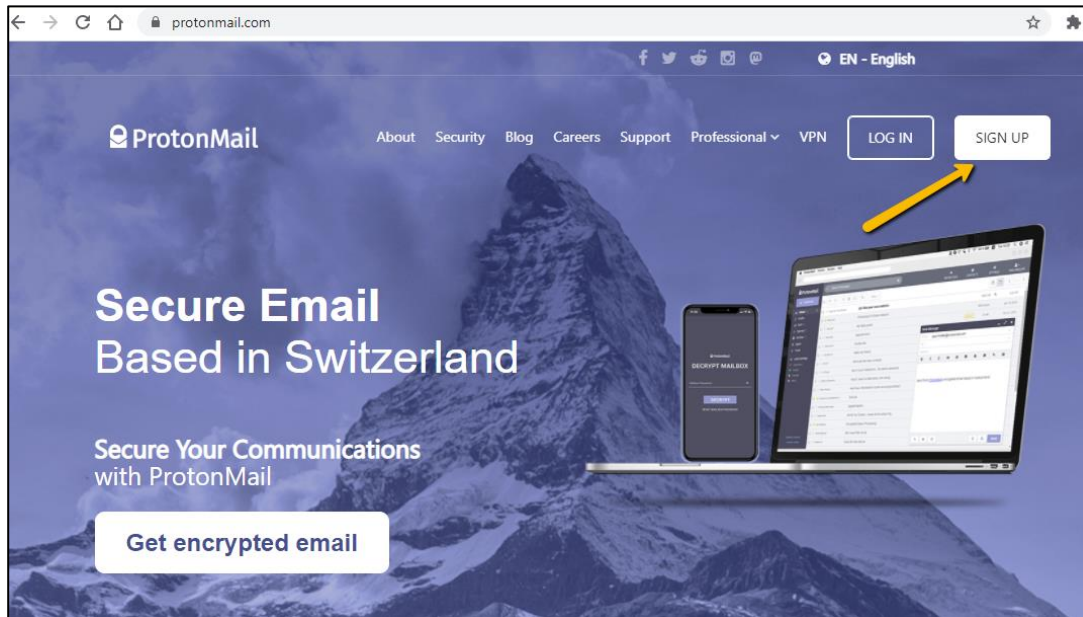


### Creating an Email with Protonmail

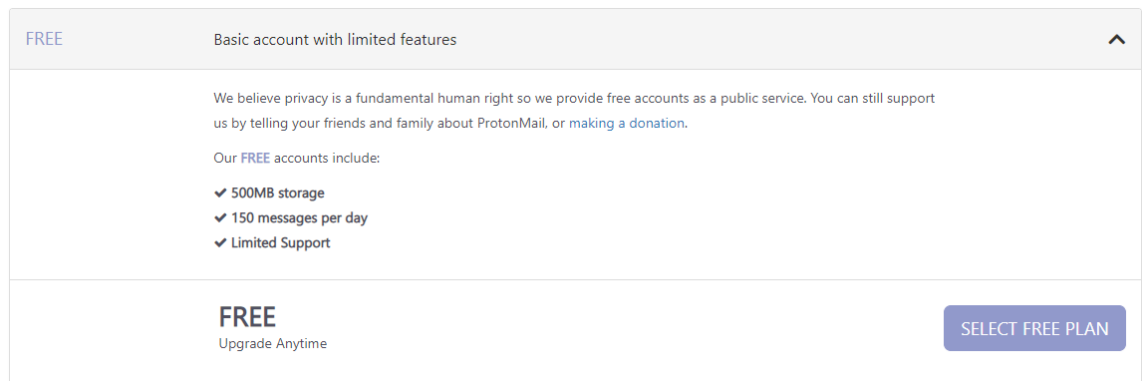
1. Protonmail is a free, secure email service that anyone can use.
  - a. While Proton mail is free, encrypted, and secure, the business is located in Switzerland and is not a US-based organization. However, this service does not require a cell phone or pre-existing email to sign up.



