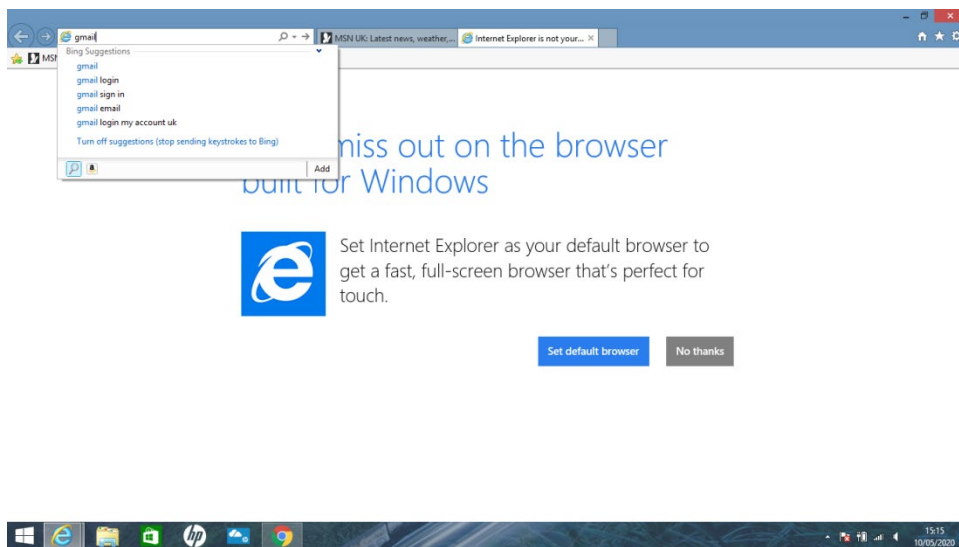


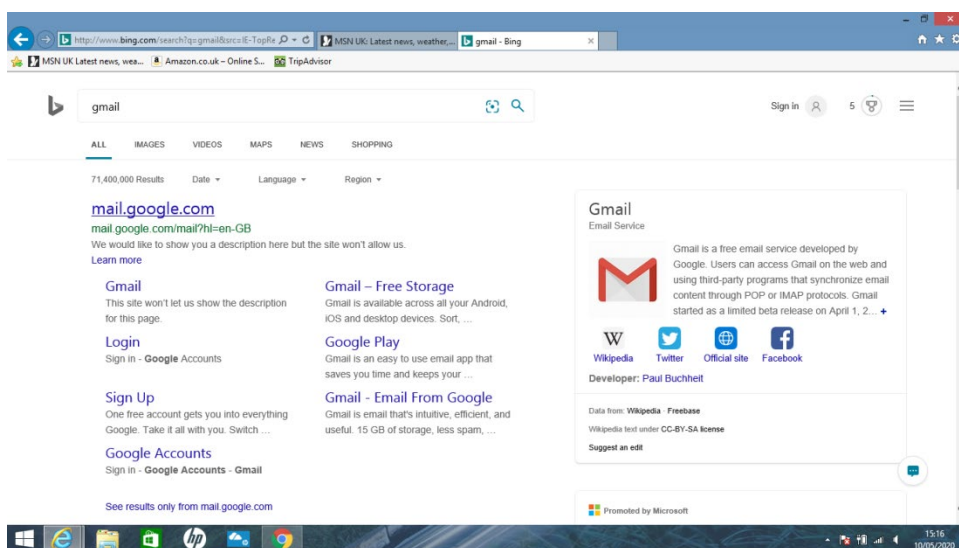
How to set up a free email address:

In order to create an email address, you will need a mobile phone with you whilst following these steps. It is advised that you use 'Gmail' as your email provider. It is free to set this up and there is no cost to send or receive emails

