If you don’t have an e-mail account, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Hotmail.
Let's follow along with Amy as she sets up a Gmail account. First, she will open her Internet browser and go to the address bar.

In the address bar, Amy will type gmail.com and then press enter to go to the Gmail website. Now she can start setting up her account.
On the right side of the screen there is a red button that says “CREATE AN ACCOUNT”. When Amy clicks on this button, a form will appear.
At the top of the form, Amy will begin by typing in her first and last name.

Next, Amy will choose a username, which will become a part of her email address.

Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, including those who are hiring if you are a jobseeker. You want your email address to be professional.

In Amy’s case, she would want to choose something with her name over something like RedHotRedHead.

Also, keep in mind that usernames are unique to each user so it may be hard to find something that is not already taken. This means that you may have to be creative with your username and add numbers or other identifying factors to it.
Amy will also have to choose a password for her account.

Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so that others watching can’t see the characters.

When setting up an account, it is important to remember your password since you need to enter it in order to access your account later.

When entering her password, Amy is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.

Amy then adds her date of birth and selects her gender in the gender field.
There are two fields on the form that are optional and do not need to be completed: the “mobile phone” field and the “your current email address” field. Amy skips over those.

Amy also clicks to deselect the “Set Google as my default homepage” as she does not want Google to be the first page that opens when she uses the Internet.

In order to make sure that everyone who signs up for an email account is a person, Google will ask you to type the strange words under “Prove you’re not a robot” into the box under “Type the two pieces of text”. Sometimes, those words can be pretty tough to read, so if you have trouble reading them, you can press the refresh button to get other words or the sound button to listen to an audio recording.
Finally, Amy agrees to Google’s Terms of Service and Privacy Policy.

Now that Amy is done completing this form, she clicks the “Next Step” button.
Google will now show Amy her profile.

If she wanted to add a profile photo, she could do that on this page, but for now she moves on by clicking the “Next step” button.
Amy’s email is now all set up and she gets a welcome message from Google.

She clicks on the blue button that says “Continue to Gmail” and goes to her inbox for the first time.