**Universal Credit – Getting an e-mail address**

There are a number of companies that you can set up an e-mail address with. A list of some of the main companies is at the bottom of this list. This fact sheet will tell you how to set up an e-mail account with Google Gmail but we cannot recommend any particular company – we have just chosen Gmail as it is one that many people may have heard of.

Remember – You will need to have a password that you can remember but other people will not know.

How to set up Google Gmail address:

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| 1. | Go to this link:  <https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>  This will take you to the main Google account opening page. |
| 2. | Enter your **first and last name.** |
| 3. | Enter the **username** you’d like to use for the account. You may need to add numbers or use a different name if the one you’d like is already in use. |
| 4. | Enter and confirm **the password** you’ll use for the account. |
| 5. | Google will need to send you a text message for security reasons. **Enter your phone number.** |
| 6. | **Enter the code** you receive via text message. |
| 7. | **Enter a backup e-mail address** if you have one. This can be used to help you recover your account if you are locked out. |
| 8. | **Enter your birthday and preferred gender.** |
| 9. | Read and accept the **terms and conditions**. You can also choose which data Google collects about you. |
| 10. | Now you have an e-mail account. |