

Setting up an email address

What is an email ?

An email is an electronic letter

I send emails on the internet

I receive emails on the internet

I can write text, add photos and documents

I can add links to go onto websites and see videos ...

What is an email address ?

It is an **electronic address** on the internet

I need an email address to :

- Send an email
- Receive an email

I need an email address to create an account on websites

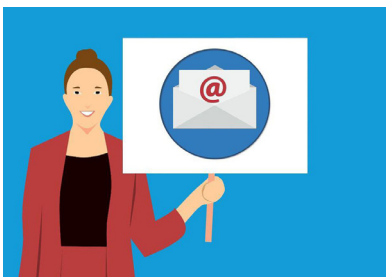
For instance, to go to the Bouygues Telecom website

What is a mail box ?

It is an **electronic mailbox**

All my emails are in my mailbox

The emails that I send and the emails that I receive



How does it work ?

An email address has three parts :

1. My name and surname
2. The symbol @ which is called 'at'
3. The name of my mailbox

I can choose how to write my email address. For example :

mikael.jakson@gmail.com,

jakson-mikael@gmail.com

How do I set up an email address ?

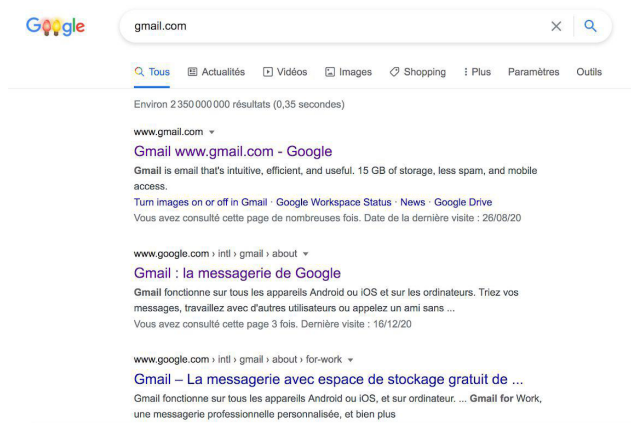
To set up a free email address

I go onto the internet

I choose my messaging service : Gmail, Yahoo, Laposte...

If I choose **Gmail** :

- I go to **Google**
- I write **gmail.com** into the search bar
- I click on www.gmail.com

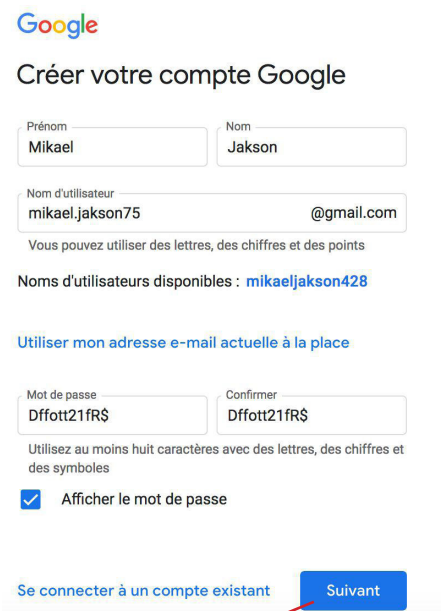


The **Gmail** opens :

- I click on **Créer un compte**
- I write my name and surname
- The username that I have chosen
- The password that I have chosen
- I have to write the password twice
I keep my password
I do not let anyone see it
- I click on **Suivant**

The **Welcome to Google** page opens
I do not have to fill in the first two boxes

- I write my date of birth
- In the **Gender** box
I choose man or woman or other
- I click on **Suivant**



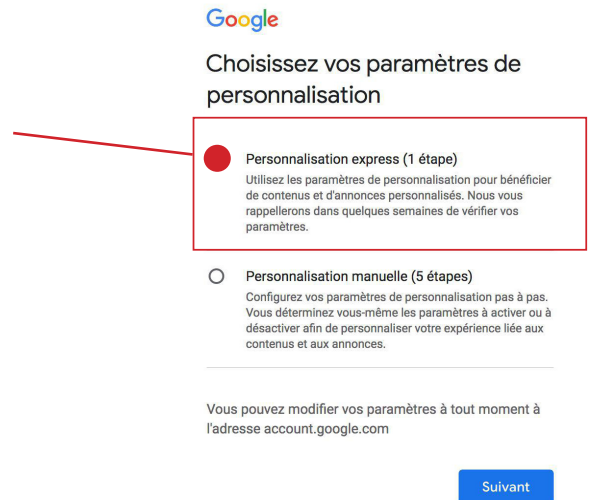
The screenshot shows the 'Créer votre compte Google' (Create your Google account) page. It includes fields for 'Prénom' (First name) and 'Nom' (Last name), both containing 'Mikael' and 'Jakson' respectively. Below these is a field for 'Nom d'utilisateur' (Username) containing 'mikael.jakson75' and '@gmail.com'. A message states: 'Vous pouvez utiliser des lettres, des chiffres et des points'. Below this, it says 'Noms d'utilisateurs disponibles : mikaeljakson428'. There is a link 'Utiliser mon adresse e-mail actuelle à la place'. The password section has 'Mot de passe' (Password) and 'Confirmer' (Confirm) fields, both containing 'Dffott21fR\$'. A message states: 'Utilisez au moins huit caractères avec des lettres, des chiffres et des symboles'. There is a checkbox 'Afficher le mot de passe' (Show password) which is checked. At the bottom, there is a link 'Se connecter à un compte existant' and a blue 'Suivant' (Next) button.



The screenshot shows the 'Bienvenue sur Google' (Welcome to Google) page. It includes a message 'Mikael.Jakson1985@gmail.com'. Below this, there is a field for 'Numéro de téléphone (facultatif)' (Optional phone number) with a dropdown for the country (France). A message states: 'Nous utiliserons votre numéro de téléphone pour protéger votre compte. Il ne sera pas visible par autrui.' Below this is a field for 'Adresse e-mail de récupération (facultative)' (Optional recovery email address) with a message: 'Nous l'utiliserons pour sécuriser votre compte'. The date of birth section has three fields: 'Jour' (Day), 'Mois' (Month), and 'Année' (Year), all containing '16', '12', and '20' respectively. Below these is a dropdown for 'Genre' (Gender) with 'Homme' (Man) selected. At the bottom, there is a link 'Pourquoi nous vous demandons ces informations' and a blue 'Suivant' (Next) button.

The page **Choisissez vos paramètres de personnalisation** opens :

- I click on **personnalisation express**
- I click on **Suivant**



The page **Confirmer les paramètres de personnalisation** opens :

- I go to the bottom of the page
- I click on **Confirmer**

The page **Règles de confidentialité et conditions d'utilisation** opens :

- I go to the bottom of the page
- I click on **J'accepte**

That's it !

I have just created my Gmail mailbox

- I now have an email address
- I can send emails
- I can receive emails

I can connect to a computer or use my telephone to go to my mailbox

- I go to www.gmail.com
- I log in with my email address and password