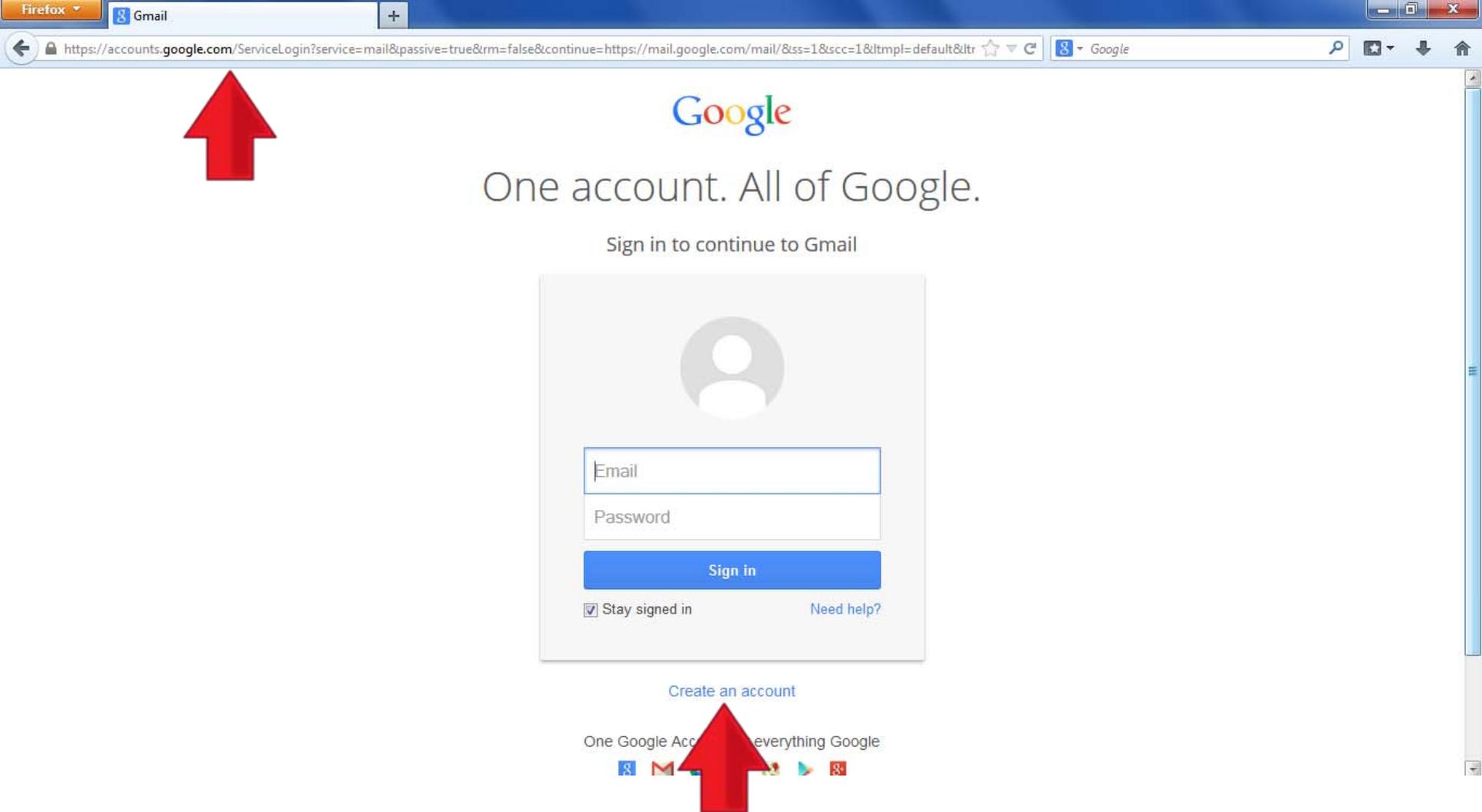


How to Create an Email Account Using Google (Gmail)

Created by Jennifer Braun, Library Volunteer,
for
Roaring Spring Community Library

(Note: This RSCL tutorial is not affiliated with Google in any way. This is only intended as a service for our patrons to assist them in learning how to create an email account).



- Start by going to this web address www.gmail.com (type the address in the box on top of the Internet browser (top red arrow) and hit “Enter” or “Return” on the keyboard).
- Once there, Click “Create an account” (bottom red arrow).

