



Mobile Money Exercise Sheet

MODULE 1

Exercise 2

Creating an email account

Estimated duration

20 min

Material

Computer, tablet or smartphone
Internet access

Instruction

Participants will proceed to opening an email account. The next page will give you step-by-step instruction to guide them.



1. **Open a Web Browser** on your device (like Google Chrome, Safari, or Firefox).
2. **Go to the email provider page:** On your browser, type gmail or any email service you wish to use. Click on the button “create an account”.
3. **Enter personal information:** A form will ask you for your name, surname, date of birth. You will be able to choose your email address (based on your name and surname usually).
ex: maria.navarro@gmail.com
4. **Choose a strong password** with capital letters, numbers and special symbols.
5. **Verify your account:** They will also ask you for your phone number in order to send you a code to verify your account.
6. **Set out a recovery method:** In case you loose your password you can recover it via a code that will be sent to your phone or another email address.
7. **Agree to terms and conditions.**
8. **Complete set up.** You will be guided though initial setup options, such as adding a profile picture and adjusting settings. You can follow the prompts or tap Skip for now.
9. **Access your inbox and practice sending an email** by clicking on “creating a message” on the top left.