

PRINTABLE GUIDE

Choose an email service that suits you

Choose an email service around your needs, recovery options and storage. Check the provider's current terms; free-plan limits, features and prices can change.

Any phone or computer | 2 min read | 5 steps

Before you start

- ☐ A list of the devices where you read email
- ☐ An idea of how much mail and photo storage you need

1. Write down your priorities

Choose your main needs: a simple phone app, large attachments, fewer adverts, privacy controls or integration with services you already use. Separate essentials from features that only sound attractive.

- ☐ Done this step

2. Check official plan details

Visit the provider's own website and compare storage, advertisements, attachment handling and paid upgrade costs. Check whether email shares storage with photos or cloud files. Avoid treating a free account as unlimited storage.

- ☐ Done this step

3. Look at recovery and security

Check whether the service supports two-step verification or passkeys, and how you recover an account. You need a recovery method you can maintain. An account is awkward to rely on if every recovery option uses a number you no longer own.

☐ Done this step

4. Try a small task

Use a test account if the terms suit you. Send and receive a plain message, attach a small photo and locate Spam and Trash. Try the phone interface as well as the website before deciding.

☐ Done this step

5. Move gradually

Keep the old account active while you update important contacts and service logins. Export or retain important messages using the provider's supported tools. Confirm the new account works before cancelling any old service.

☐ Done this step

Try it for yourself

Write three essential features and compare two providers against them.

☐ I tried the task.

My notes

Do I need to change my address now?

No. If your current provider meets your needs, improving its security and organisation may be easier than moving accounts.

Official help and the online guide

Missing messages in Gmail - <https://support.google.com/mail/answer/7015314?hl=en>

Gmail attachments - <https://support.google.com/mail/answer/6584?hl=en>

Read online: <https://plaintechguides.com/guides/choose-email-service/>