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up where you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)


Type the text:

Location
United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

- You will create your account on this page. Instructions on how to do this follow.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Create your Google Account

One account is all you need
A single username and password gets you into everything Google.



Make Google yours
Set up your profile and preferences just the way you like.



Take it all with you

Name
Jane Brown

Choose your username
@gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone
[Country Code]

Your current email address



- Enter your name in the first two boxes.

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



You can use letters, numbers, and periods.

Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up wherever you left off.

Name
Jane | Brown

Choose your username
myemail | @gmail.com

Create a password
[Empty field]

Confirm your password
[Empty field]

Birthday
Month | Day | Year

Gender
I am...

Mobile phone
[Country dropdown]

Your current email address
[Empty field]

Prove you're not a robot



- Enter the name for the email address you desire here. Make sure it is memorable because this is what you will give to others in order to reach you and what you will use to sign in to your account later.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google y
Set up your profile and preferences

Take it all with you
Switch between devices, and pick up wherever you left off.

Name
Jane Brown

Choose your username
myemail@gmail.com

Someone already has that username. Try another?

Available: janebrown956 brownjane062
jb9318956

Create a password

Confirm your password

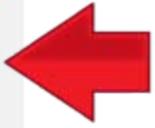
Birthday
Month Day Year

Gender
I am...

Mobile phone
[Country Code]

Your current email address

Password strength:
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?



- When you go to the next box after username, you may get this notice, shown in red text, if your chosen name is already in use by someone else.
- If you do get this message, you must either enter a new name to see if it is taken or choose one of the available names listed in blue underneath the red message by clicking on it.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google y
Set up your profile and preferences



Take it all with you

Switch between devices, and pick up wherever you left off.

Name
Jane Brown

Choose your username
libdemoemail@gmail.com

Create a password
|

Confirm your password
|

Birthday
Month Day Year

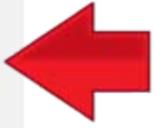
Gender
I am...

Mobile phone
+1

Your current email address
|

Prove you're not a robot

Password strength:
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)



- Once you have the name selected, enter what you want your password to be.
- The password must be 8 characters long (upper and lower case letters, numbers, or symbols).
- Try to make it memorable for yourself while not easily guessed by others for security purposes.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up wherever you left off.

Name
Jane Brown

Choose your username
libdemoemail@gmail.com

Create a password
.....

Confirm your password
.....

These passwords don't match. Try again?

Birthday
Month Day Year

Gender
I am...

Mobile phone
+1

Your current email address



- You now must enter your desired password again here in order to confirm it.
- If the password you entered in both boxes does not match, it will warn you in red as shown, and you must fix this in order to continue.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up wherever you left off.

Name

Jane Brown

Choose your username

libdemoemail@gmail.com

Create a password

.....

Confirm your password

.....

Birthday

January 01 1959

Gender

I am...

Mobile phone

US

Your current email address

Drive you're not a robot

- Now enter your birthday.
- Type the day in the middle box and year into the last box.
- Select the month you want by clicking on the small, black double arrows in the month box (see the large red arrow) and then clicking your month in the menu that appears.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Google

Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up wherever you left off.



Create a password

Confirm your password

Birthday

Gender

Female

Male

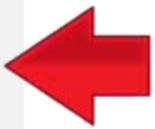
Other

Your current email address

Prove you're not a robot

 Skip this verification (phone verification may be required)


Type the text:



- Select your gender here using the small, black double arrows to access the list of options (Female, Male, and Other). Click your choice and it will appear in the grey box.

Gender

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Make Google yours

Set up your profile and preferences just the way you like.



田中香花 Sophia Wright Andrés Peña

Take it all with

Switch between devices, and pick up wherever you left off.



Create a password

Confirm your password

Birthday

January 01 1959

Gender

Other

Mobile phone

Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)

434542 2388

Type the text:

←

- If you have a mobile (cell) phone, you can list the number here. Google asks for this for account security purposes (as seen in the text box beside the phone number entry box), but this is optional.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Google

Make Google yours

Set up your profile and preferences just the way you like.



田中香花 Sophia Wright Andrés Peña

Take it all with

Switch between devices, and pick up



We will use this address for things like keeping your account secure, helping people find you, and sending notifications. You always have control over this functionality through your Account Settings.

Create a password

.....

Confirm your password

.....

