

How to set up and use online accounts

To set up accounts and use services online, you need an email address: this will be your starting point.

University email

For things related to your studies, you may want to sign up for accounts with your university email address. You already have access to all the following using this address, which is tied to your Microsoft identity:

- Newcastle University Library.
- Canvas (the University's Virtual Learning Environment, or VLE).
- Microsoft 365 (a large selection of Microsoft apps, including 5TB of OneDrive storage).
- NESS (the University's platform for assessment and feedback).
- Student Portal (for registration, timetables, and more).


However, you may have some specific things related to your subject area that you want to use your University email address to sign up for. **Note:** You should be aware that you will lose access to this account after graduation, so any accounts tied to this email address will need to be transferred to a personal address if you want to keep using them.

Personal email

There are several options for free email accounts – if you don't have one already, you will need to create one. [This article from Techradar breaks down what you get from each of the main email providers](#). Once you have chosen one, the set-up process is quite straightforward: this example shows setting up a Google mail account, but the process is similar for others (Google mail is the most popular: most likely because it offers 15GB of free storage, more than anyone else, and comes with other built-in features such as Google Docs and a YouTube account).

Create account

You will have to put some basic personal details in to start:



Create a Google Account

Enter your name

First name

Fourteen


Surname (optional)

Fifteen

Next

English (United Kingdom) ▼

[Help](#) [Privacy](#) [Terms](#)



Basic information

Enter your birthday and gender

Day

Month ▼

Year

Gender ▼

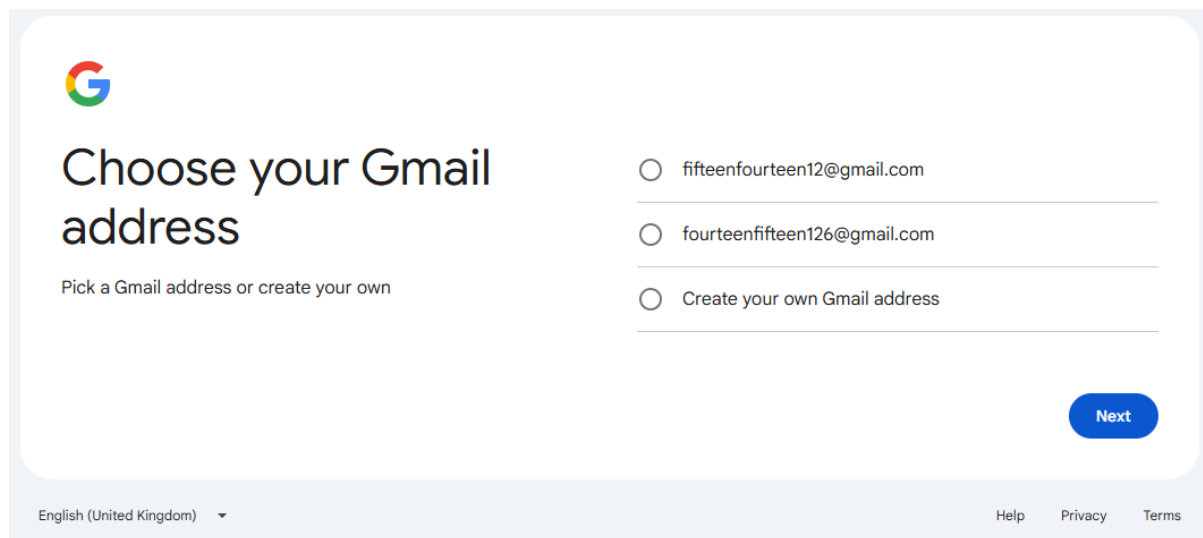
[Why we ask for birthday and gender](#)