2. To get started, go to [www.protonmail.com](https://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**.



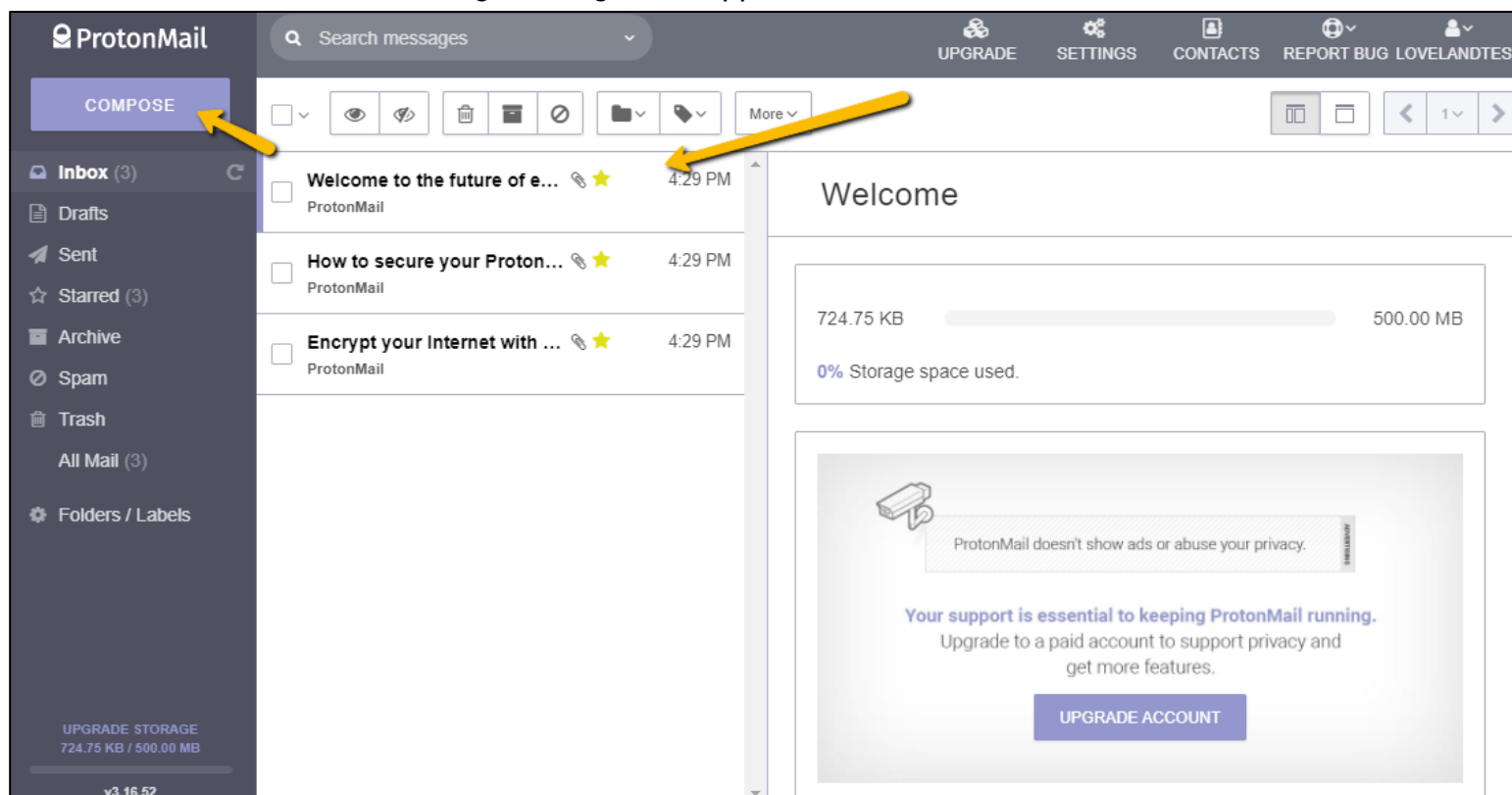
i.

3. Fill out your account information.

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).
  - i. 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)!
  - 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.



### 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.