Birthday

January 01 1959

Gender

Other

Mobile phone

US

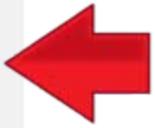
Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)



Type the text:



- This box asks you to enter the address of another email account if you have one. This helps with account security and recovering a lost password. If you choose not to enter an alternate email address skip this step.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

January 01 1959

Gender
Other

Mobile phone
United States

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)

235 25882565

Type the text:

Location
United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

Take it all with you
Switch between devices, and pick up wherever you left off.

- This step is called “Prove you’re not a robot”. In order to prevent an automated program from creating too many email accounts at once, this step asks you to interpret the numbers shown in the image and type them into the box below.
- If you skip this step by clicking the box the red arrow is pointing to you will most likely have to verify your account by phone later (a later slide will cover how to do phone verification).

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

Google

January 01 1959

Gender
Other

Mobile phone
United States

Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)

235 25882565

Type the text:

Next step

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

- The red arrow here is pointing toward three clickable symbols beside the verification challenge box:
 - The circular grey arrow provides a new picture clue if you cannot figure out the one shown
 - The speaker symbol in the middle of the group provides an audio clue through your computer's speakers to use instead of the picture clue
 - The question mark symbol brings up a pop up window with help for this step.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

January 01 1959

Gender
Other

Mobile phone
United States

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)