Next

English (United Kingdom) ▼

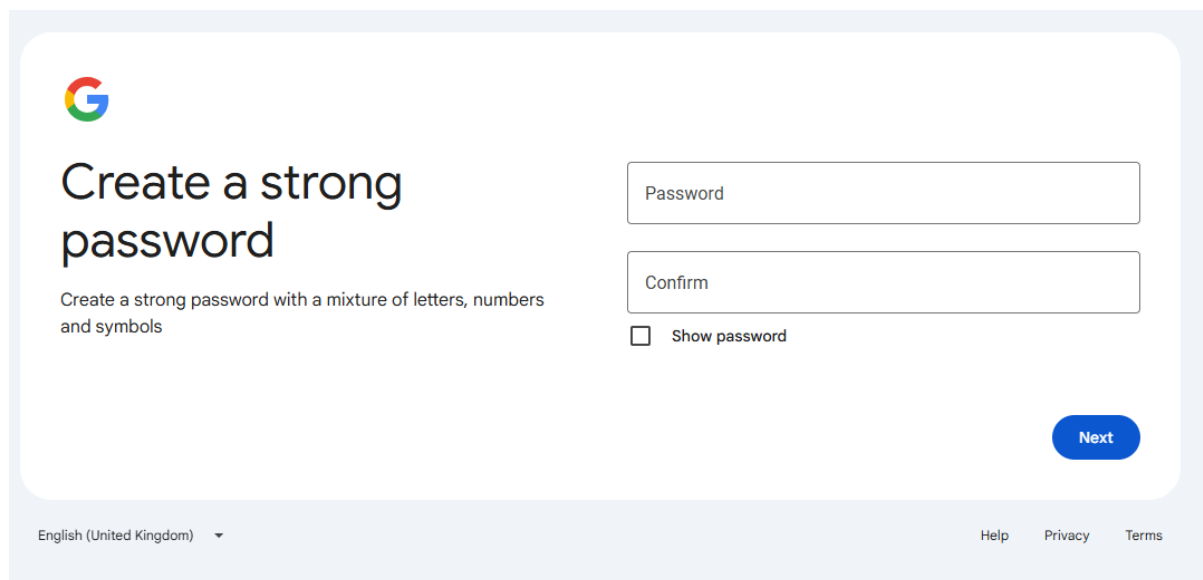
[Help](#) [Privacy](#) [Terms](#)

You are then offered some suggestions for an account name based on the name that you put in:



The screenshot shows the 'Choose your Gmail address' screen. At the top left is the Google 'G' logo. Below it, the heading 'Choose your Gmail address' is displayed in a large, dark font. Underneath the heading is the instruction 'Pick a Gmail address or create your own'. To the right of this text are three radio button options: 'fifteenfourteen12@gmail.com', 'fourteenfifteen126@gmail.com', and 'Create your own Gmail address'. A blue 'Next' button is located at the bottom right of the main content area. At the very bottom of the screen, there is a footer with 'English (United Kingdom)' on the left and 'Help', 'Privacy', and 'Terms' on the right.