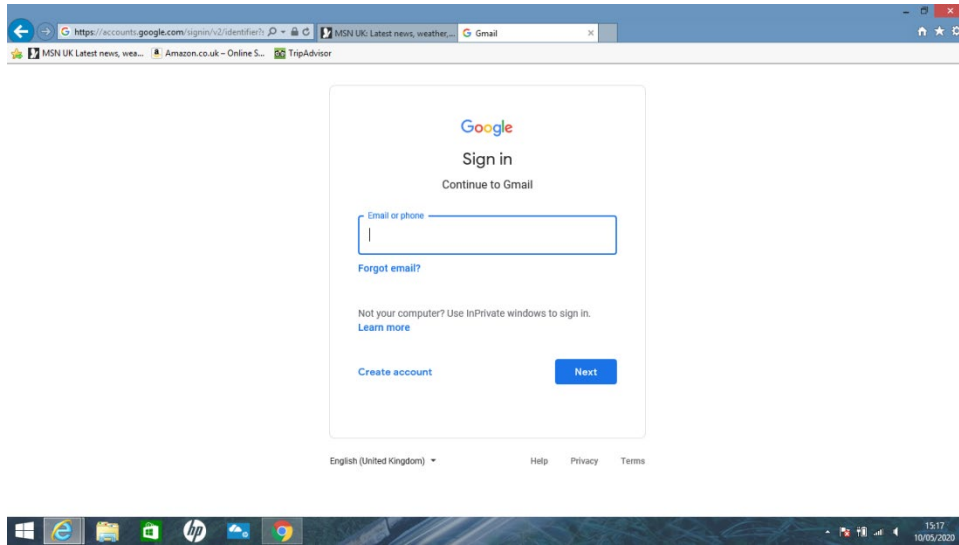
1. Type 'gmail' into the top left-hand address bar and press the enter button or click on the arrow (See picture below)



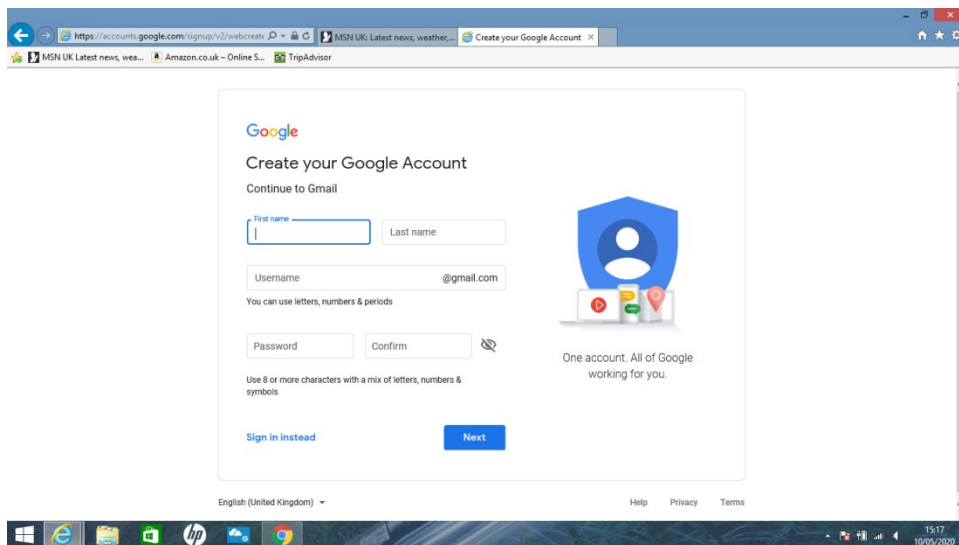
2. Click on 'mail.google.com' (see picture below)