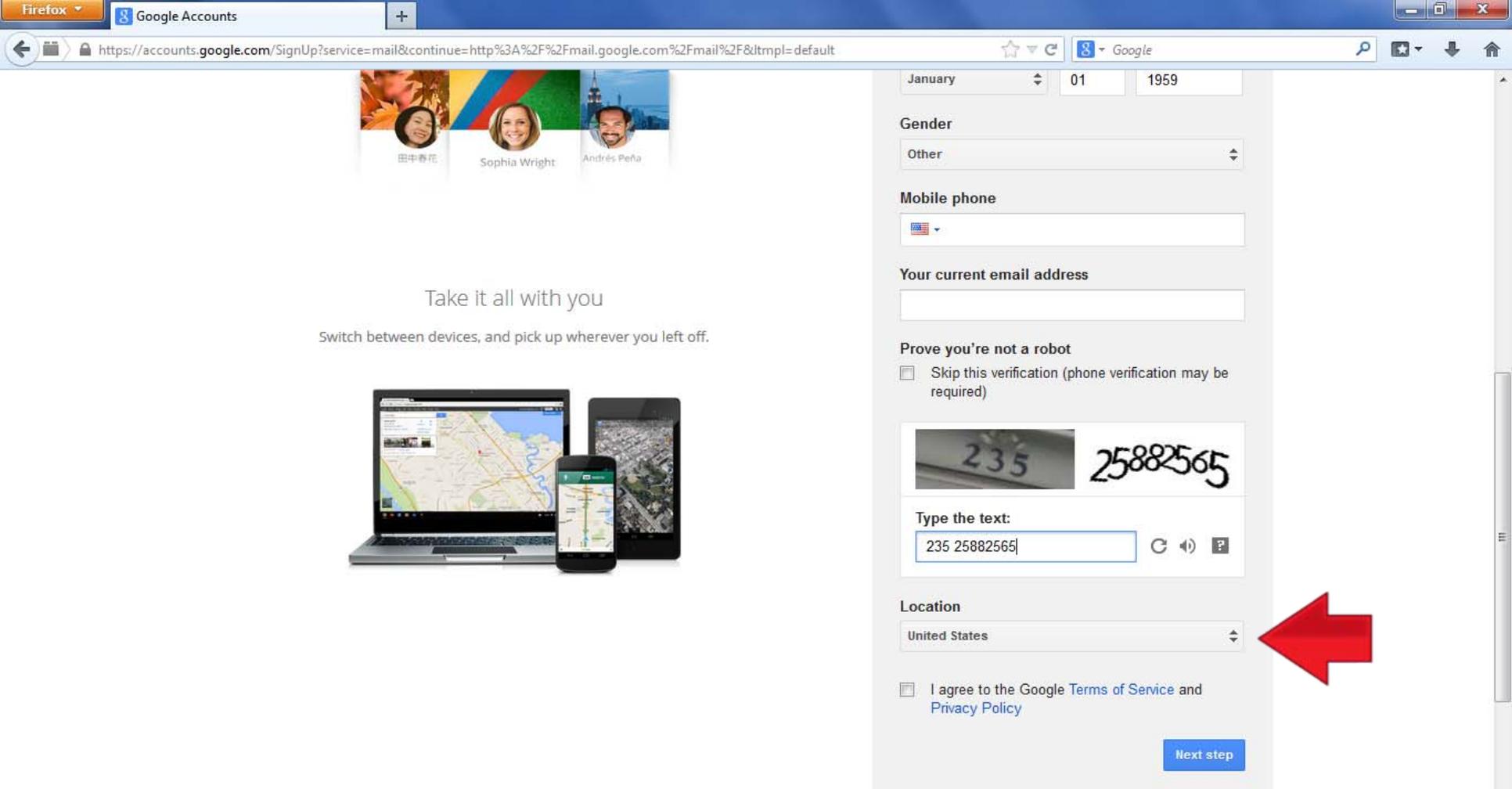
235 25882565

Type the text:
235 25882565

Location
United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step



- Here is an example of the numbers being shown in the picture being entered correctly.
- Next, if you do not live in the United States select your country in this box.

Firefox Google Accounts

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default

January 01 1959

Gender
Other

Mobile phone
United States

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)

