

How to Create an Email Address with Gmail

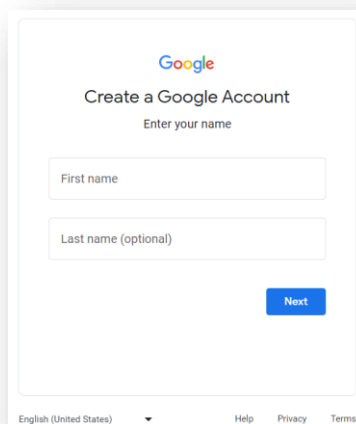
There are many different email providers, for purposes of training and ease, we'll cover how to set up an email address using Google or Gmail. (If you already have an email but don't know your password, check the desk aid, "How to Reset Email Passwords.")

To set up a Gmail account:

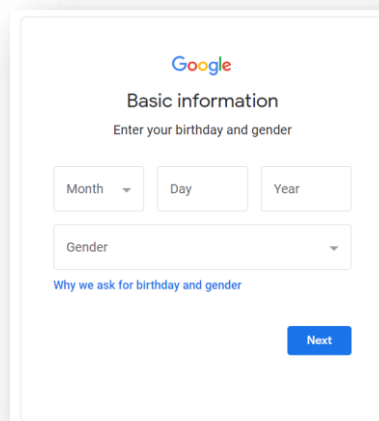
1. Open your internet browser. There may be one or more internet browsers on your device. If you see one of the icons below on the screen, click on it.



2. Type <https://accounts.google.com/signup> into the search bar at the top of the browser. You will see the following screen:

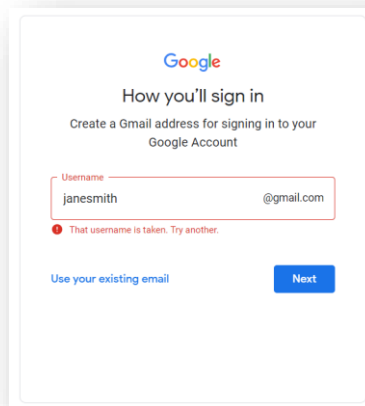


3. Google will ask for some basic information.

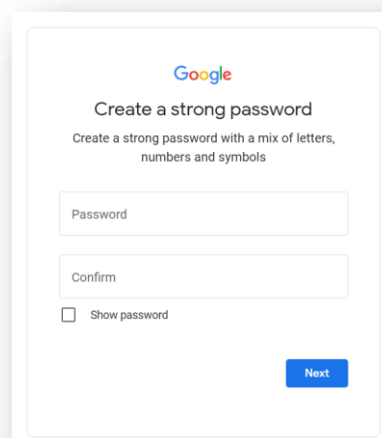


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4. Come up with more than one possible email address before proceeding. Email addresses must be unique (for example there can only be one joesmith@gmail.com email address in the world). Some suggestions for a new email address are:
 - The first letter of your first name together with your last name (jsmith)
 - Include your middle name (jane.mildred.smith)
 - Use a nickname in combination with your last name (shorty.smith)
 - Switch the order of your names (smith.jane)
 - Include special characters or numbers (Gmail allows numbers and “.”, other email services may allow for different special characters)
 - Include a profession or hobby (crafty.jane or carpenter.joe)
5. If you come up with an email that is already taken, Google will let you know as soon as you type in the email address. It may take many tries before you find an email that is available.

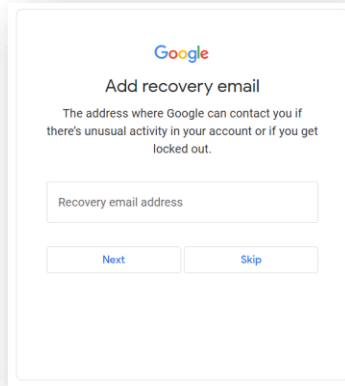


6. Next, create a strong password with a mix of letters, numbers and symbols. Choose a password you will remember. Click on the Show Password box to see the password. Make sure the password is the same in both the Password and Confirm boxes. **WRITE YOUR NEW EMAIL ADDRESS AND PASSWORD ON A PIECE OF PAPER BEFORE MOVING ON TO THE NEXT STEP.** When done, click on the blue Next button.

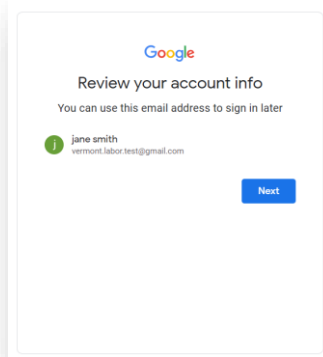


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7. Google then asks for a recovery email. This is a security measure to allow you to get into your email account should you get locked out. If this is your first email address, you may want to ask a friend or family member for their email address to use as a recovery email address. You can also skip this step.

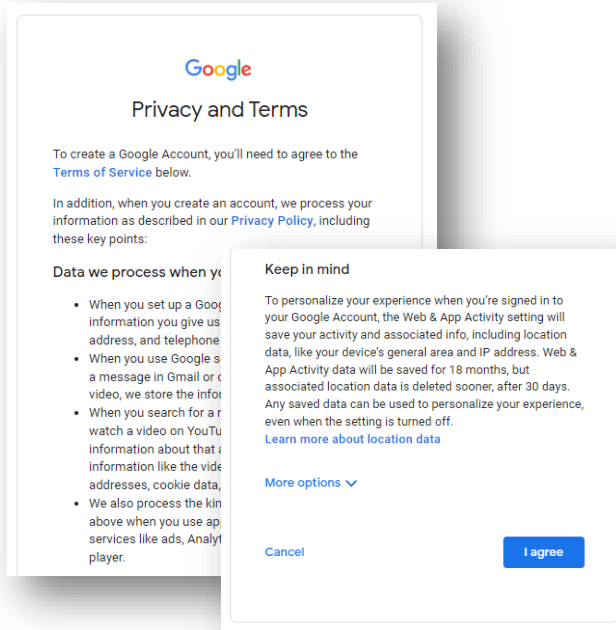


8. On the next screen, review your account information. If you haven't already, be sure to make a note of this email address.



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9. Google asks that you read through the Privacy and Terms connected to your email address. After reading through the statement, click on the “I agree” button at the bottom of the page.



10. Congratulations! You have created a new email address.