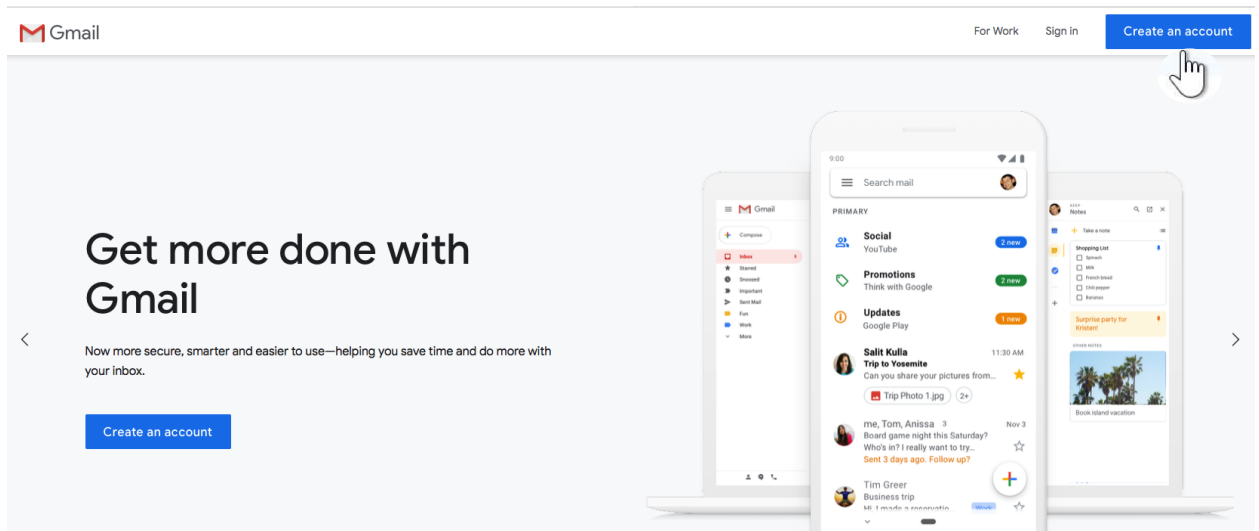


Setting up a Gmail email account

To create a Gmail address, you'll need to provide some basic information like your name, birth date, gender, and location. You will also need a cell phone, or to be near your landline when you register. If you do not have home internet, ask the reference desk about checking out a hotspot.

To create an account:

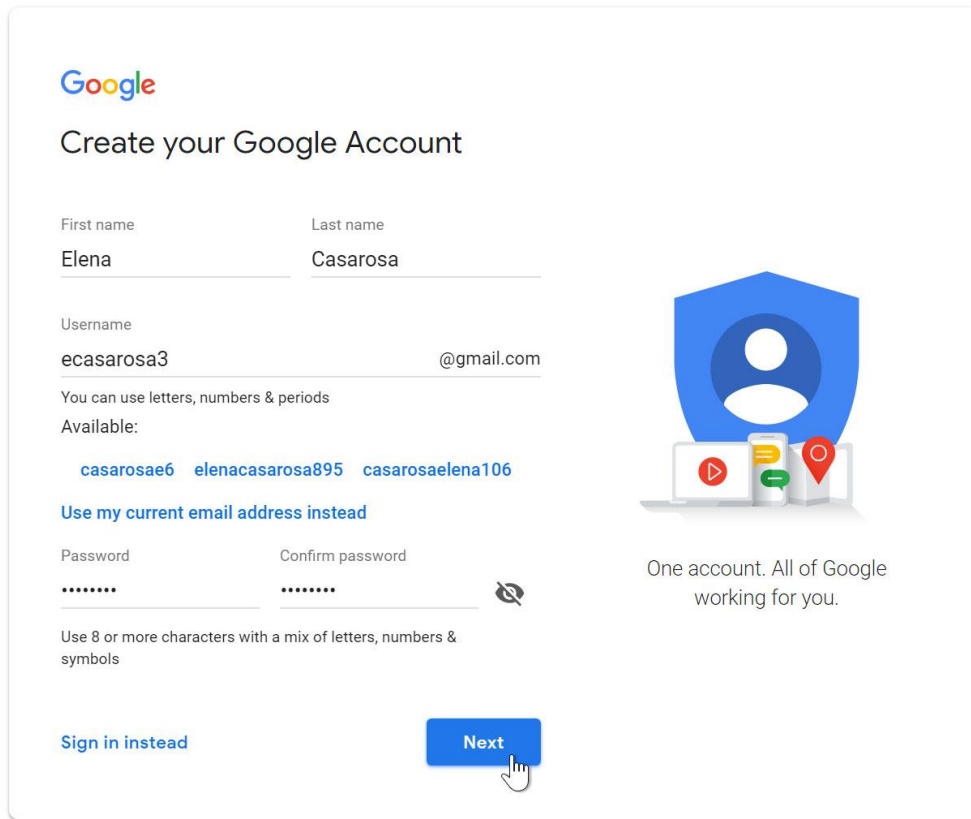
1. Go to www.gmail.com.
2. Click **Create account**. The screen will look like this.