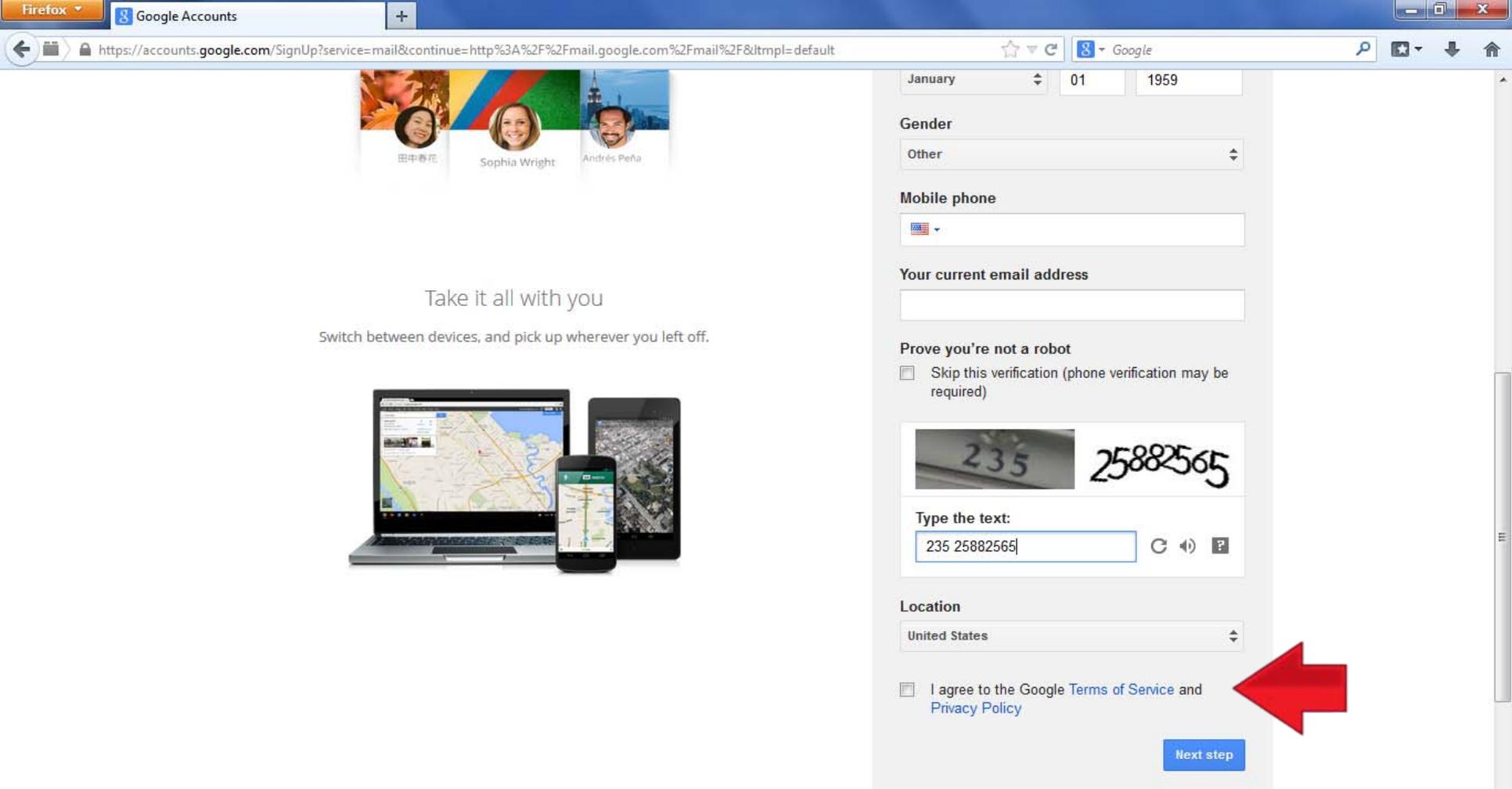
235 25882565

Type the text:
235 25882565

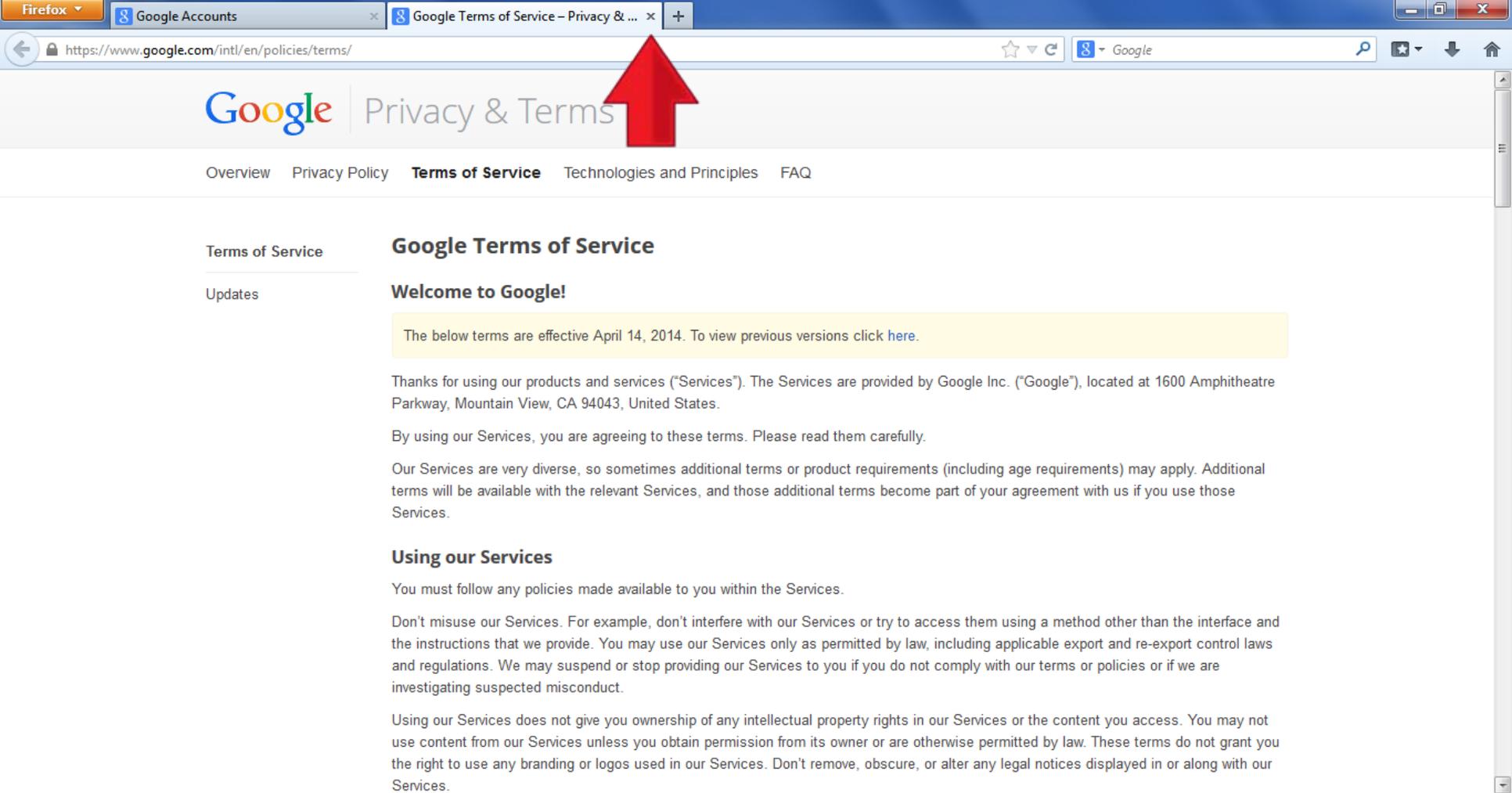
Location
United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