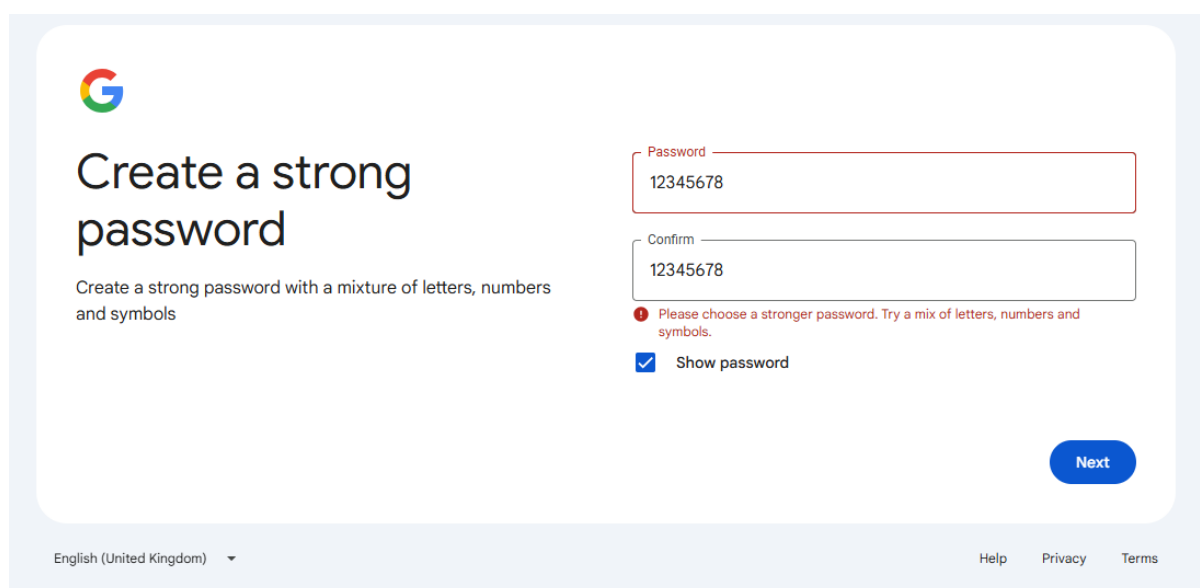
You are then asked to create a strong password:



The screenshot shows the 'Create a strong password' screen. At the top left is the Google 'G' logo. Below it, the heading 'Create a strong password' is displayed in a large, dark font. Underneath the heading is the instruction 'Create a strong password with a mixture of letters, numbers and symbols'. To the right of this text are two input fields: 'Password' and 'Confirm'. Below the 'Confirm' field is a checkbox labeled 'Show password'. A blue 'Next' button is located at the bottom right of the main content area. At the very bottom of the screen, there is a footer with 'English (United Kingdom)' on the left and 'Help', 'Privacy', and 'Terms' on the right.

A strong password contains at least eight characters, with a mixture of letters, numbers, and passwords.

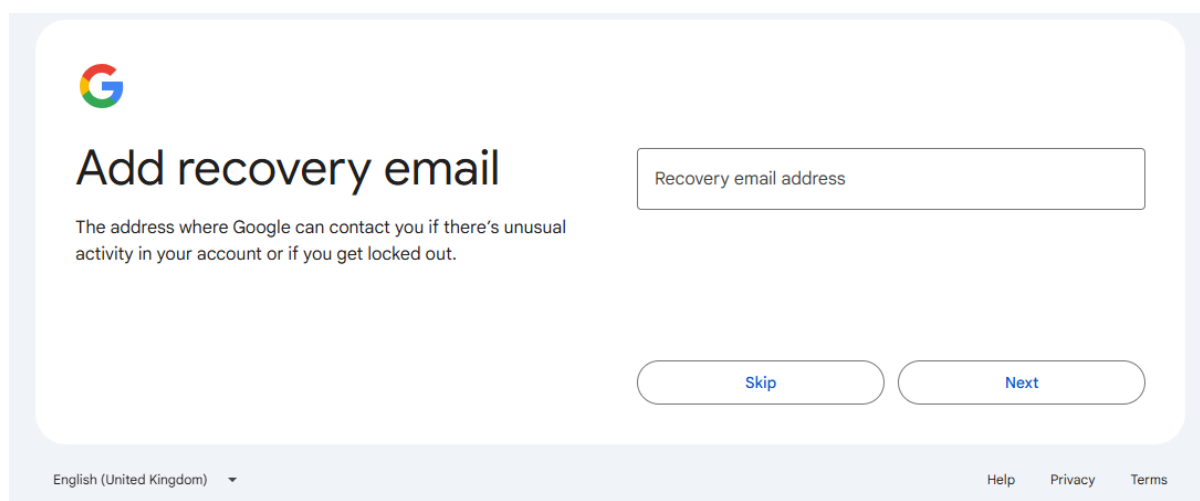
It's good to avoid simple words or consecutive sequences of numbers.



