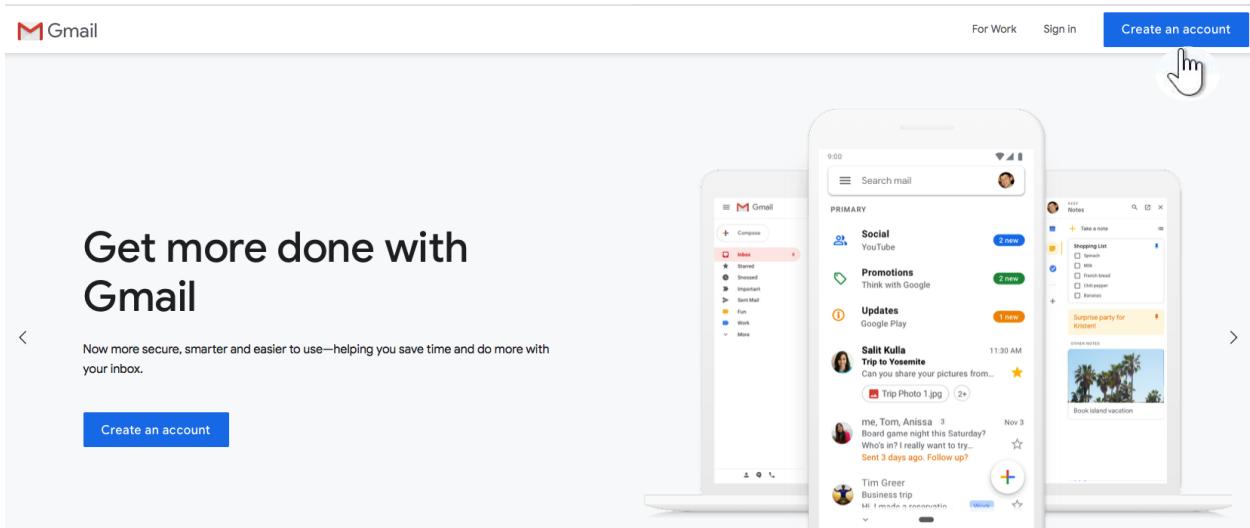


Setting up a Gmail email account

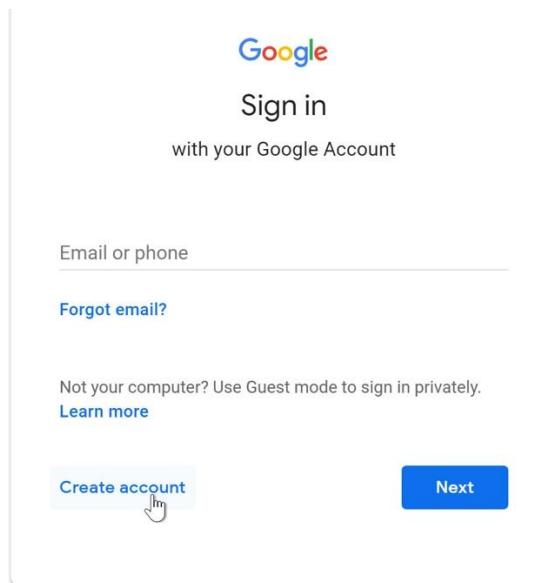
To create a Gmail address, you'll need to provide some basic information like your name, birth date, gender, and location. You will also need a cell phone, or to be near your landline when you register. If you do not have home internet, ask the reference desk about checking out a hotspot.

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.



