SG Digital

Starter Kit on Using Email

STEP 1 — Install the email app on your mobile phone

Go to the **Apple App Store** 🅐 or **Android Play Store** ▶ and download your preferred mobile apps. Examples:

Email

- Gmail
- Outlook
- Yahoo

iOS user

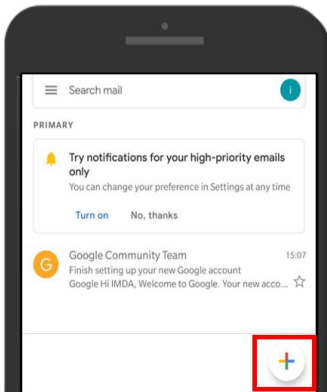**Android user**

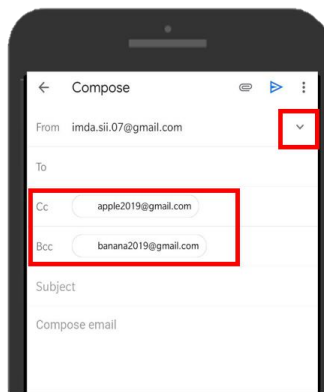## STEP 2 — Register for an email address

After you have successfully installed the email app, launch the app and follow these steps:

1. Enter your particulars such as name, date of birth, etc.

2. Enter your preferred email address and create a strong password.

3. Enter your mobile number (optional) as an added verification.

4. You will receive a welcome email in your inbox. Open the email and start exploring your account!
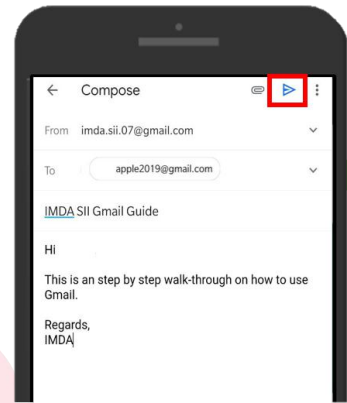
1. Tap on '+' button to compose an email.

2. Fill in the email address of recipient(s) in the 'To' field.

Tap on the arrow down icon to display the **CC** and **BCC** respectively.

3. Type in the message you would like to send and tap on the ▷ icon to send out the email to the recipient(s).

Note: Different email mobile apps may have different icons.

Cyber security tips *(Credit: Content provided by the Cyber Security Agency of Singapore)*
- **Always check the source of the email. Do not click on any suspicious link(s) or attachments in the email body.**
- **Do not disclose personal or financial information over the email.**

HELPING YOU MAKE CONNECTIONS THAT MATTER

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Seniors Go Digital is a programme that is specially designed to help you begin your digital journey, with online resources and fun learning sessions that will let you pick up new skills.

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