

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 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.

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

How to set up Gmail address:

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.stocktonadvice.org.uk
- Stockton and District Advice and Information Service, Wellington Square, Stockton on Tees, TS18 1RH

For more information go to:

- www.gov.uk
- www.stocktonadvice.org.uk
- www.stockton.gov.uk