

Getting ready for the new Reward Hub

How to set up a personal email address – it's quick and free

If you don't have a Sodexo work email address, you'll need to have a personal email address before you register for and use the new Reward Hub. This email address must not be shared (e.g. with a spouse/partner or a whole-family email address). So, if you don't have an individual email address, it's best to create one now.

It's free, quick and easy to set up using your computer, tablet or smartphone.

Webmail

You can set up a 'webmail' account, such as Gmail, AOL or Yahoo – there are plenty to choose from. Each has its own easy-to-follow setup instructions and you can have an active email address within minutes. It doesn't matter who your broadband provider is, as your email account will be separate.

Here's an example of how you can create a Google 'gmail' account.

1. Go to **gmail.com**.
2. Click "**Create account**".
3. The sign-up form will appear. Follow the directions, entering the required information.
4. Next, enter your phone number to verify your account.
5. You will receive a text message from Google with a verification code. Enter the code to complete the account verification.
6. Next, you will see a form to enter some of your personal information, like your name and birthday.
7. Review Google's Terms of Service and Privacy Policy, then click "**I agree.**"
8. Your account will be created. You can log in using your email address and the password you set.

Email from your broadband provider

If you prefer, you can ask your broadband provider (e.g. BT, Sky, Virgin, EE, etc) to set up an email account for you. You can find instructions on your provider's website. You can't always take your email address with you if you switch broadband provider, so if you might be switching soon, consider a webmail account instead.

We'll ask you if you'd like to use your personal email address for employee communications and HR purposes, if you don't have a work email. You are free to update your preferences at any point.

Need more help? Search online for "How do I set up an email address for the first time?"