3. Click on the option 'Create account' (see picture below)



4. The following screen should appear (see picture below)



5. Enter your own details in the fields as required and click on 'Next' when they are completed (see picture below)

The screenshot shows the 'Create your Google Account' page in a web browser. The page title is 'Create your Google Account' with a subtitle 'Continue to Gmail'. The form fields are filled as follows: First name 'John', Last name 'Smith', Username 'johnsmith111', and Email address '@gmail.com'. Below the email field, a note says 'You can use letters, numbers & periods'. There are two password fields, both containing masked characters (dots). A note below the password fields says 'Use 8 or more characters with a mix of letters, numbers & symbols'. To the right of the form is a blue shield icon with a white person silhouette and a small graphic of a laptop with three colored dots (red, yellow, green). Below this icon, it says 'One account. All of Google working for you.' At the bottom left of the form is a link 'Sign in instead' and at the bottom right is a blue 'Next' button. The browser's address bar shows 'https://accounts.google.com/signup/v2/webcreate...'. The Windows taskbar at the bottom shows the date and time as 15:19 on 10/05/2020.

6. If the email address that you entered is already taken, then the message 'That username is taken. Try another' will appear. Alternative available email addresses will appear, click on any of these if you would like to have any of the suggested options as your email address or try entering a different one yourself (see picture below)

The screenshot shows the 'Create your Google Account' page with an error message. The 'First name' field is 'John' and the 'Last name' field is 'Smith'. The 'Username' field contains 'johnsmith111' and the 'Email address' field contains '@gmail.com'. A red error message with a red dot icon says 'That username is taken. Try another.' Below the error message, under the heading 'Available:', there is a list of suggested usernames: 'js9938410'. The password fields are still masked. A new red error message below the password fields says 'Please choose a stronger password. Try a mix of letters'. The 'Next' button is still present. The browser's address bar shows 'https://accounts.google.com/signup/v2/webcreate...'. The Windows taskbar at the bottom shows the date and time as 15:20 on 10/05/2020.

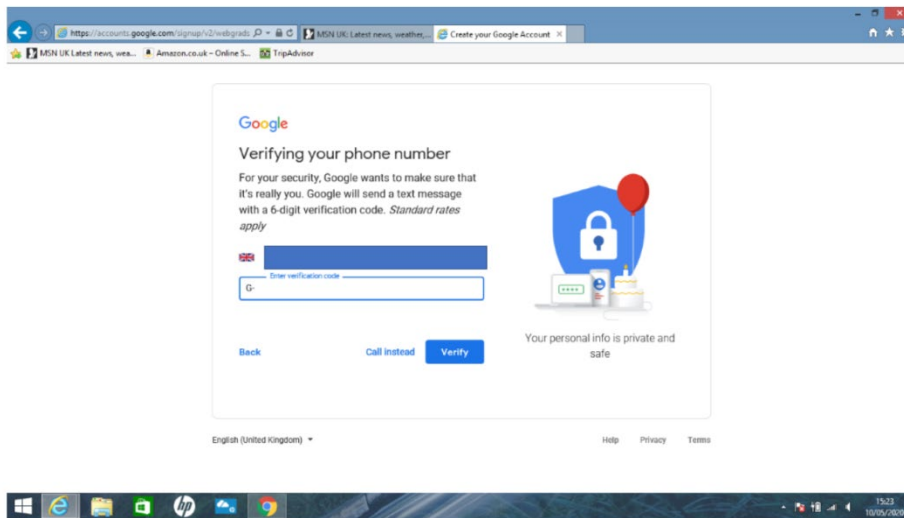
7. You may also have a message saying 'Please choose a stronger password' appear, please ensure that your password is long enough and has a mixture of letters and numbers (see picture below)

The screenshot shows the Google Account creation page. The title is "Create your Google Account" with the subtitle "Continue to Gmail". The form includes fields for "First name" (John), "Last name" (Smith), and "Username" (js9938410@gmail.com). Below these is a "Password" field with a red border and a "Confirm" field. A red error message states: "Please choose a stronger password. Try a mix of letters and numbers." To the right of the form is an illustration of a blue shield with a white person icon and a red location pin. Below the shield, it says "One account. All of Google working for you." At the bottom of the form are links for "Sign in instead" and a "Next" button. The browser's address bar shows the URL "https://accounts.google.com/signup/v2/webcreate...". The taskbar at the bottom shows various application icons and the system clock indicating 19:21 on 10/05/2020.