The screenshot shows the Google account creation interface for creating a strong password. On the left, the Google 'G' logo is at the top, followed by the heading 'Create a strong password' and the instruction 'Create a strong password with a mixture of letters, numbers and symbols'. On the right, there are two input fields: 'Password' and 'Confirm', both containing the text '12345678'. Below the 'Confirm' field, a red error message states: 'Please choose a stronger password. Try a mix of letters, numbers and symbols.' There is a checked checkbox labeled 'Show password' and a blue 'Next' button at the bottom right. The footer includes a language dropdown set to 'English (United Kingdom)' and links for 'Help', 'Privacy', and 'Terms'.

Password tip: You could use some favourite song lyrics to help you come up with a password. Try to get at least eight words, but you can make shorter work. Use the first letter from each word to come up with your memorable jumble of letters, or a letter to stand in for the word (U, C, B, etc.). To make it more secure, make some of the letter's capitals, and replace certain words with numbers or symbols instead (such as plus, and, at, to, free, for, ate). **Example:** the Kendrick Lamar song 'Not Like Us' contains the line "You better not ever go to cell block one," which could become the password 'Ubneg2CB1'.

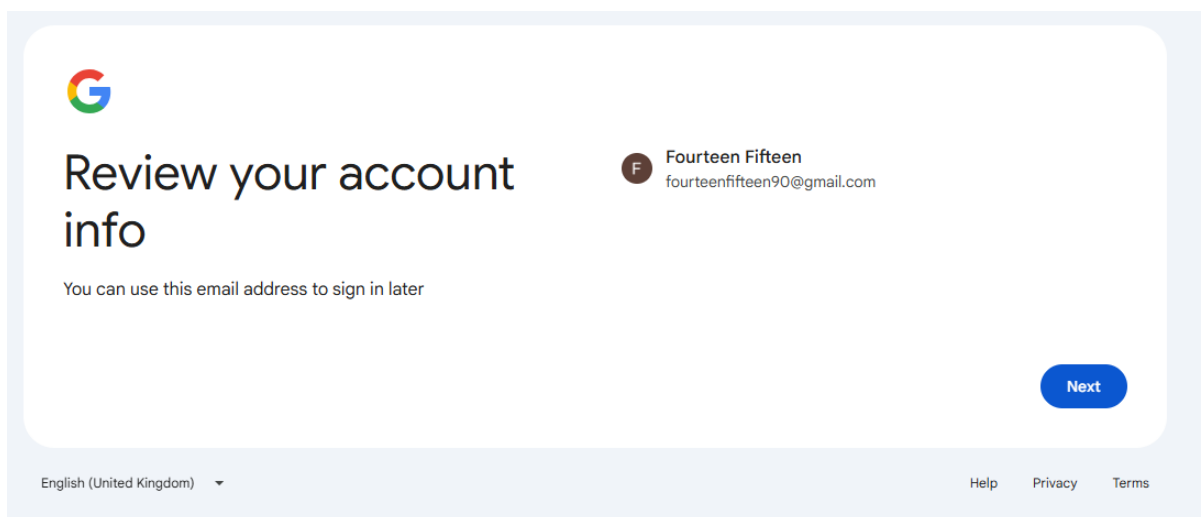
You are then asked to provide a recovery email address for your account security.



The screenshot shows the Google account creation interface for adding a recovery email. On the left, the Google 'G' logo is at the top, followed by the heading 'Add recovery email' and the instruction 'The address where Google can contact you if there's unusual activity in your account or if you get locked out.' On the right, there is a single input field labeled 'Recovery email address'. At the bottom, there are two buttons: 'Skip' and 'Next'. The footer includes a language dropdown set to 'English (United Kingdom)' and links for 'Help', 'Privacy', and 'Terms'.

If you don't have another address, you could use your university one or skip it for now.

