



# SG Digital

## Starter Kit on Email



### DID YOU KNOW?

You can use Email to send and receive messages across the Internet anywhere, anytime. It is fast and efficient as users can create and send a message within minutes and interact with multiple people at the same time.



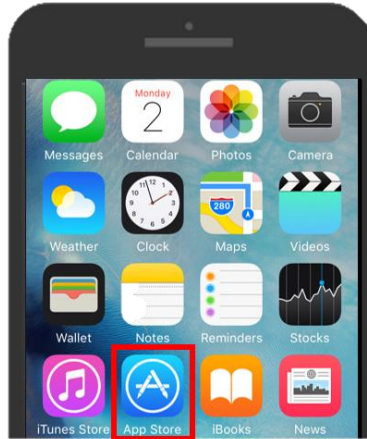
### STEP 1

#### Install the email app on your mobile phone

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

#### Email

- Gmail 
- Outlook 
- Yahoo 



iOS user



Android user

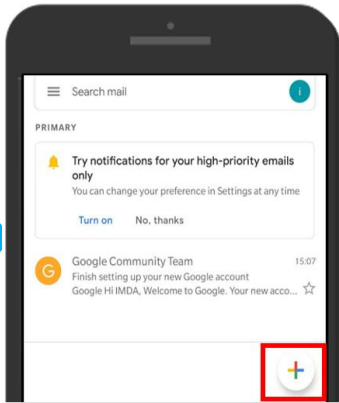
### STEP 2 Register for an email address

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

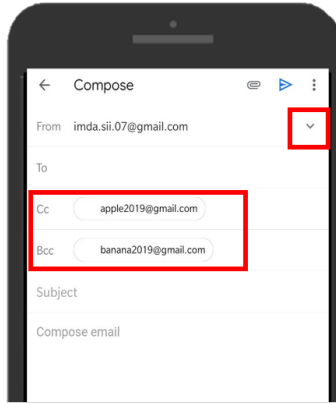


1. Enter your particulars such as name, date of birth, etc.
2. Enter your preferred email address and create a strong password.
3. Enter your mobile number (optional) as an added verification.
4. You will receive a welcome email in your inbox. Open the email and start exploring your account!

## STEP 3 Compose and send an email

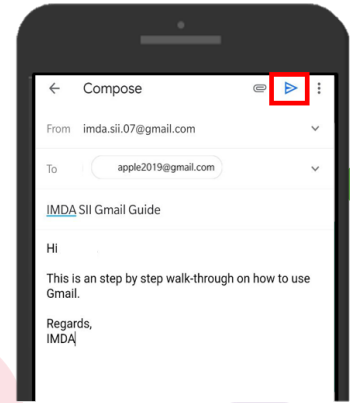



1. Tap on '+' button to compose an email.



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: 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



### Because life is more colourful when you're connected

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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