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

Google

Create your Google Account

First name: Last name:

Username: @gmail.com

You can use letters, numbers & periods

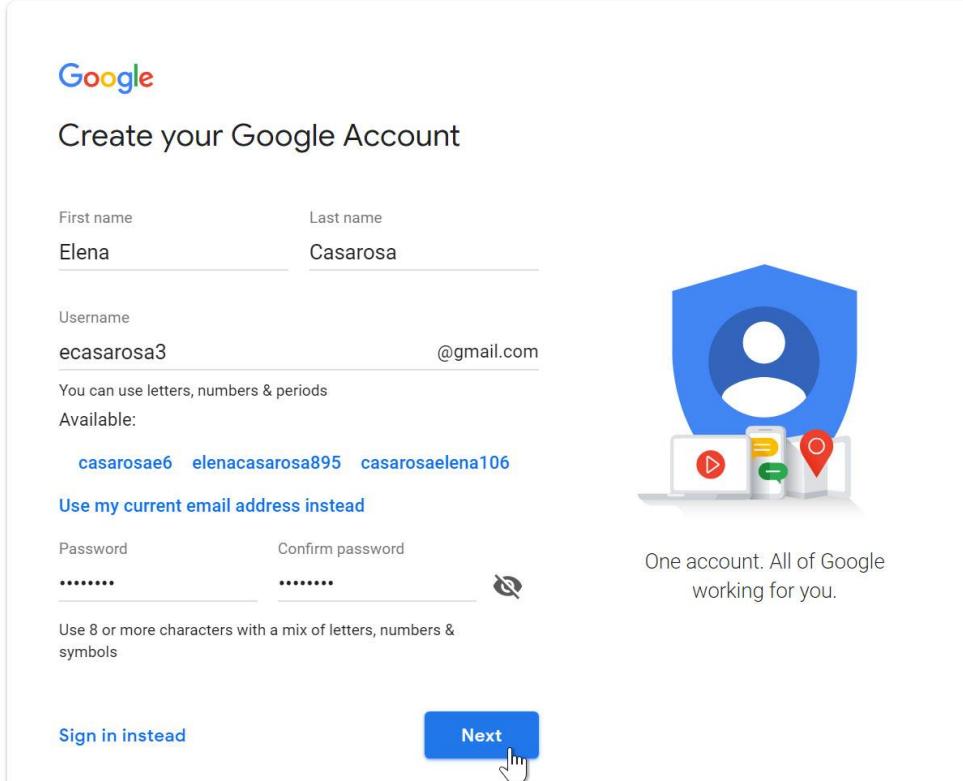
Available: [casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[Use my current email address instead](#)

Password: Confirm password: [Show](#)

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) Next 



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 | |

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

 **Verify your phone number**

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number
USA ▾ 9195559555

Back  Next



Your personal info is private & safe

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.

5. 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**.

 **Verify your phone number**

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

USA 9195559555

Enter verification code
G- 346205

Back  



Your personal info is private & safe

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](#) 

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).

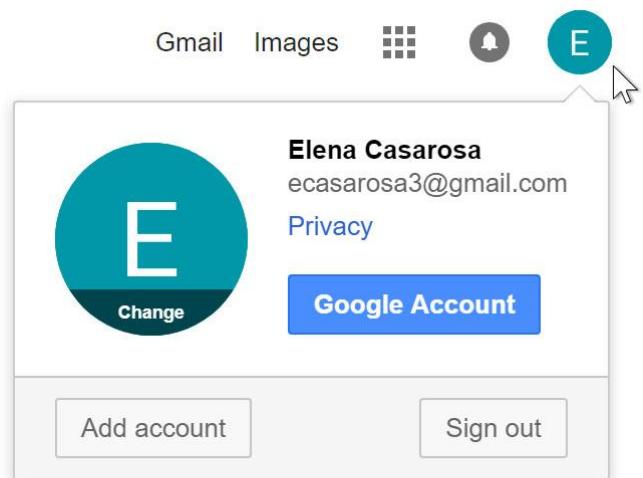
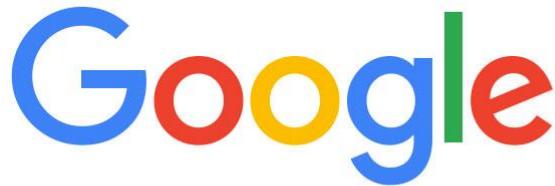
[MORE OPTIONS](#)

[Cancel](#) 