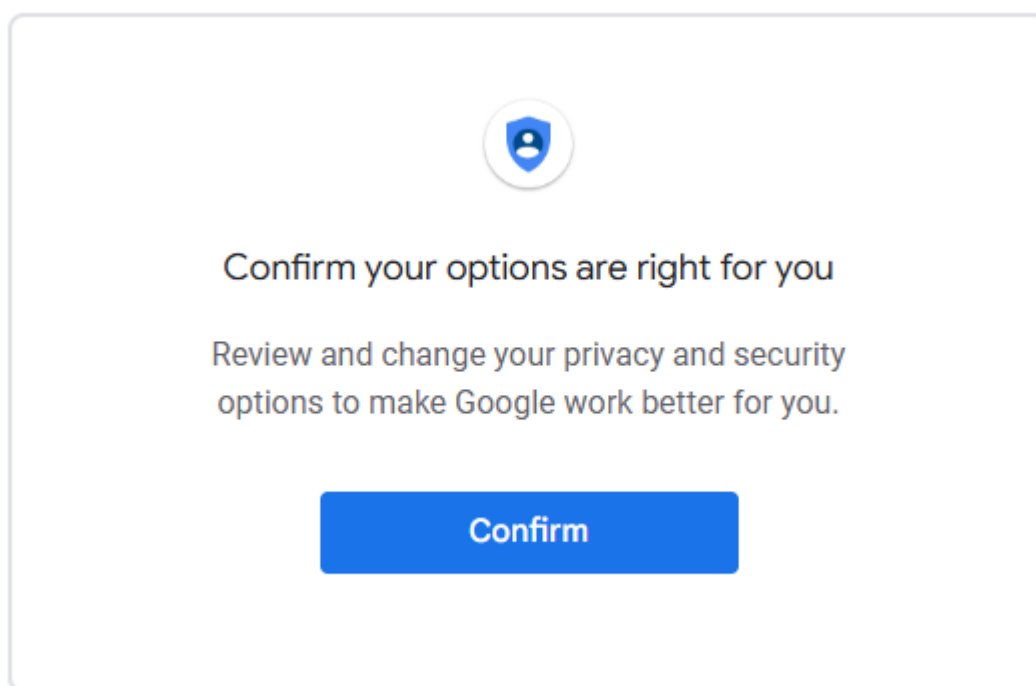
Make sure you know your email address and the password that you created – you will need these to sign into your account.



Everything before the @ symbol is your Google ID – this is what you will input as your username to sign into your account on a Google site.

You then get a couple of pages about data and privacy – choose to accept or reject these at your discretion (you can always manually delete this data later if you choose). You will then need to agree to the Privacy and Terms.

You will then be taken to your inbox: there will be a message waiting about completing account set up. Scroll down to the 'Confirm your options are right for you' box and click on 'Confirm'.