Or it may look like this. Either will take you to the same sign-up form.

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text 'Sign in with your Google Account'. Below this is a text input field labeled 'Email or phone'. Underneath the input field is a blue link for 'Forgot email?'. Further down is the text 'Not your computer? Use Guest mode to sign in privately.' with a blue link for 'Learn more'. At the bottom, there are two buttons: a blue 'Create account' button with a mouse cursor hovering over it, and a blue 'Next' button.

The **sign-up** form will appear. Follow the directions by entering the required information.



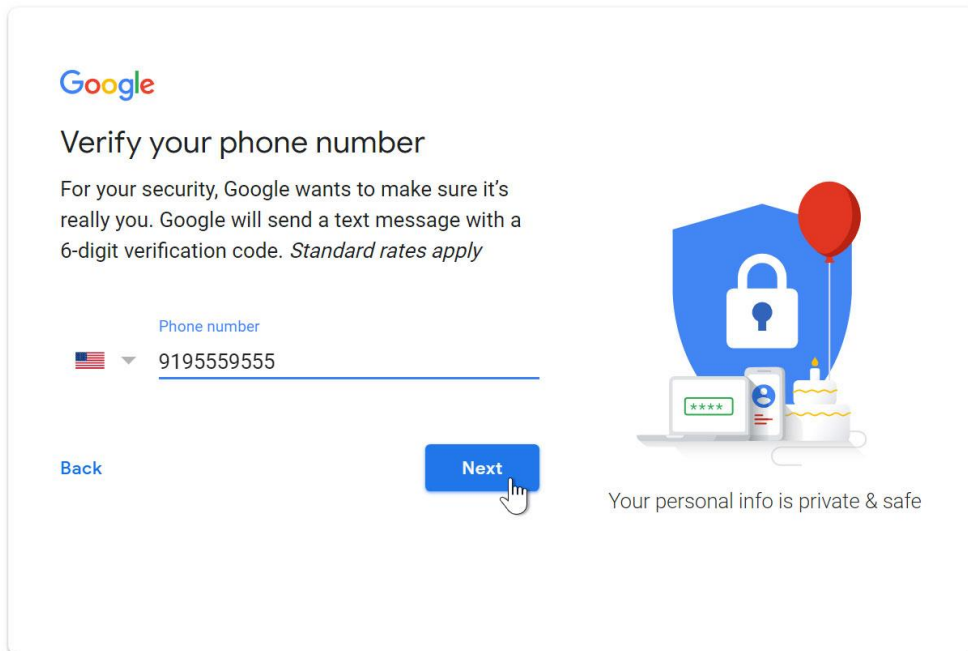
The screenshot shows the Google Account creation sign-up form. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form has several input fields: "First name" with "Elena", "Last name" with "Casarosa", "Username" with "ecasarosa3" and "@gmail.com" as a suffix. Below the username field, it says "You can use letters, numbers & periods" and "Available:" followed by three suggestions: "casarosae6", "elenacasarosa895", and "casarosaelena106". There is a link "Use my current email address instead". Below that are "Password" and "Confirm password" fields, both filled with dots. A password strength icon is visible. A note says "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead" and a blue "Next" button with a mouse cursor over it. On the right side of the form, there is a graphic of a blue shield with a white person icon, and below it, a laptop with icons for YouTube, Gmail, and Maps. Text next to the graphic says "One account. All of Google working for you."

