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
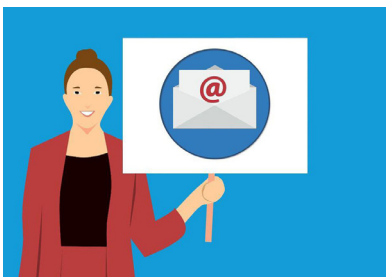I need an email address to create an account on websites
For instance, to go to the Bouygues Telecom website

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,
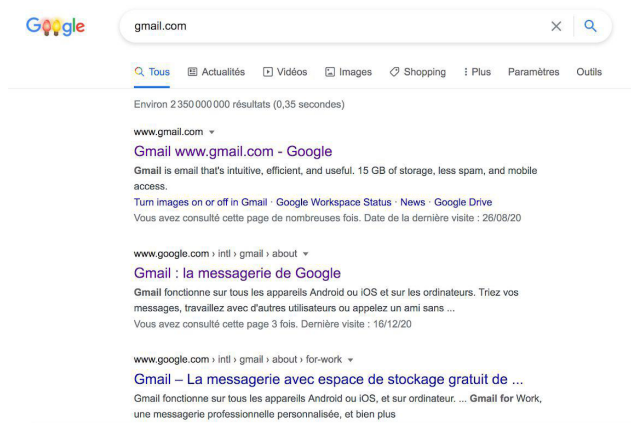jakson-mikael@gmail.com

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
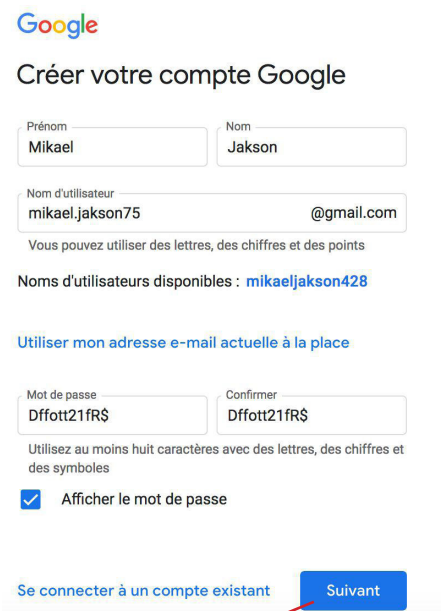- I click on www.gmail.com

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
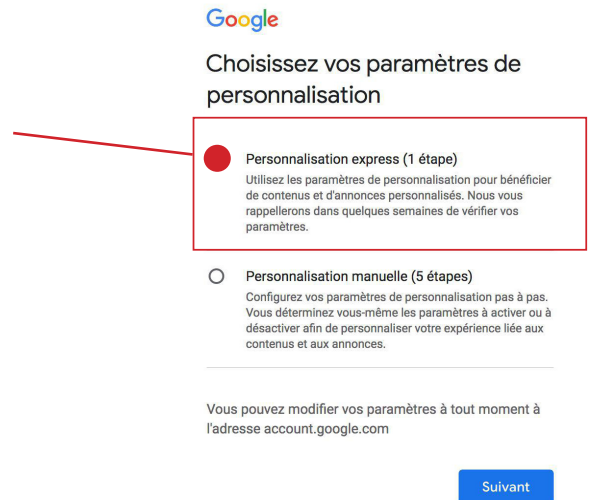 I choose man or woman or other
- I click on **Suivant**

The 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