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

8. Your account will be created.

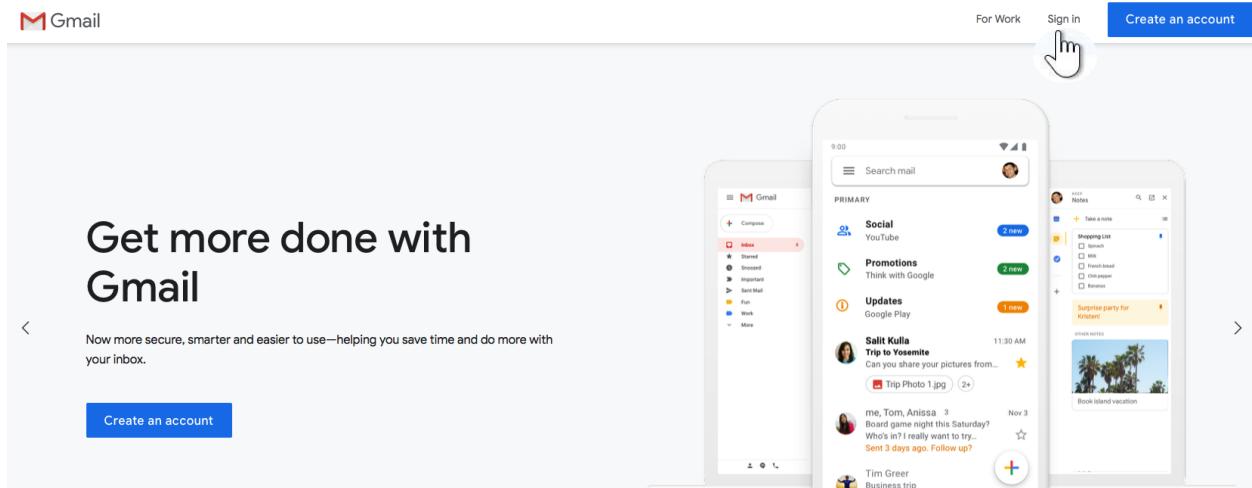


Signing in and out to your account

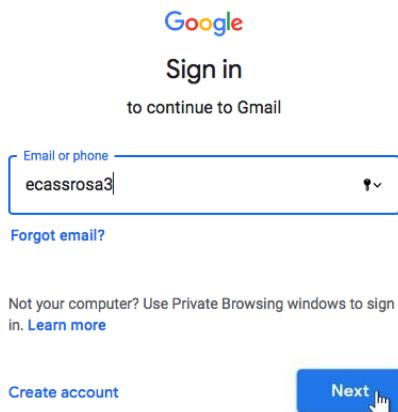
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a library or office) because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

To sign in:

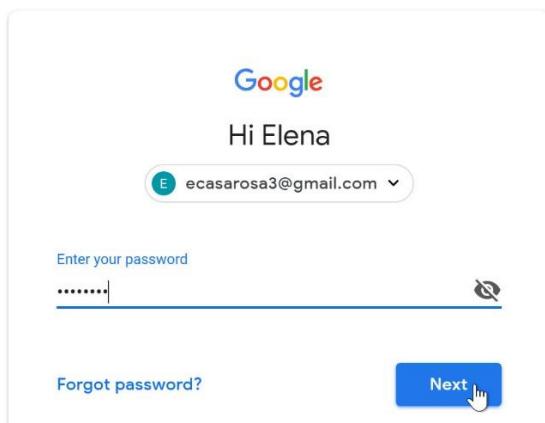
1. Go to www.gmail.com and click **Sign In** at the top right corner



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

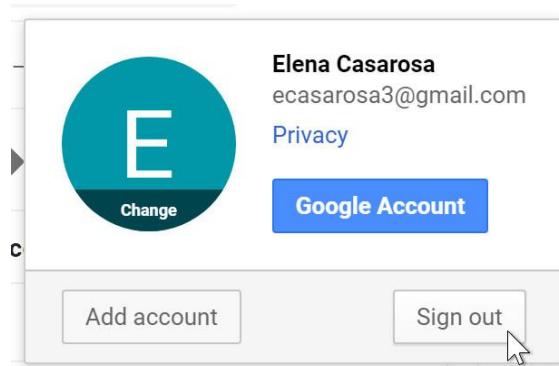


3. Then type your **password** and click **Next**.



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**.