Your username will be the first part of your email address, and your entire email address will be your username@gmail.com. Your username cannot match anyone else's or emails would go to the wrong address. Your password must be 8 or more characters long and can use letters, numbers, and symbols. Try to pick something with all of them that no one else could guess.

Fill out the following section if you want to remember what you chose but then **keep it in a safe place**. If you do not someone could get in your email account.

My username is	
My password is	
My email address is This is your username followed by @gmail.com like exampleusername@gmail.com	

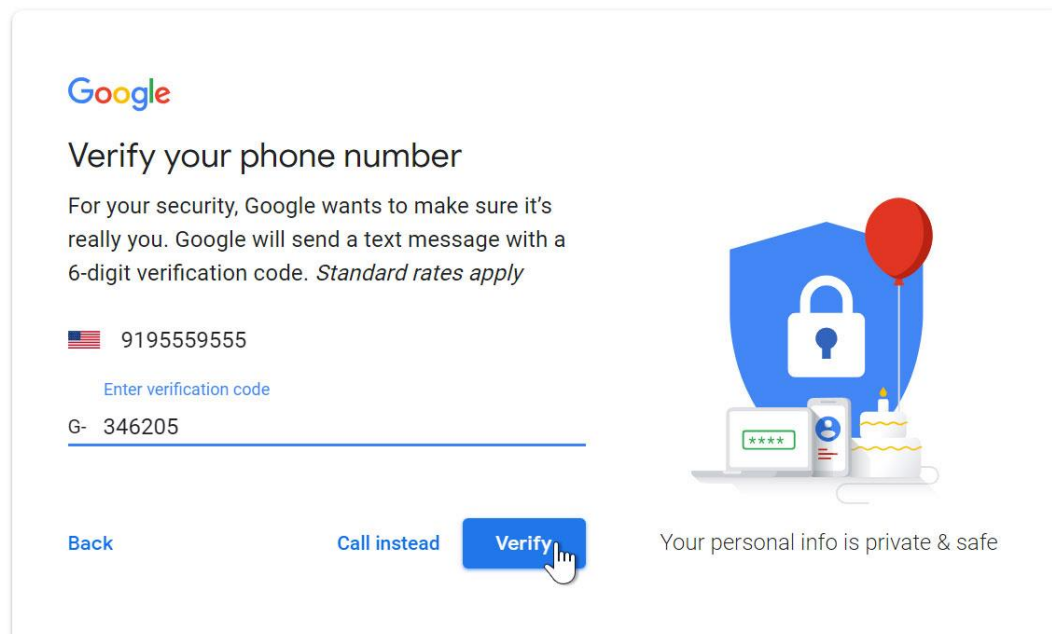
- Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.



The screenshot shows the Google account verification interface. At the top left is the Google logo. Below it is the heading "Verify your phone number" and a paragraph explaining that Google will send a 6-digit verification code. A form field for the phone number is shown with a dropdown menu set to the United States and the number "9195559555". A "Next" button is highlighted with a mouse cursor. To the right is an illustration of a shield with a padlock, a laptop, a smartphone, and a birthday cake, with the text "Your personal info is private & safe" below it.

Two-step verification means every time you sign in to your account, Google will send you a code to type in. This makes your account more secure, because someone would have to have your email address, password, and cell phone in order to read your emails. If you do not have a cell phone, you can turn this setting off after you set up your account, but you must enter a number when registering.

- You will receive a text message from Google with a verification code. **Enter the code** to complete the account verification. You can also choose to get a phone **Call instead**. Have a pen and paper ready to write down the code. Then click **Verify**.




The screenshot shows the Google account verification interface at the code entry stage. The phone number "9195559555" is now displayed above the form field. The form field is labeled "Enter verification code" and contains the code "346205". A "Verify" button is highlighted with a mouse cursor. To the right is the same illustration of a shield with a padlock, a laptop, a smartphone, and a birthday cake, with the text "Your personal info is private & safe" below it.


