

Department of Agricultural and Resource Economics

DIGITAL LITERACY FACTSHEET: EMAIL

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Learning outcomes

1. Learn how to set up an email account
2. Learn how to view your email inbox
3. Learn how to send emails

Email is one of the most used modes of online communication. In order to send and receive emails on your mobile device or your personal computer, you need to first set up an email account.

Setting up your email account

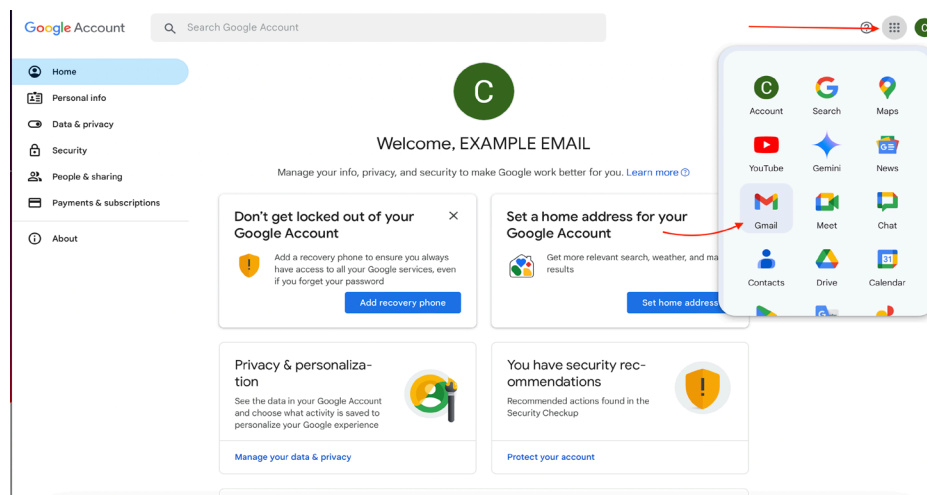
There are many different email providers that you can use to set up your first email account. Some of the commonly used email providers:

1. Gmail
2. Yahoo! Mail
3. Outlook.com

In this publication, a step-by-step guide is provided for setting up your email account using Gmail as a template that you can follow; each provider will have some differences with account setup, but they should all be fairly similar.

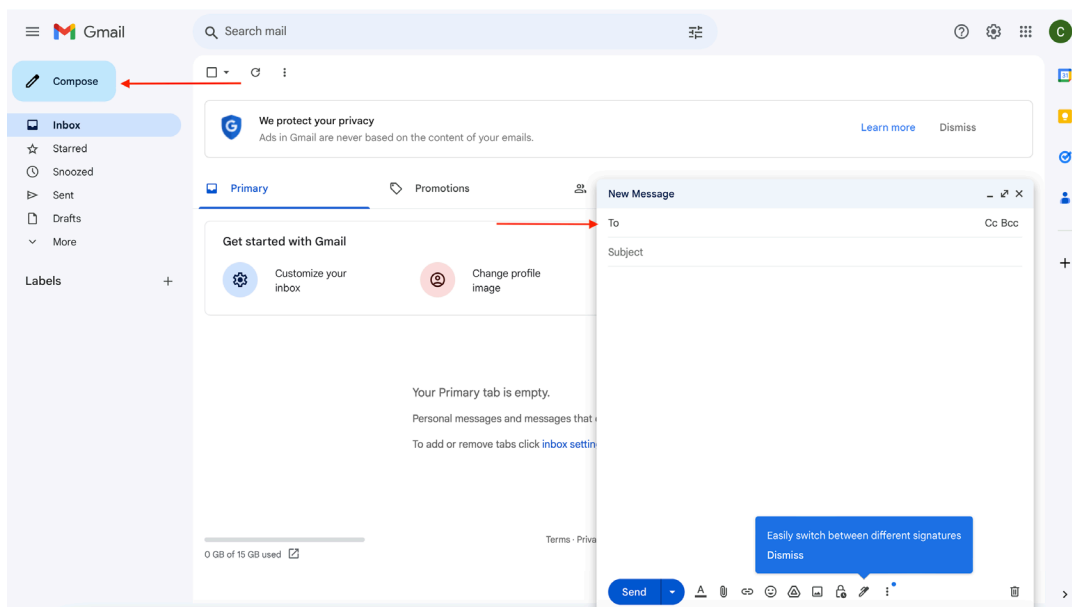
Setting up your Gmail account and sending your first email

