

# Discover the digital you

## Creating an email address

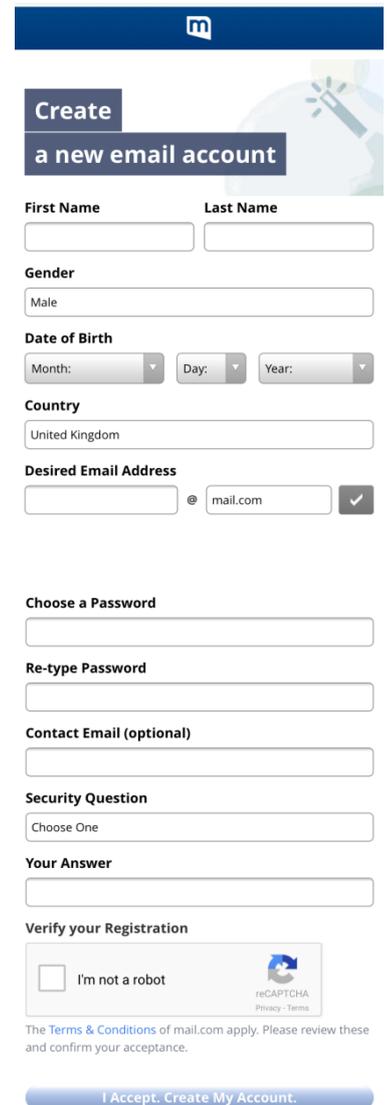
This quick guide shows you how to register for a free email account using mail.com. Creating an email account will enable you to register for Wigan Council's MyAccount and other websites.

- Search for mail.com using a search engine e.g. Google.com
- Go to the mail.com website and click 'Sign Up'
- To set up your new email account, you will need to enter your details in all the boxes
- To create an email you need to choose a desired email address. It should be a combination of your first and last name. However, if your name is very common (e.g. John Smith), you may need to include numbers to make your email address more unique, for example: John.Smith1@mail.com

Do not use any personal data i.e. Date of Birth

- Choose a password that is 8 or more characters long and that you will remember. It should include a combination of upper and lower case letters, numbers and symbols
- Select a security question that you will always remember the answer to. The security question and answer will be used if you need to reset your password
- Click 'I accept. Create My Account'
- To access your email in the future, go to mail.com and click 'sign in' using your email address and password.

**You have now successfully created an email address**



The screenshot shows the 'Create a new email account' form on mail.com. The form includes fields for First Name, Last Name, Gender (with 'Male' selected), Date of Birth (Month, Day, and Year dropdowns), Country (with 'United Kingdom' selected), and Desired Email Address (with '@mail.com' selected and a checkmark). Below these are fields for 'Choose a Password', 'Re-type Password', 'Contact Email (optional)', 'Security Question' (with 'Choose One' selected), and 'Your Answer'. At the bottom, there is a 'Verify your Registration' section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. A blue button at the bottom right says 'I Accept. Create My Account.'