6. Next, you will see a form to enter some of your personal information, like your name and birthday. Click **Next** after filling out all of the required fields.

Google

Elena, welcome to Google

 ecasarosa3@gmail.com

Phone number (optional)

 9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

March 02 1982

Your birthday

Gender

Female



Your personal info is private & safe

Why we ask for [this information](#)

[Back](#)

[Next](#)

7. Review Google's Terms of Service and Privacy Policy, then click **I agree**.

Google

Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

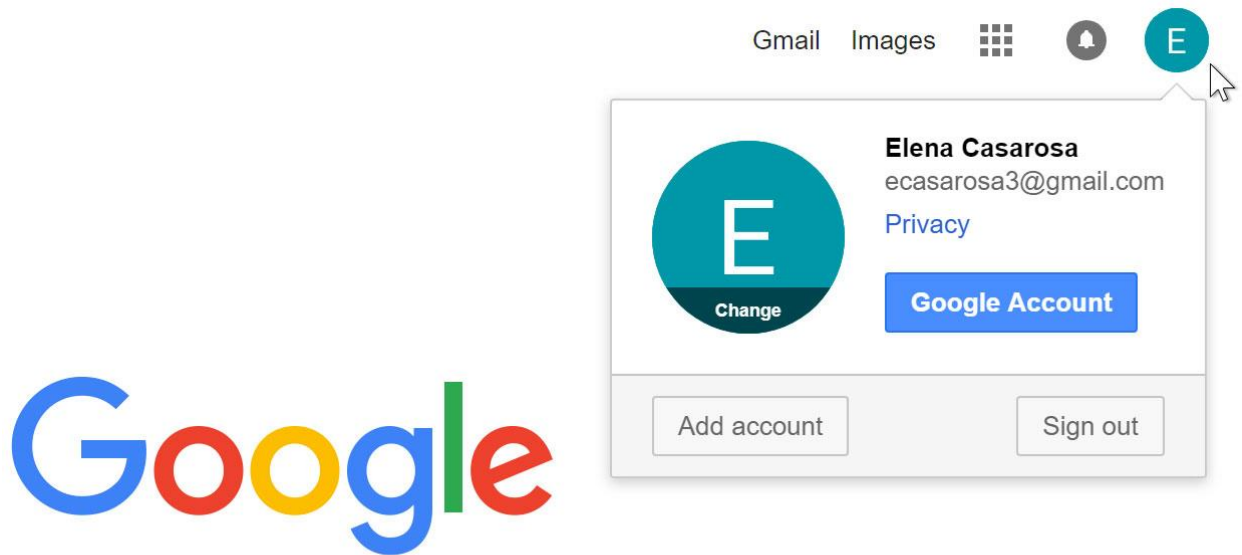
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](#)).

[MORE OPTIONS](#)

[Cancel](#) [I agree](#)

