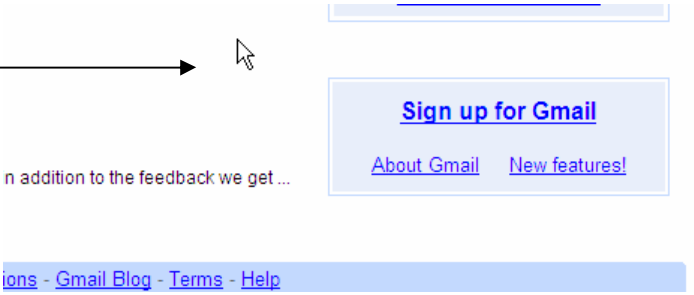
E-Mail

We will set up a new Email Address using Gmail

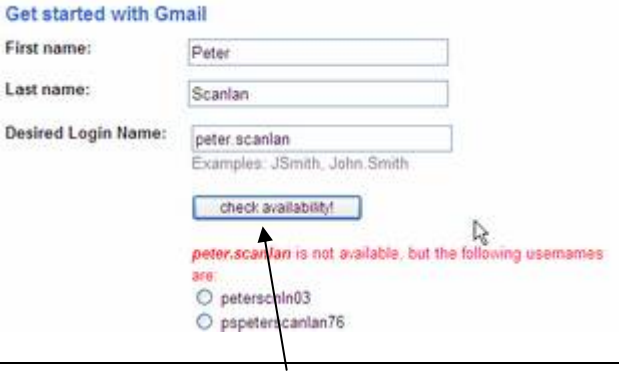
Open **gmail** in Internet Explorer

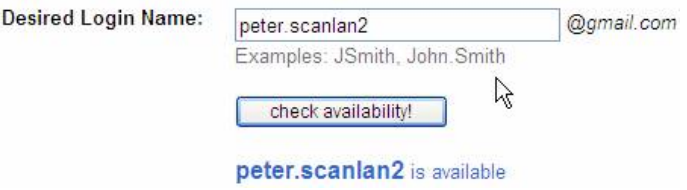
On the lower right of the page click on
Sign up for Gmail



When this page opens
Fill in your first name and last name

Desired login name will be your email address



I suggest you use your own name i.e. peterscanlan, now click **Check Availability**
If someone else has taken your name, it won't be available. Gmail suggests different names for you, but you don't have to use them. I suggest you use your own name and put a figure with it, i.e. peterscanlan2, now click **Check Availability** again

peter.scanlan2 is available
If your name is very popular you may have to try a few times before you get one that is available
Be sure to write this username down in your notes