

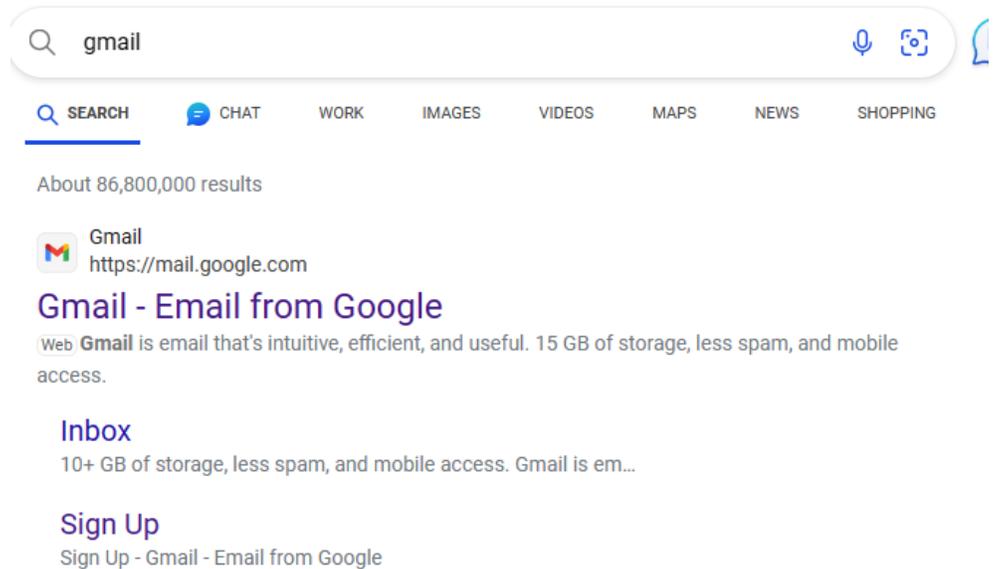
“DJ, I need a personal email account!”

In today’s digital age, it is near impossible to go anywhere without typing in a phone number or an email address. You will probably need to create your own personal email.

While the IT Division cannot dictate to you what email address you use for a personal email, I use Gmail for my personal use. It is easy to create an account!

NOTE: You will not be able to do this on a computer that is connected to the FDL network. You will need to do this on your own time on a personal, or friends, relatives, library, etc. computer.

1. Do a Google search for “gmail” and under the list of dropdown options, click “Sign Up.”



2. It will ask for your name, date of birth and gender identity.
3. It will then give you a list of possible email addresses, or you can type in your own. I recommend making it sound professional.
4. You will need to input a password. This is a password you create that IT cannot look up. This means it needs to be something you’ll remember!
5. It will ask you to add a recovery email address. This is optional.
6. Same thing with a phone number. Again, this is optional.
7. You will need to review the terms of service agreement.
8. Now you have a personal email account you can use to send all of your mail that does not relate to your job to! This includes:
 - a. Banking/Cash app software logins
 - b. Deals or coupons at retailers
 - c. Email marketing newsletters (not *DJ’s Tech Times* – that’s work related! Think of it more in terms of your “fun” newsletters, like the MLB newsletter.)
 - d. Personal communication to friends and family
 - e. And anything else that is not covered by the terms and conditions of the IT Email Acceptable Use Policy.
9. One final note: You don’t “have” to use Gmail...there are dozens of other email providers you can use instead! And if you need help, I’d be happy to help you set up a personal email address. Just give me a call or send me an email – you can use your work email for that!