You're in control of the data we collect & how it's used

8. Your account will be created.

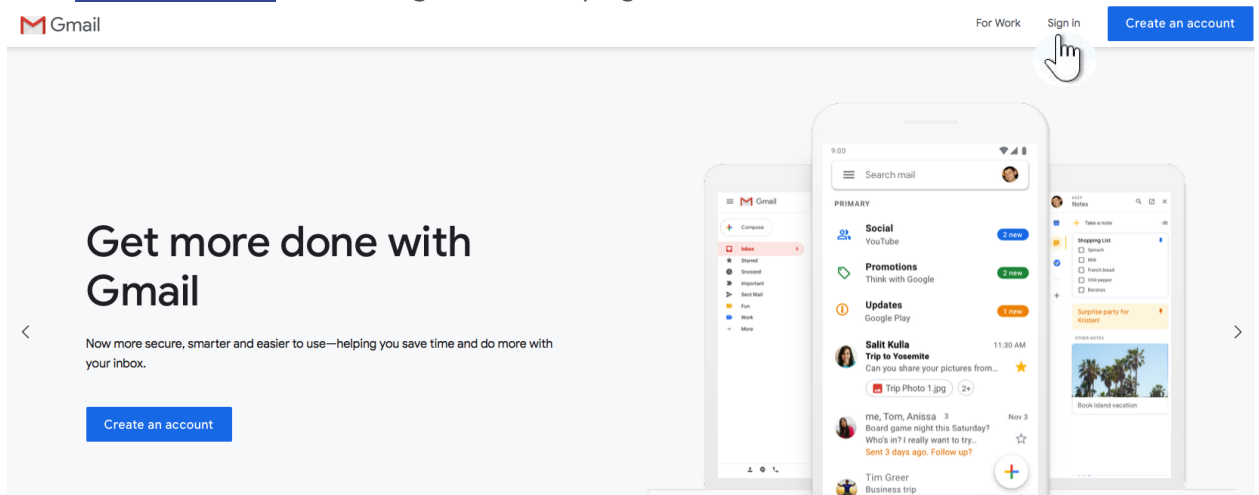


Signing in and out to your account

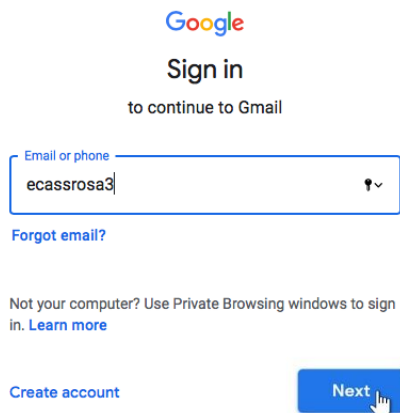
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a library or office) because it prevents others from viewing your emails.

To sign in:

1. Go to www.gmail.com and click **Sign In** at the top right corner

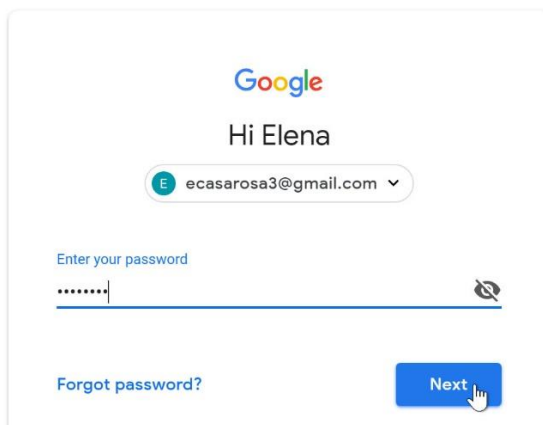


2. Type your **user name** (the first part of your email address) and click **Next**.



The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the text "ecassrosa3". To the right of the input field is a small icon of a person with a checkmark. Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next" with a mouse cursor hovering over it.

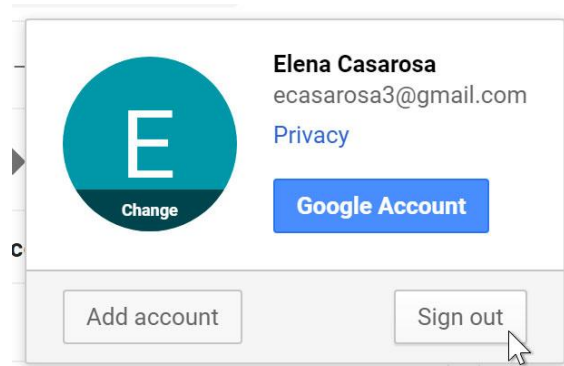
3. Then type your **password** and click **Next**.



The image shows the Google password entry page. At the top is the Google logo, followed by the text "Hi Elena". Below this is a dropdown menu showing "E" and "ecasarosa3@gmail.com". Below the dropdown is a text input field labeled "Enter your password" containing several dots. To the right of the input field is an eye icon. Below the input field is a link that says "Forgot password?". At the bottom right is a blue button labeled "Next" with a mouse cursor hovering over it.

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.