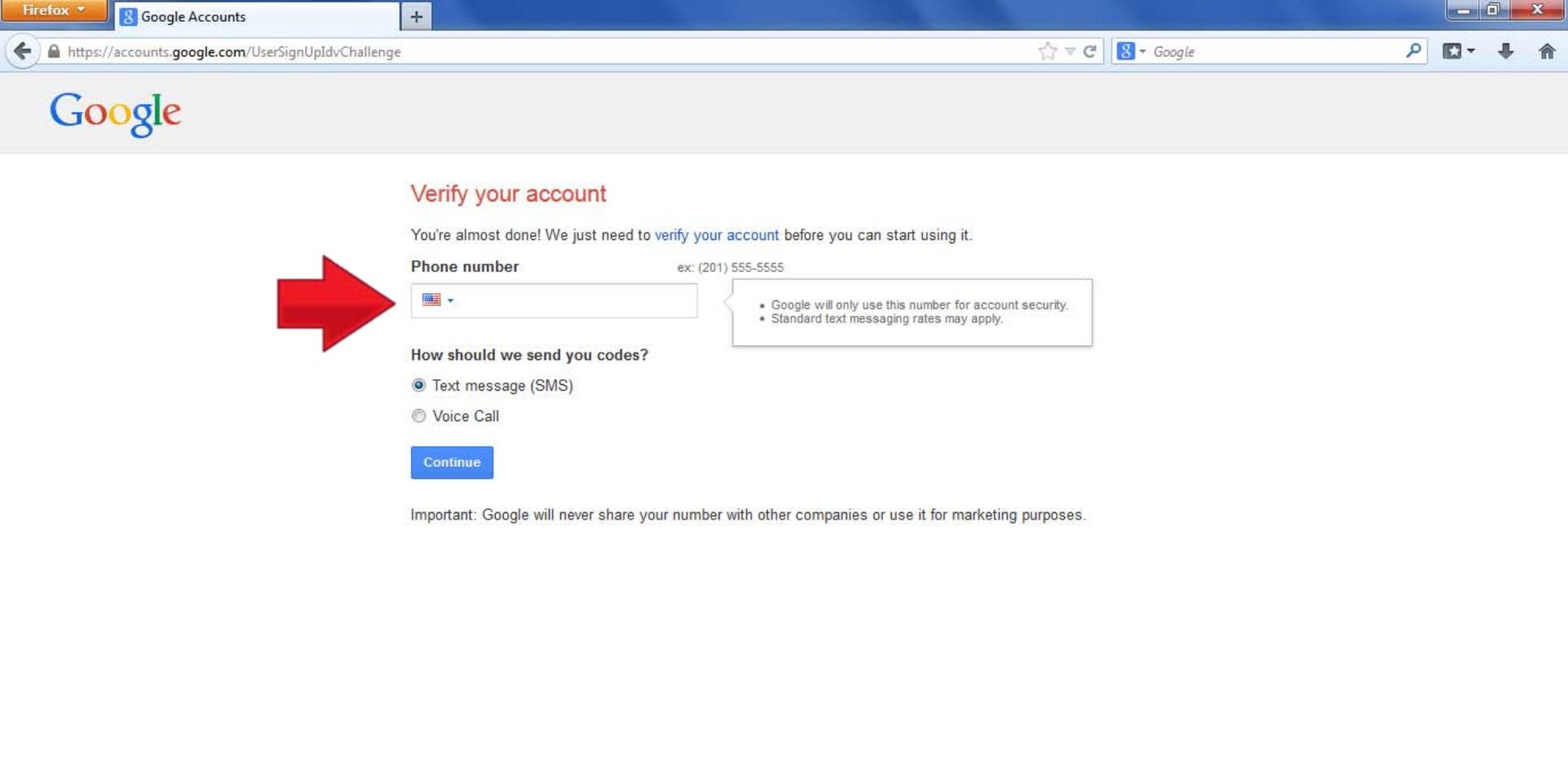


- Now it asks you to agree to the “Terms of Service” and “Privacy Policy”.
- Click the words in blue (Terms of Service and Privacy Policy) to open the link (typically in a new tab) and read these items.



