

## week 2

### setting up an email address & downloading an app

#### introduction

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This week, we will learn how to set up an email address, which will enable you to create accounts for different apps and social media channels. An email address is important as it allows people to send you online messages. Think of your email as a personal online post box, where people can post messages and important information to you. Your email allows you to sign up to other online tools to help you connect to people, which we will explore in the following weeks.

Downloading apps will make it easier for you to use certain communication tools, depending on what device you have.

**Remember:** if you are having any issues or need to ask a question, we're here to help you over the phone and give you a hand getting set up. You can fill out a 'Digital Support Booking form', and email it back to the library: [library.service@sefton.gov.uk](mailto:library.service@sefton.gov.uk). A member of the team will contact you to help you with your problem on a Monday morning, between 10am - 12pm. **If you don't have an email yet — don't worry — just phone the team on Crosby Library's landline: 0151 257 6400 between 10am - 12pm on Monday mornings.**



**human libraries**

# key terms

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## app

is short for 'mobile application'. It is a computer software designed to run on your device to make doing different things, like video call or message someone, easier. You can download an app using the 'App store' on your device.

## the internet

is a global network of computers that allow you to share and view information. It works much like the postal system, enabling people to send one another envelopes containing digital messages, at lightning speed. The Internet enables computers to send each other small packets of digital data.

## search engine

is a system that carries out a search of the Internet to find you a website, which will then lead you to information you need.

## social media's

are interactive websites which allow you to communicate with other people through messages and posts. Think of it like an online community hub where you can chat to others and find out more information about how to access digital events.

## setting up an email address

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If you don't already have an email address, you will need the following to get started:

- A device that is connected to the Internet.
- Be able to find a website and fill in a form.
- Think about what you would like your email address to be.
- Think about how you'll remember your password e.g. where might be a safe place to write it down in case you forget.

# steps for setting up an email address

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1. First, choose an email provider (for example Gmail, Yahoo, Outlook)
2. Go to the website of your chosen email provider (search for their name in your Internet 'search engine' if you don't know the website address)
3. Select the option to create a new account
4. Choose an email address that is memorable — this will be the part before the @ sign and it is something other people will see, so choose wisely
5. Choose a memorable password that is safe and secure
6. Read the terms and conditions. If you are happy with them, select to 'Agree'

## Remember:

Depending on what email provider you choose to go with, they might ask you for a mobile number to send you a verification code for your account.

**Your email is all set up and you are good to go!**

## security

Always choose a password that you will remember and write it down somewhere safe.

- Use a mixture of capital letters, lowercase letters, numbers and special characters to make your password extra secure. For example:  
**'HumanLibraries18!'**
- Do not share your password with others
- Do not click on links in emails which are from people or companies you don't know, don't trust or have never heard of
- Never give your bank details or share personal details with people you do not know over email

# downloading an app

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A digital 'App Store' should be downloaded onto your device when you switch it on. It might look like this:



Click on the app store icon, search the name of the app you would like to download onto your device, then click 'Install'. Remember you might need to pay for some apps, but all of the apps in our workshops can be downloaded for free, so no need to pay for versions of them.

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To get started with apps and to create an account, you will need:

- A device that is connected to the Internet
- To have an email address set up
- To have access to a search engine OR to be able to download an app to your device, using your app store.

## **Remember:**

For a lot of websites, you don't have to download an app, as you can access them through your device's search engine. However, apps are designed to make your experience easier and more straight-forward, especially if you are using a mobile or a tablet, so we recommend downloading them.

Next week, we will look at getting set up on Zoom — a video calling software — which will allow you to connect with people online.