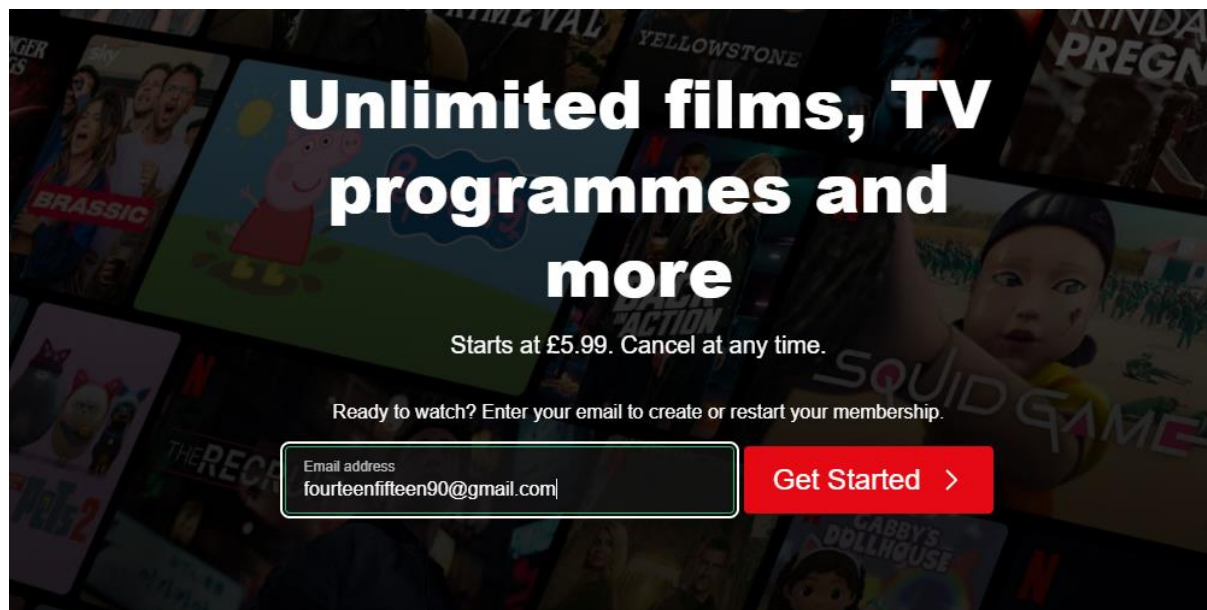
On this next page, you'll have the option to add a recovery phone number: adding this gives you a backup way to access your account if you forget your password, or if it's needed for additional

security: this is an optional step but is especially important if you did not have a recovery email address to add.

Online accounts

There are many kinds of online accounts that you may wish to create, including things like online banking, shopping, and entertainment from streaming services. This example shows how you might set up an account for Netflix.

First, enter your email address:



It then wants you to create a password: you can follow the same advice as above to create a different password (it won't show on the screenshot, but here I used the first line of Queen's Bohemian Rhapsody to make 'lttr3all').

STEP 1 OF 3

Create a password to start your membership

Just a few more steps and you're finished!
We hate paperwork, too.

Email
fourteenfifteen90@gmail.com

Add a password
.....

☐ Please do not email me Netflix special offers.

Next

You're then offered a selection of different plans: this will be common among accounts you set up that require a fee, and you will have better or more options the more you pay:

STEP 2 OF 3

Choose the plan that's right for you

Standard with adverts 1080p	Standard 1080p	Premium 4K + HDR
Monthly price £5.99	Monthly price £12.99	Monthly price £18.99
Video and sound quality Good	Video and sound quality Good	Video and sound quality Best
Resolution 1080p (Full HD)	Resolution 1080p (Full HD)	Resolution 4K (Ultra HD) + HDR
Spatial audio (immersive sound) Included		
Supported devices TV, computer, mobile phone, tablet	Supported devices TV, computer, mobile phone, tablet	Supported devices TV, computer, mobile phone, tablet
Devices your household can watch at the same time 2	Devices your household can watch at the same time 2	Devices your household can watch at the same time 4
Download devices 2	Download devices 2	Download devices 6
Adverts Fewer than you might think	Adverts No adverts	Adverts No adverts

After this, you are taken to the payment screen: you can choose from the available options, put in your details, and then make the payment.

Note: before making payments online, you should look out for security markers that let you know the information you are putting in is being handled securely:

- The padlock symbol in the URL bar.
- End-to-end encrypted marker with padlock symbol.
- https at the beginning of the web address (any site that is missing the S – i.e., the address begins with http:// - is **not** a secure site).

That's one example of signing up for an online service, but others will be very similar. The key steps are:

- Create an account using your email address and a secure password.
- Choose subscription level and make payment (where applicable).

Many sites allow you to create an account for free, and you only make payments when you make a purchase. **Example:** you can create an Amazon account without paying a fee, although you'll need to store a payment method in your account if you buy something, or upgrade to Amazon Prime for all the associated perks.