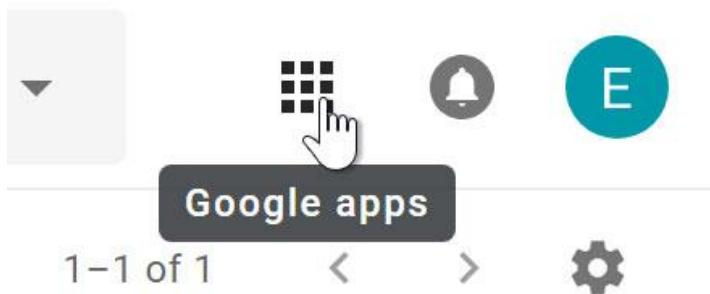


Adding contacts

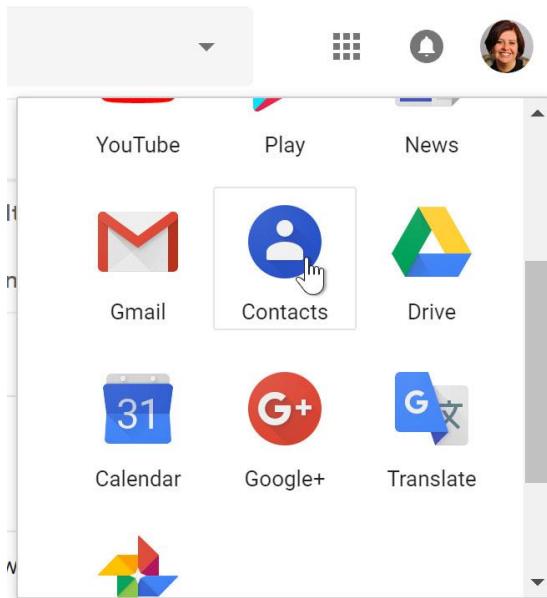
Like all major email providers, Gmail lets you keep an address book of **contacts** so you don't have to memorize everyone's email addresses. You can also add other contact information, like **phone numbers, birthdays, and physical addresses**.

To add a contact:

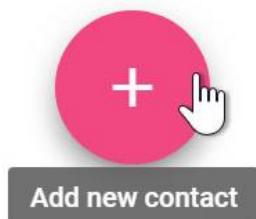
1. Click the **Google apps** button.



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

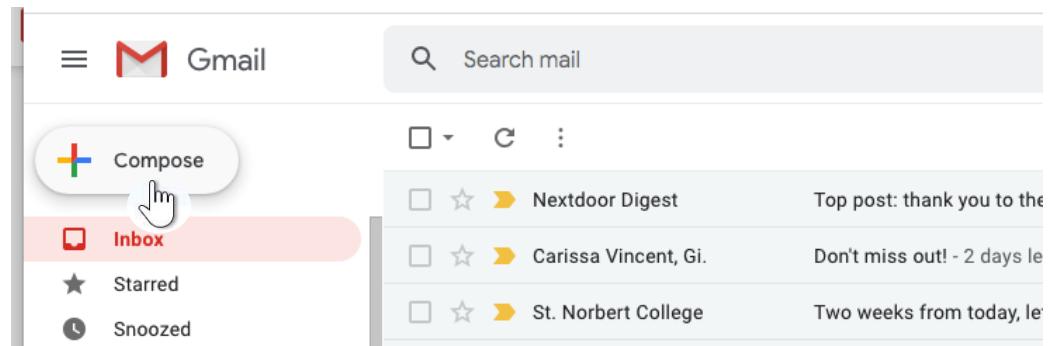
Notes

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.

New Message

To:

Subject:

Send