



SG Digital

Starter Kit on
Email



DID YOU KNOW?

You can use Email to send and receive messages across the Internet anywhere, anytime. It is fast and efficient as users can create and send a message within minutes and interact with multiple people at the same time.

STEP 1 Install the email app on your mobile phone

Go to the **Apple App Store**  or **Google Play Store**  and download your preferred mobile apps. Examples:

Email

- Gmail 
- Outlook 
- Yahoo 

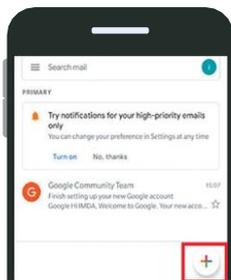
STEP 2 Register for an email address



After you have successfully installed the email app, launch the app and follow these steps:

1. Enter your particulars such as name, date of birth, etc.
2. Enter your preferred email address and create a strong password.
3. Enter your mobile number (optional) as an added verification.
4. You will receive a welcome email in your inbox. Open the email and start exploring your account!

STEP 3 Compose and send an email

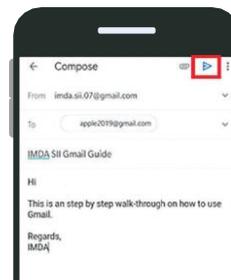


5. Tap on '+' button to compose an email.



6. Fill in the email address of recipient(s) in the 'To' field.

Tap on the arrow down icon to display the **CC** and **BCC** respectively.



7. Type in the message you would like to send and tap on the  icon to send out the email to the recipient(s).

Note: Different email mobile apps may have different icons.

Cyber security tips (Credit: Cyber Security Agency of Singapore)



- **Always check** the source of the email. Do not click on any suspicious link(s) or attachments in the email body.
- **Do not** disclose personal or financial information over the email.
- When available, do enable 2-factor authentication (2FA) as an additional layer of verification.