8. On the next screen please enter your mobile phone number and click next (see picture below)

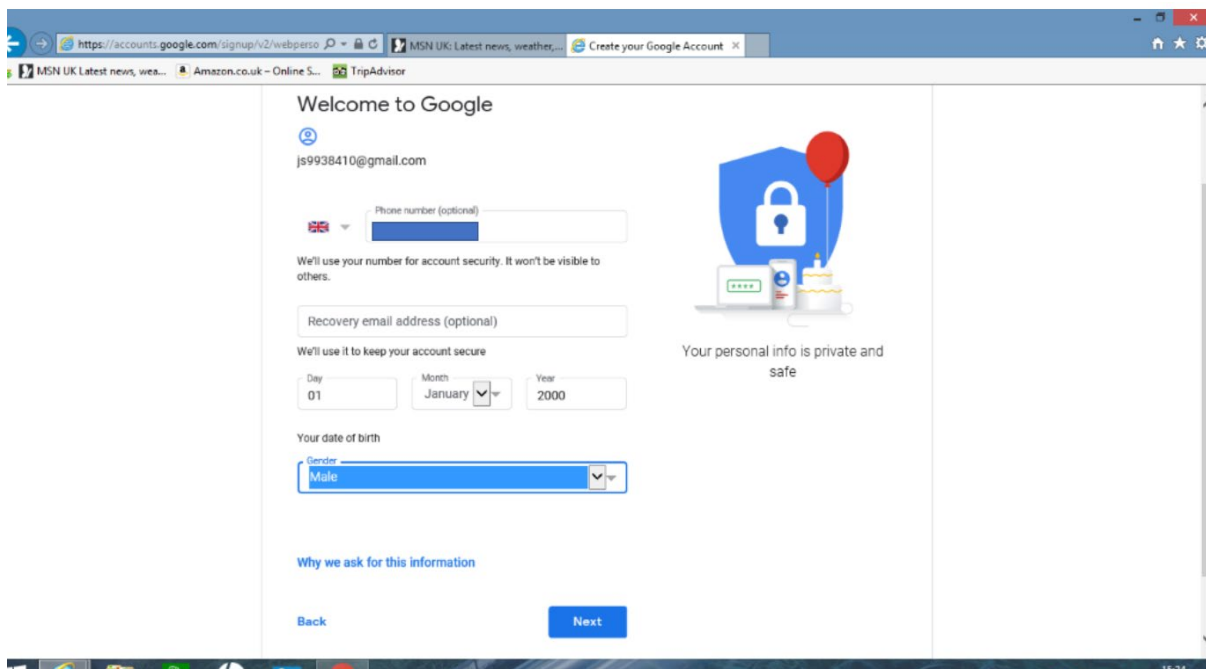
The screenshot shows the Google Account verification page. The title is "Verifying your phone number". The text explains: "For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. Standard rates apply." There is a "Phone number" field with a dropdown menu showing the UK flag. To the right of the form is an illustration of a blue shield with a white person icon, a red balloon, and a cake. Below the shield, it says "Your personal info is private and safe." At the bottom of the form are links for "Back" and a "Next" button. The browser's address bar shows the URL "https://accounts.google.com/signup/v2/webgrad...". The taskbar at the bottom shows various application icons and the system clock indicating 19:22 on 10/05/2020.

