

Step-by-Steps Set Up a Gmail Account



Gmail is a free email service from Google

STEP 1

Access the internet



With the mouse, point the cursor and click (push lefthand side of the mouse with pointer finger) on Internet Explorer or Mozilla Firefox icon to get access to the internet.

STEP 2

Go to www.gmail.com

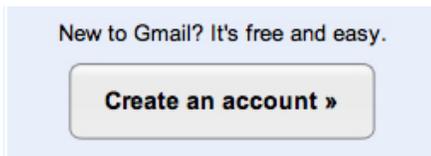
Point the cursor to the very top white bar and enter www.gmail.com, then push the "Enter" key.



STEP 3

Click 'Create an account' button

This is located on the lower right side of the page.



STEP 4

Complete the form to Create an Account

Fill in all the areas of this form to get started with Gmail. See the following steps for help.

STEP 5

Desired Login Name*

Choose a login name. Your gmail address will be [your login name]@gmail.com. It must be unique, so click the "check availability" button to see if your choice is available. If not, you will be given options that are available. Choose something easy to remember - your name is a good place to start. Avoid potentially embarrassing words or nicknames.

**Make sure to write down your login name and password. You will need these each time to sign in to gmail.*

STEP 6

Choose a password*

Choose a password at least 8 characters long. This will be used each time you log into your gmail account. Choose something easy to remember but not too obvious.

STEP 7

Security Question

Choose a Security Question from the dropdown menu by clicking on the arrows to view the options. Answer the question in the next box. You will be asked for the answer if you forget your password.

STEP 8

Recovery email

You may provide another email address if you choose. *This is not required.*

STEP 9

Word Verification

Enter the word in the box. These can be hard to read, enter them as best you can, if they are incorrect, you will get another chance.

Type the characters you see in the picture below.



continued on back...

... continued Set Up a Gmail Account

STEP 10

Terms of Service - Create account

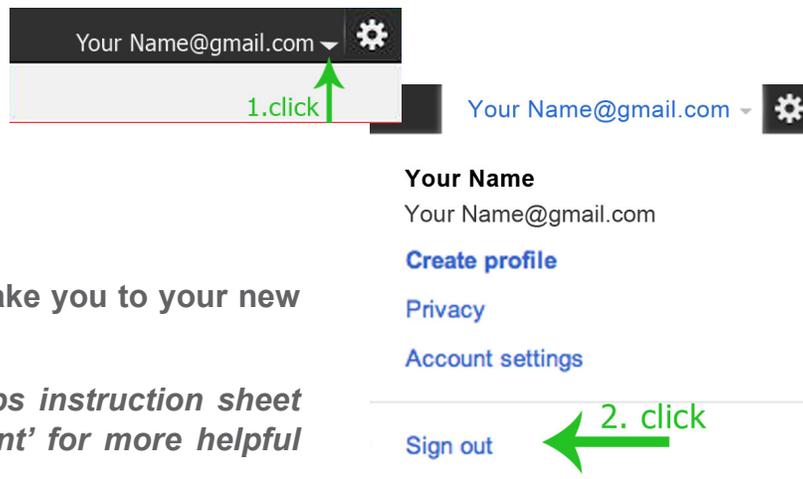
You may want to review the Terms of Service, then click "I accept. Create my account" to finish.

On rare occasions you may be asked to verify your account. Follow the instructions. You must provide a mobile phone number. Google will call or text a verification code for you to enter to complete your account set up.

STEP 11

Sign Out

When you are completely done using Gmail, you must click on your username in the top right corner. Then click "sign out". This will prevent the next computer user from accessing your account.



Congratulations!

"Show my account" will take you to your new gmail inbox.

See the next Step-by-Steps instruction sheet 'Using Your Gmail Account' for more helpful email tips.