Stockton & District
Advice & Information
Service

<u>Universal Credit – Getting an e-mail address</u>

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 factsheet will tell you how to set up an e-mail account with Gmail but we cannot recommend any particular company – we have just chosen Gmail as it is one that many people may have heard of.

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

<u>How to set up Gmail address</u>:

1. Go to this link:

   www.support.google.com/mail

   Choose `Create a gmail account`
   Click on CREATE AN ACCOUNT

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.

Factsheets available include:

UC1   Universal Credit – Making a Claim
UC2   Universal Credit – Support to make an on-line claim
UC3   Universal Credit – Getting an e-mail address
UC4   Universal Credit – Jargon Buster

Copies of Factsheets are available at:

- www.SWAN.org.uk
- Stockton Advice Service, Bath Lane, Stockton-on-Tees, TS18 2DS

For more information go to:

- www.gov.uk
- www.SWAN.org.uk
- www.stockton.gov.uk