9. Enter the 6-digit verification code that will be sent to your phone and click on 'verify' (see picture below)



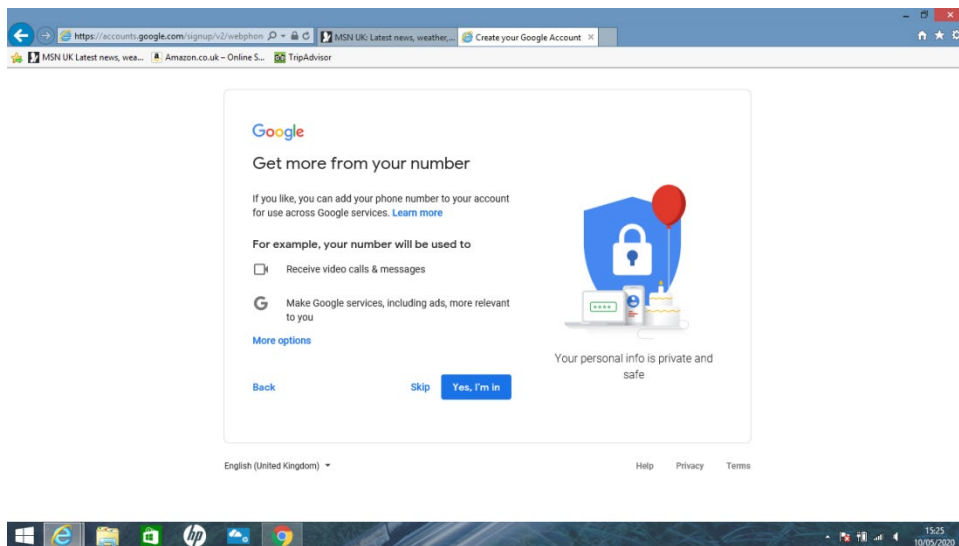
The screenshot shows a web browser window with the URL <https://accounts.google.com/signup/v2/webgrad>. The page is titled "Verifying your phone number" and includes the Google logo. It states: "For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*". There is a text input field for the verification code, with a "G-" prefix. Below the field are buttons for "Back", "Call Instead", and "Verify". To the right, there is an illustration of a smartphone with a lock icon and a red balloon, and the text "Your personal info is private and safe". At the bottom, there are links for "English (United Kingdom)", "Help", "Privacy", and "Terms".

10. On the next screen enter any necessary recovery information (to help you reset your password if you forget it) and then click 'Next' (see picture below)

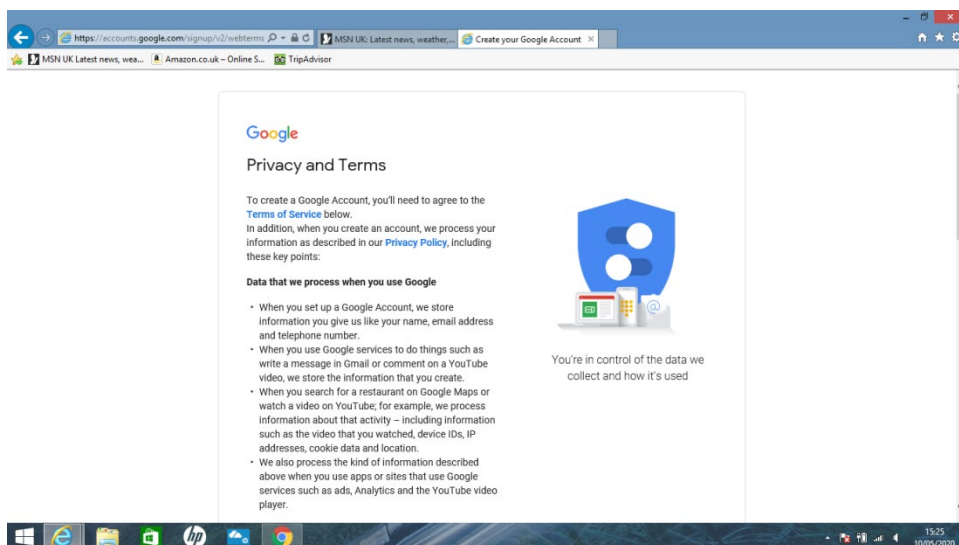


The screenshot shows a web browser window with the URL <https://accounts.google.com/signup/v2/webperso>. The page is titled "Welcome to Google" and includes the Google logo. It shows the email address "js9938410@gmail.com". There are optional fields for "Phone number" and "Recovery email address". Below these, there are fields for "Date of birth" (Day, Month, Year) and "Gender" (Male). A link "Why we ask for this information" is provided. At the bottom, there are buttons for "Back" and "Next". To the right, there is an illustration of a smartphone with a lock icon and a red balloon, and the text "Your personal info is private and safe".