- This page appears when the “Terms of Service” link is clicked. When you are finished reading it, click the “x” on the tab (see red arrow) to return to the account set up page.
- Repeat this process for “Privacy Policy”.

- When you are finished reading these items, click the box beside it (vertical red arrow).
- Now, click “Next Step” (horizontal red arrow).



- If you see this screen, Google is requiring phone verification.
- Enter the phone number you wish to use in the box.



Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: (201) 555-5555

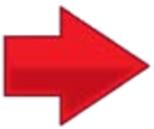
• Google will only use this number for account security.
• Standard text messaging rates may apply.

How should we send you codes?

Text message (SMS)

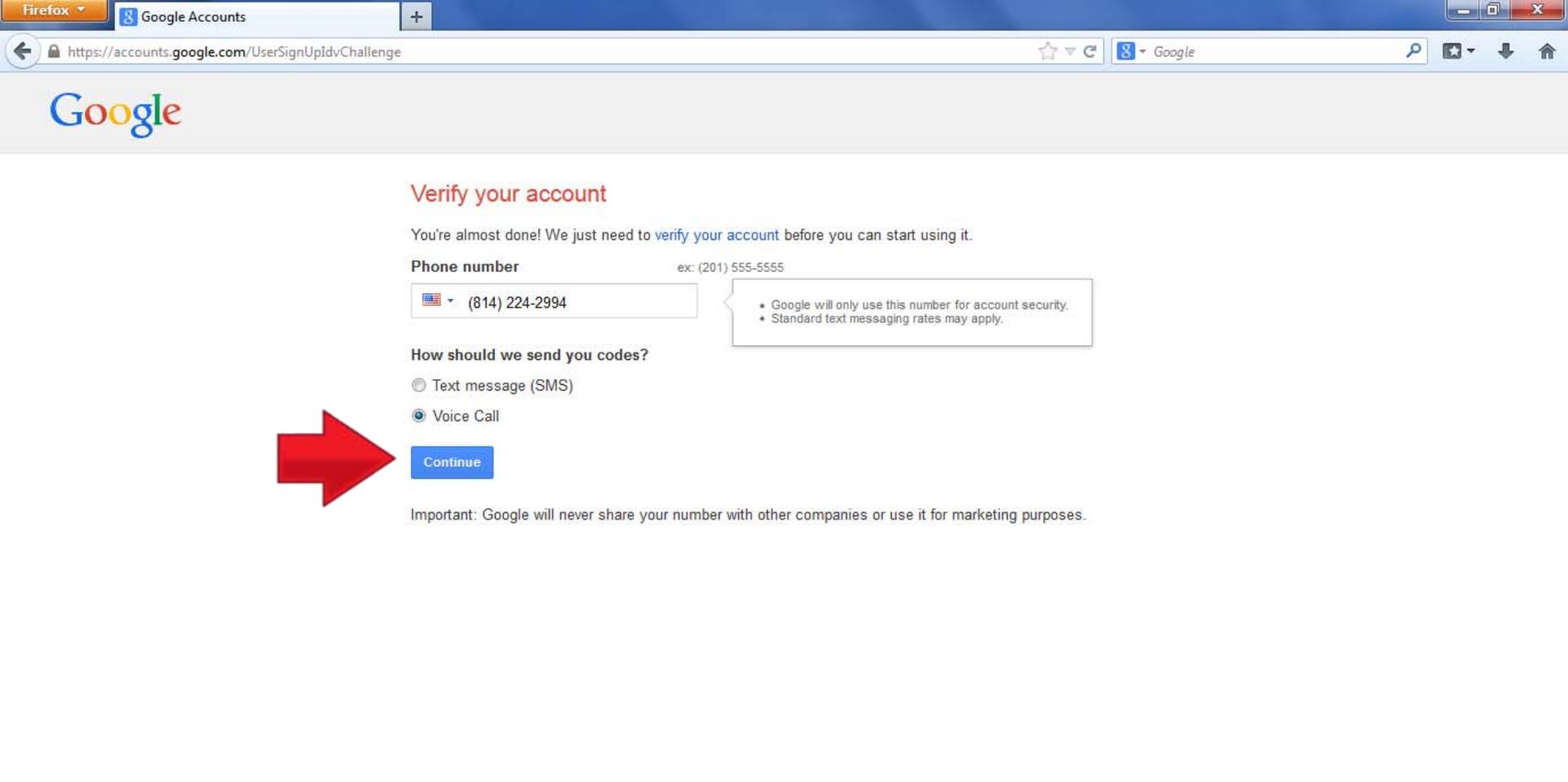
Voice Call

[Continue](#)

