

Using Multiple Email Accounts

If you're like most people, your email box is so full you don't read most of what you receive, and maybe sometimes miss important messages.

This may not be intuitive, but it is a good idea to have *multiple email accounts*.

You should have different email accounts for different purposes, such as an account for friends and family, an account for online shopping, and an account for bills and banking, and a "junk" account. This also adds an additional layer of security to your online accounts, since phishing emails sent to your personal account are ***obviously fake***.

Multiple email addresses are easy to set up with free online services, and you can generally create as many accounts as you want.

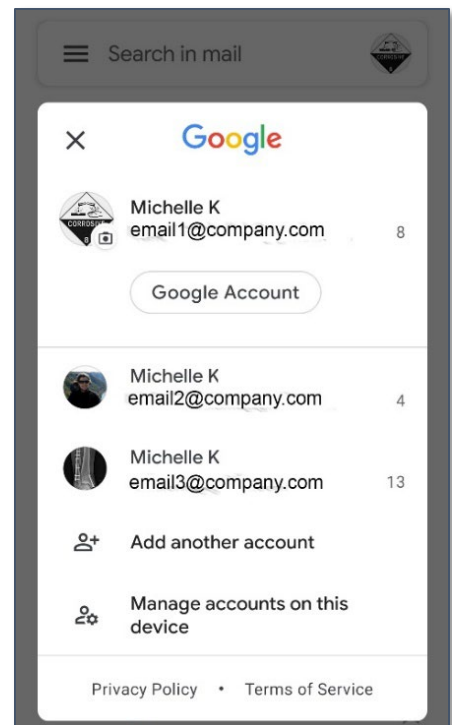
How do MORE email addresses to check help? They help because different types of email go to different email accounts.

When you open your bills & banking email, you are prepared to pay bills and reconcile accounts.

When you open your friends & family email, you know you're probably going to have some chatty messages to read, and maybe a long message to reply to.

When you open your junk or newsletter email, you are going to be looking at coupons and updates from organizations.

This means that instead of opening your email and feeling overwhelmed, you are only dealing with *one type of thing* at a time.



Cell Phone App

There are several different ways to handle multiple email accounts.

One is to keep those accounts open on your web browser all the time. Most services will display an unread message number in the title, letting you know when a new message comes in. (All browsers have an option to “Restore previous session” in their settings so they are already there when you open your browser. [Open your browser settings and search for “Start”. The option is most often found under “startup” but on some browsers it is under start.]

Another option is to install an email program on your computer. This lets you download all your mail onto your computer, within a single program.

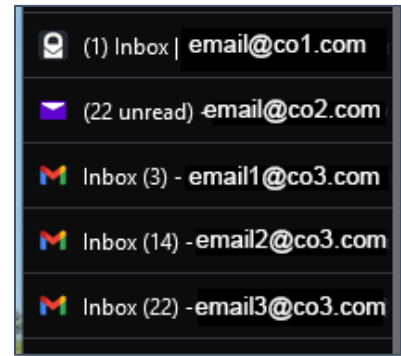
Smart phones have an email program installed by default, but there are also third-party applications for phones and tablets.

An email program (or app) allows you download all your messages into a single location, and gives you the option to view a single mailbox at a time (although you *can* view all your mail in a combined mailbox as well).

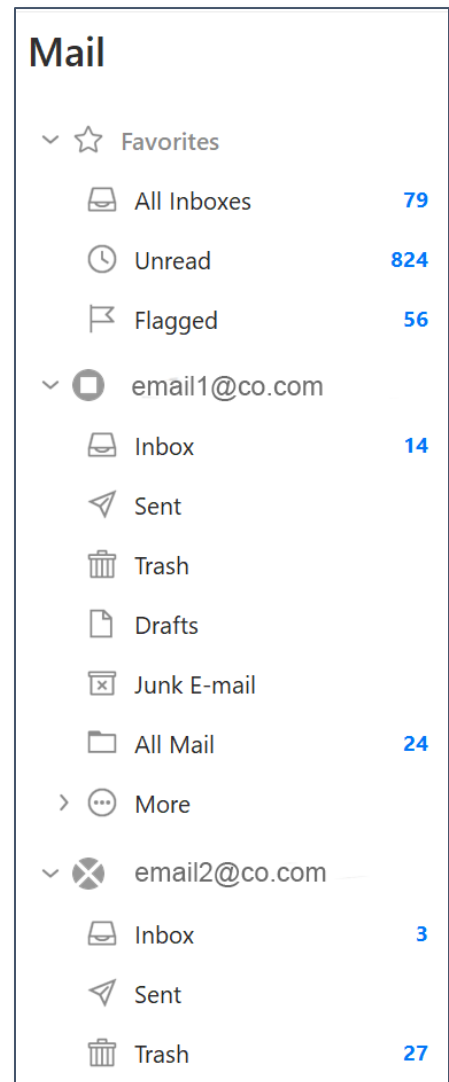
Once you get your new accounts created, next time you visit a website, change your email address for that site (and change your password while you’re at it).

It’ll take a while, but eventually all your important emails will be in their new accounts, and you won’t be overwhelmed when you open your mail.

You can also take some time to go through all your junk mail, and unsubscribe from that coupon site you never use, and ask the cooking site to send you a monthly wrap-up instead of a daily message.