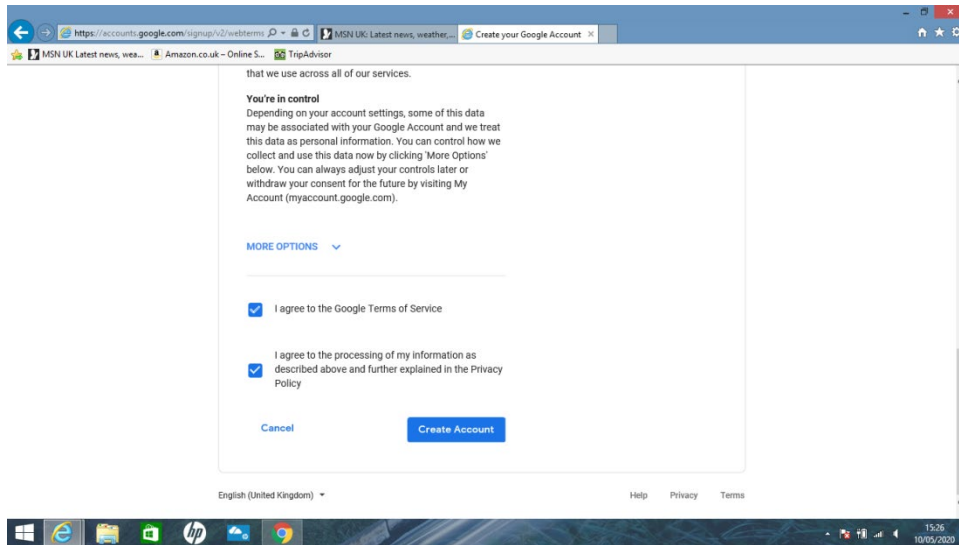
11. If the 'Get more from your number' screen appears, then just click 'Skip' (see picture below)



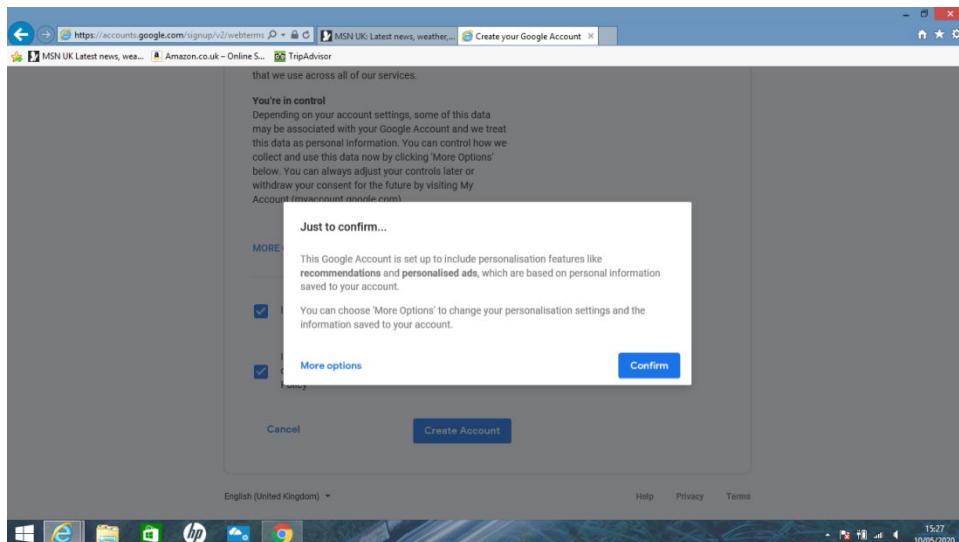
12. The 'Privacy and Terms' Screen should appear next (see picture below)