1. Create a Google Account (follow this link; or use your web browser to search “Create a Gmail Account” and click “Create an Account”)
2. Follow the prompts (input name, date of birth, gender)
3. Create your unique username, which will serve as the username (or first part of your email address; *example@gmail.com*)
 - a. Google should provide you with a few options that are available, using the name that you input in Step 2, but you can click “create your own Gmail address” if you do not want to use the ones provided.
 - b. To make your username unique you may need to add numbers (0-9) or periods (.) into your username.
4. Create the password that you will use to sign into your Google account.
5. Add Recovery Email – You can choose “skip” if you do not want to add a recovery email account.
6. Review account details
7. Agree to “Privacy and Terms” page.
8. Once you agree to these terms and sign in you will be brought to a page that looks like this:



9. To access your email, click the symbol in the top right corner (3 rows of 3 dots), next click the Gmail icon.
10. This will take you to your Gmail homepage
 - a. You will automatically be loaded into your inbox which is where you will see any Emails that you receive.
11. In order to send your first email, click the large “Compose” button on the upper left-hand side of your screen.

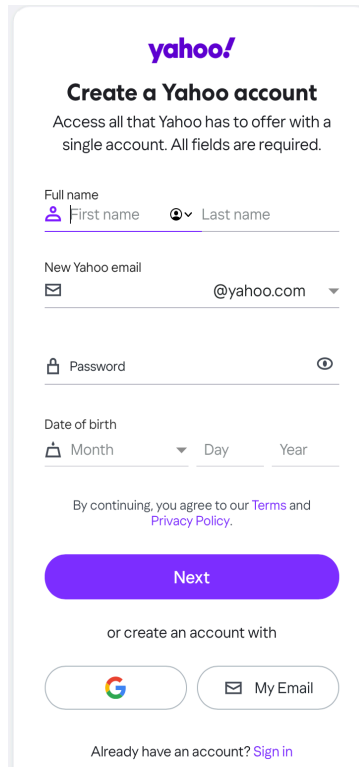
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- a. This will bring up a pop-out page
 - b. Fill out the “To” section with the relevant email address of your recipient
 - c. Add a subject field (what the email is about)
 - d. Fill out your message and click “Send”
12. If you want to add your account to your smartphone, you can download the Gmail app in your Application Store (App Store for Apple or Google Play for android, etc.)
- a. Use your username and password that you created in your account initialization to sign in on the app.

Setting up your Yahoo! Mail account and sending your first email

1. To set up a Yahoo! Mail account follow this link (or search in your web browser: “Create Yahoo mail account.”) You should be on a screen like this below.



The screenshot shows the Yahoo! account creation interface. At the top is the Yahoo! logo. Below it is the heading "Create a Yahoo account" followed by the text "Access all that Yahoo has to offer with a single account. All fields are required." The form includes several input fields: "Full name" with sub-fields for "First name" and "Last name"; "New Yahoo email" with a dropdown menu currently set to "@yahoo.com"; "Password" with a toggle for visibility; and "Date of birth" with dropdowns for "Month", "Day", and "Year". Below the form is a purple "Next" button. Underneath the button, it says "or create an account with" followed by two buttons: a Google logo button and a "My Email" button. At the bottom, it asks "Already have an account? Sign in".

2. Fill out the required fields on this page.
3. Hit “Next,” and you will be asked to input your phone number (this will need to be a mobile phone number that can receive text messages).
4. Once you have typed your phone number into the box, press “Get code by text.”
5. Click the “I am not a robot” button and complete the human verification test .
6. Next, input the code that you received on your mobile device to verify your identity.
7. Once you do this, your account will be setup and you can click on “Sign In.”
8. After signing into your account, you will be brought to your Yahoo! Mail inbox which will be where you will find any emails that have been sent to you.
9. To send an email click the “Compose” button in the top left corner of the screen which will bring up a pop-out menu which you can use to send outgoing mail.



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