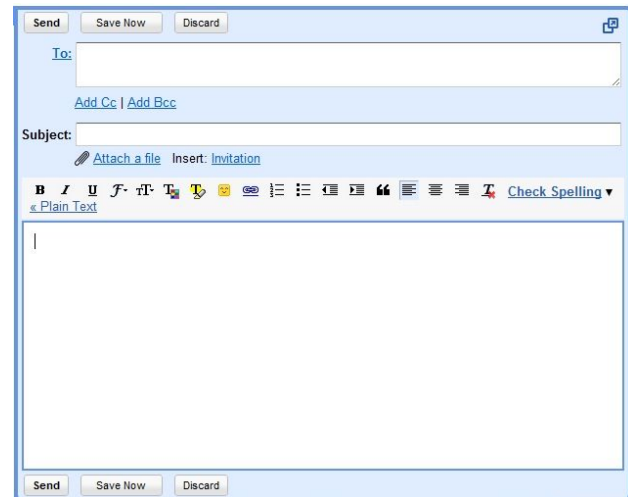




Instructions: How to Create an Email and Use It Safely

1. How to Create an Email Account

1. Open a web browser (like Chrome or Edge).
2. Go to an email website (for example: www.gmail.com).
3. Click “**Create account**”.
4. Type your **First Name** and **Last Name**.
5. Choose a **Username** (this will be your email address, e.g., student123@gmail.com).
6. Create a **Password** (see below how to make it strong).
7. Re-enter the password.
8. Add recovery information (like a parent’s phone number) if required.
9. Click **Next** and follow the instructions.
10. Once finished, your account is ready!



2. How to Create a Strong Password

A strong password keeps your account safe.

- ☐ Use **at least 8 characters**.
- ☐ Mix **UPPERCASE** and **lowercase** letters.
- ☐ Add **numbers** (0–9).
- ☐ Add **symbols** (@, #, \$, %, !).
- ☐ Example: **Sun@1234** (but make your own, not this one).

☐ Don’t use your name, birthday, or “12345” as a password.

My e-mail: _____

Password: _____

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3. Email Guidelines (Do’s and Don’ts)

Do’s ☐

- Be polite and respectful in your emails.
- Write a clear **subject**.
- Check spelling before sending.
- Log out after using a shared computer.
- Only open emails from people you know.

Don’ts ☐

- Don’t share your password with anyone except your parents/teacher.
- Don’t send rude or mean messages.
- Don’t click on strange links or attachments.
- Don’t use email for gossip or bullying.