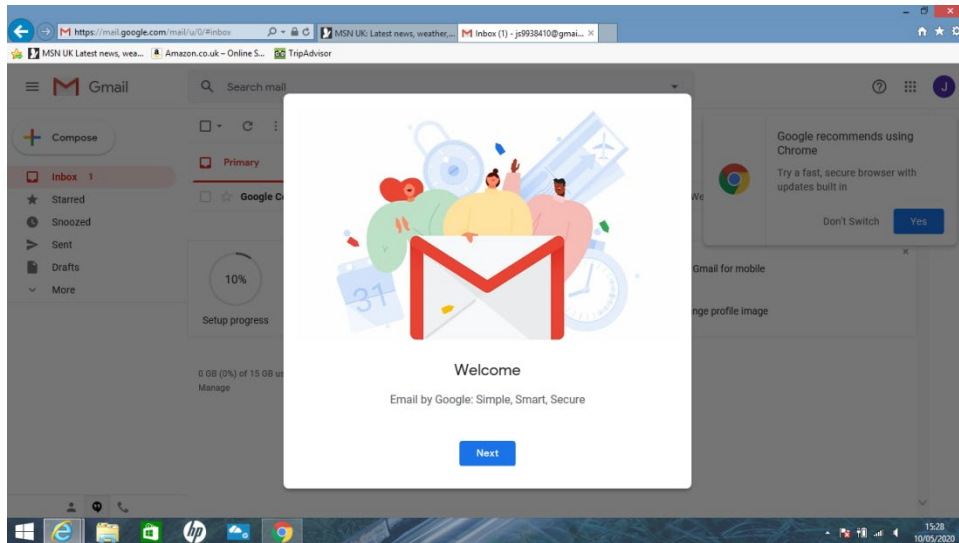
13. Scroll to the bottom of the 'Privacy and Terms' screen and tick the required boxes and then click on 'Create Account' (see picture below)



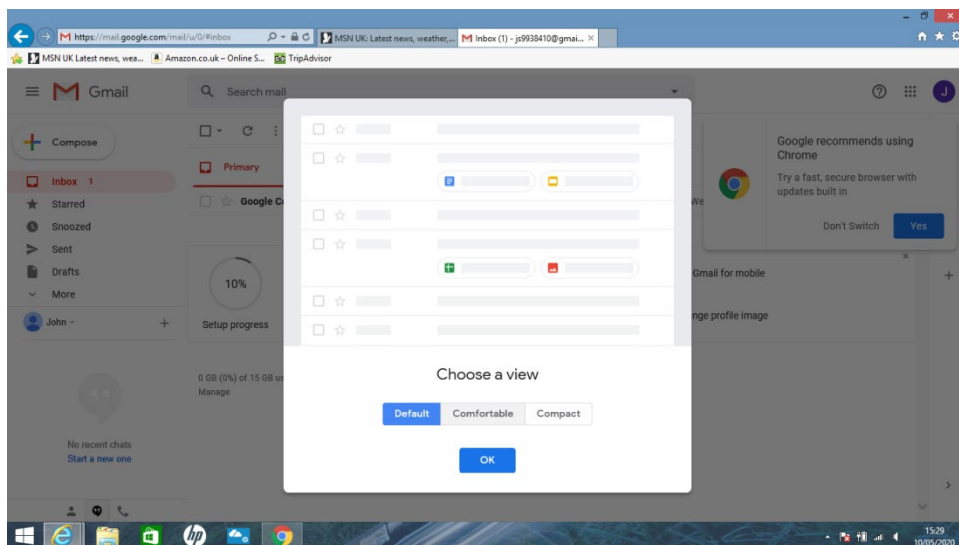
14. The 'Just to confirm' box may appear, just click on 'Confirm' (see picture below)



15. Your email account has now been created. If the 'Welcome' box appears, then just click on 'Next' (see picture below)



16. If the 'Choose a View' box appears, then just click on 'Ok' (see picture below)



17. Your email account is now ready to use (see picture below)

