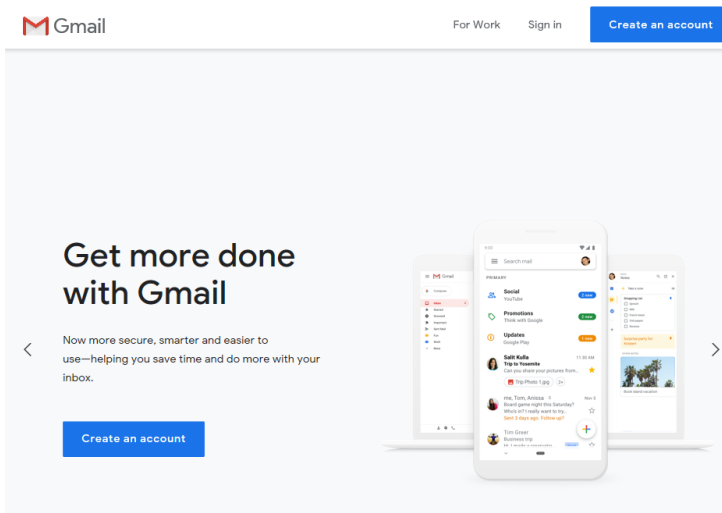


Creating a generic Parent Council email

Please note this is only an example – the council will not take any responsibility for the creation or maintenance of any parent council email account.

1. In this example, we are creating a generic mailbox using Gmail, however you can use any mail client you prefer.
2. Navigate to the email provider of your choice e.g. <https://www.google.com/intl/en-GB/gmail/about/#>

3. Begin to create an account



4. Enter your school details – **we recommend you make the email address SchoolNamePC@domain.com or SchoolNameParentCouncil@domain.com – e.g. CollinPC@gmail.com or CollinParentCouncil@gmail.com**

Google

Create your Google Account

Continue to Gmail

First name Example School	Last name Parent Council
------------------------------	-----------------------------

Username
ExampleParentCouncil@gmail.com

You can use letters, numbers & periods

Password ●●●●●●●●	Confirm ●●●●●●●●
----------------------	---------------------

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) **Next**




One account. All of Google working for you.

- 5. On most sites when you create a mailbox, you must provide a mobile number to verify the account – you will receive a text with a code to enter. You can remove the number from the contact details, meaning it won't be attached to the account. Alternatively, the number can always be changed to a different mobile number at a later stage, e.g. when the parent council chair changes.



Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 Phone number

Please enter a phone number.

[Back](#)

[Next](#)



Your personal info is private and safe


- 6. You will be asked to provide a DOB – any date beyond 18 years will work.



Welcome to Google



ExampleParentCouncil@gmail.com

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Day Month Year

Your date of birth

Gender

Why we ask for [this information](#)

[Back](#)

[Next](#)



Your personal info is private and safe

7. Agree to terms and then create account – your mailbox will now be ready to use

Google

Privacy and Terms

Google Account

Don't save my Voice & audio activity in my Google Account

[Learn more](#)

Send me occasional reminders about these settings

These settings apply wherever you are signed in to your new Google Account.

I agree to the Google Terms of Service

I agree to the processing of my information as described above and further explained in the Privacy Policy

[Cancel](#) [Create Account](#)

You're in control of the data we collect and how it's used

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