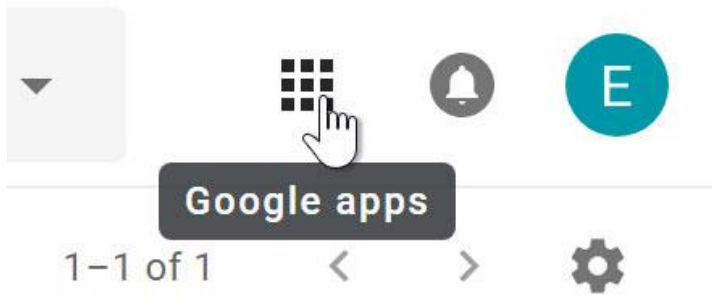
The image shows a Google account menu. On the left is a circular profile picture with a teal background and a white letter "E". Below the profile picture is a link that says "Change". To the right of the profile picture is the text "Elena Casarosa" and "ecasarosa3@gmail.com". Below this is a link that says "Privacy". At the bottom right of the menu is a blue button labeled "Google Account". Below the menu is a button labeled "Add account" and a button labeled "Sign out" with a mouse cursor hovering over it.

Adding contacts

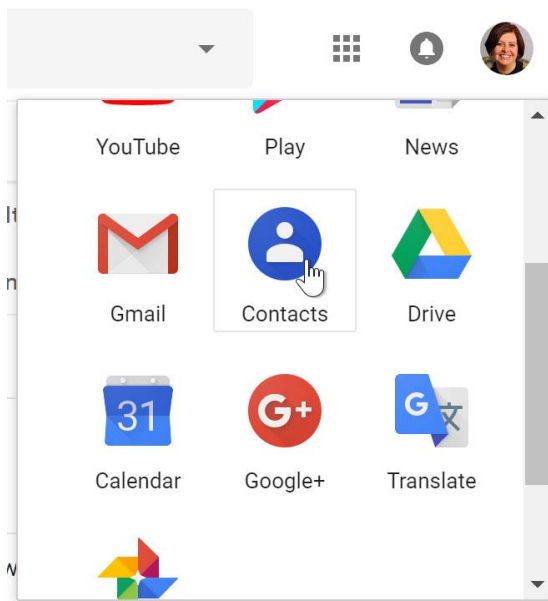
Like all major email providers, Gmail lets you keep an address book of **contacts** so you don't have to memorize everyone's email addresses. You can also add other contact information, like **phone numbers, birthdays, and physical addresses**.

To add a contact:

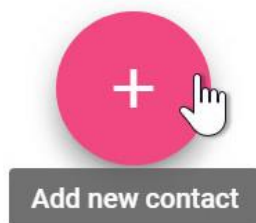
1. Click the **Google apps** button.



2. Click the **Contacts** button in the drop-down menu



3. Your contacts screen will appear. Click the **Add new contact** button in the lower-right corner.



4. Enter the contact information, then click **Save**.

Create contact

First name
Olenna

Last name
Mason

Company Job title

lakestone.omason@gmail.com Label

Phone

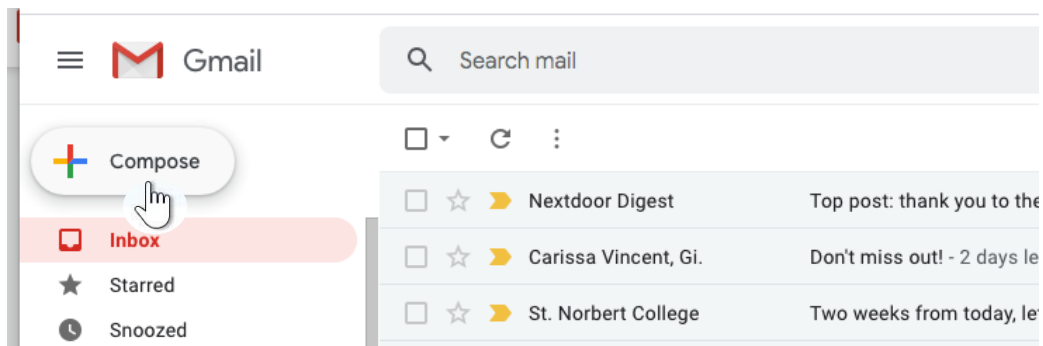
Notes

MORE CANCEL SAVE

Sending an email

To send an email you will need to know the person's email address. You can either add them as a contact first, or just type their email address into the to line.

1. Click the **Compose** button to start a new email



2. Type the email address of the person you would like to message in the **To** line, or if they are in your contacts you can start typing their name. Click **Send** when you are ready to send the message.

