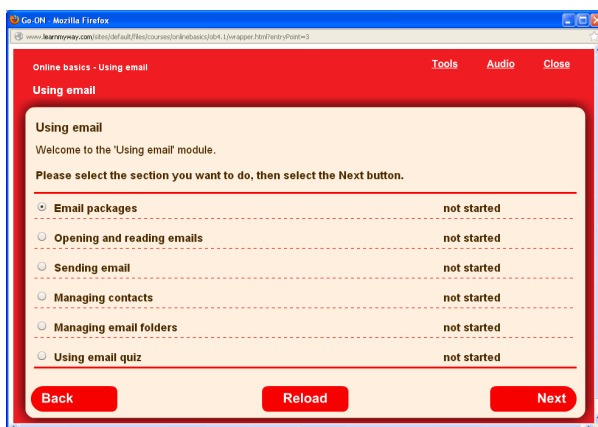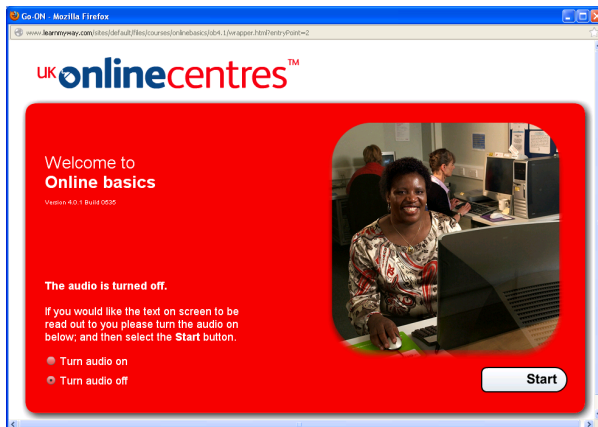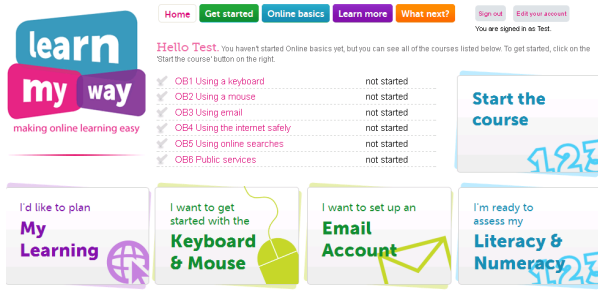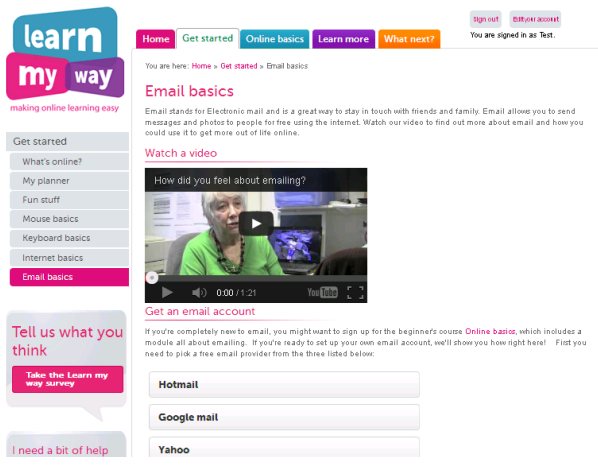# Hampsthwaite Online : Get Started with Email

Email basics

- If you do not yet have an email account, go to **http://www.learnmyway.com/** and click on **'I want to set up an Email Account'**

- Watch the video if you wish then click on which you want - **Google mail** if you have no other preference.

Note: you may need to have a mobile phone number to complete the sign-up.

- Go to **http://www.learnmyway.com/** and click on **Sign in.**

Note: if you have not yet created an account you will need to do this first.

- Click inside the text boxes then enter you **Username** and **Password.**

Note: Usernames and **Passwords** are both case sensitive so make sure the **CapsLk** is not on.

- Click on **Log in** to continue and reveal a list of the modules available and a record of whether they have been started or completed.

- Choose **OB3 Using email** by clicking on it.

- Decide if you want audio on or not then click **Start.**

- Select **Email packages** and click **Next** to start the unit.

Note: the unit will explain that there are two types of email - web-based (like **GMail**) which can be accessed on any computer with internet and client-based (like **Outlook** or **Thunderbird**) which rely on software stored on your computer. The advantage of client-based is that emails can be managed off-line but it is possible to arrange for web-based emails to do that also.