

## Do you need a new email address?



**If your email address is supplied by your previous internet provider, MLConnect suggests creating a new one in the event the existing one is cancelled. This is important because:**

- 1) If you used this email address on your MLConnect Participation Agreement or to set up your MLConnect eBill notification, you will miss your monthly bill.
- 2) You may have important information in your previous email box such as contacts, records, etc. Save them to your computer and/or print them before the email address from your previous provider is cancelled.

**If you need a new address, here how:**

Video Guide - <https://www.youtube.com/watch?v=NXOCa9kzQsk>

You can also set up an email account with Yahoo, Hotmail, etc. in a similar fashion starting on the email providers website. We are not “endorsing” Gmail, this is just an example on how to help you get started.

**Step 1** – Type [www.google.com](http://www.google.com) into the URL window or what is called the Address Bar at the top of the screen of any web browser. On the Google search page type “**gmail**”, press “**Enter**” and then “**Click**” the first link to start the process.

**Step 2** – Click the “**Create an account**” button on the page. This may be located at the top-right corner of the page in a blue box or in blue lettering.

**Step 3** – Enter your “**First Name**”, “**Last Name**”, a unique “**Username**”, and Secure “**Password**”. If you receive an alert stating “*That username is taken. Try another.*” You can try adding a number after the username.

**Note:** The password will need to be 8 or more characters with a mix of letters, numbers, and symbols. This is to increase security on your account. **Be sure to write this password down where you will remember it.** Some browsers will ask if you would like to save the password. It can make it easier than having to re-type the password each time you want to check emails, but it is your choice.

**Step 4** – Click “**Next**” and you will be prompted to “**Verify your phone number.**” This is for security and to receive a 6-digit verification code.

Enter your “**Phone Number**” and click “**Next**” If you have a cell phone, then you should receive a text with the code. Enter the code in the box and click “**Verify**” If you have a standard phone and unable to receive text, then click the option for “**Call instead**” to receive an automated call with the same code.

**Step 5** – Next is the Account Recovery page. Google will ask for your **Phone Number**(optional) a **Recovery Email Address** (optional), **Date of Birth** and your **Gender**. This is only used for account security should you forget your password and is never visible to others. Once completed, click “**Next**”.

**Step 6** – Review the “**Privacy and Terms**” page and then “**Click**” the blue circle with a down arrow until you see a blue button at the bottom labeled “**I agree**”. Click that button to proceed.

**Step 7** – **That’s it! Congratulations!** You’ve taken the first steps in connecting with old and new friends. But wait, there’s more! Once you have an email account you can spread out on lots of social media platforms. Set up a Facebook page – don’t forget to like MLConnect, catch the latest news or gossip on Twitter, or even create an account on YouTube and save your favorite videos.

**Let MLConnect know the new address so that we can update our records; otherwise, you will miss your monthly statement and notifications.**