Web Mail

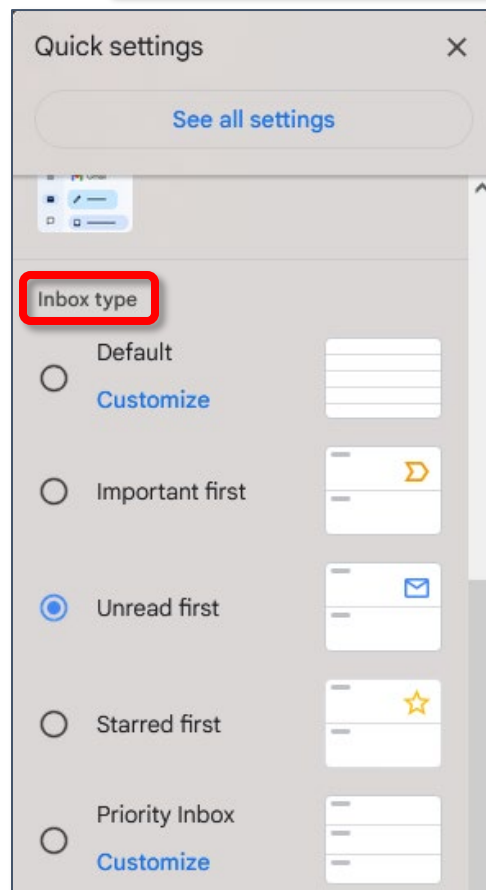


Email Software

A quick note about Gmail—Gmail will try to help you by organizing your email messages for you. Sometimes this is helpful, but sometimes it makes it difficult to find specific messages.

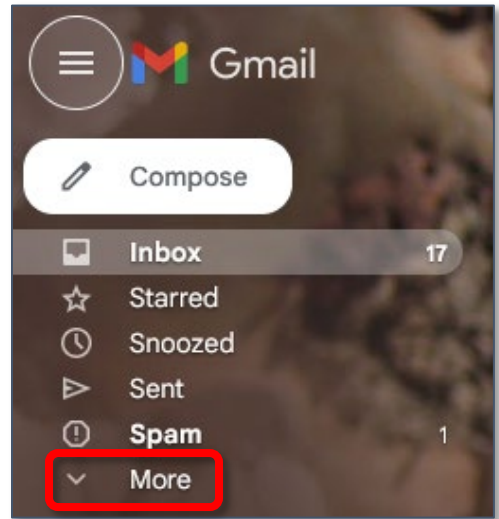
Changing Your Inbox Type

1. In the upper right corner of Gmail, click the **Settings** icon to view **Quick Settings**.
2. In the Quick Settings section, scroll down until you see **Inbox type**.
3. Select the inbox type you feel would work best for you—if you aren't sure, try one, then change it if you don't like it.

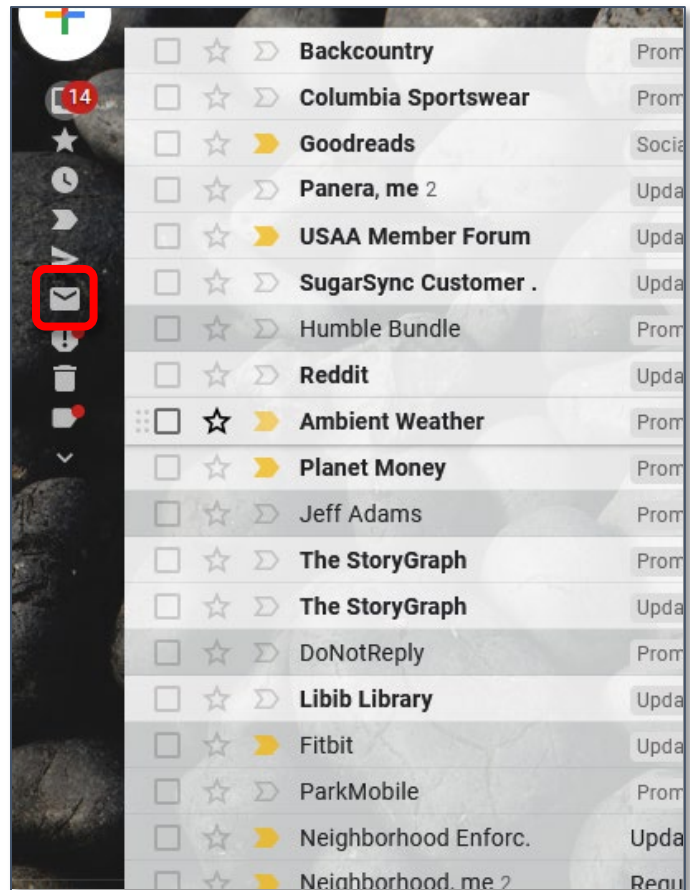


Finding Lost Email

1. If you cannot find an email message, check All Mail, which might be hidden in the left pane.
2. On the left side of Gmail, expand the Main menu (if it is not already visible), and search for **All Mail**. If you do not see that mailbox, click **More** to view more mailboxes.



3. A full list of all email messages is displayed.



Free Email Providers

You can create multiple email accounts with a single provider, or you can create email accounts on multiple providers.

The biggest advantage of using one of these email providers is that when you change your ISP (internet service provider) you do not have to change all your email addresses to the new ISP.

Gmail	https://mail.google.com/
iCloud Mail	https://www.apple.com/icloud/
Mail.com / GMX	https://www.mail.com/
Outlook	https://outlook.live.com/owa/
Proton Mail	https://protonmail.com/