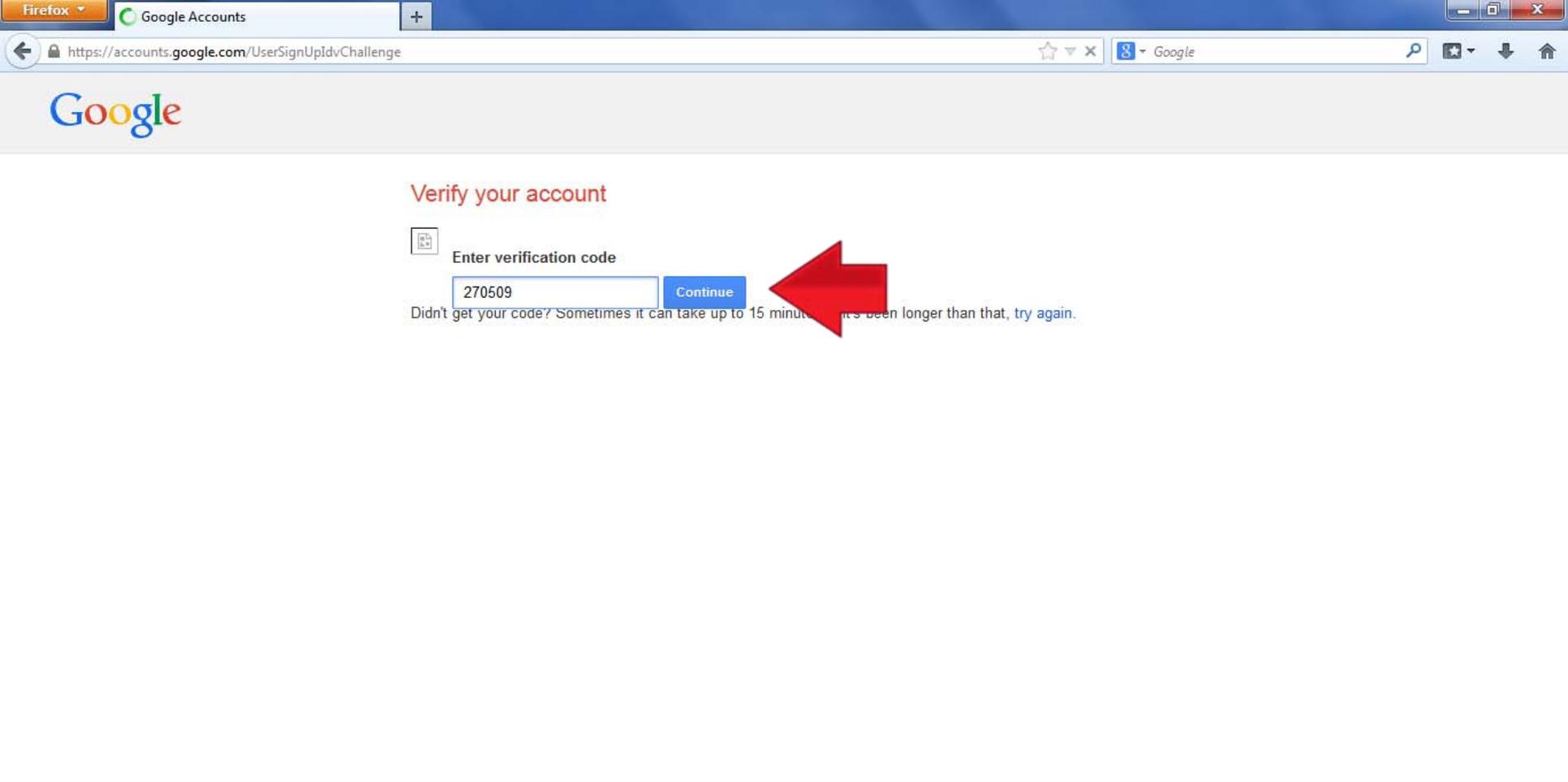


Important: Google will never share your number with other companies or use it for marketing purposes.

- If you have a cell phone and prefer to receive the verification code by text, click the circle beside “Text Message (SMS)”.
- If you prefer to hear the code through an automated voice call, click beside “Voice Call”
- The selected option will have a blue dot in the circle.

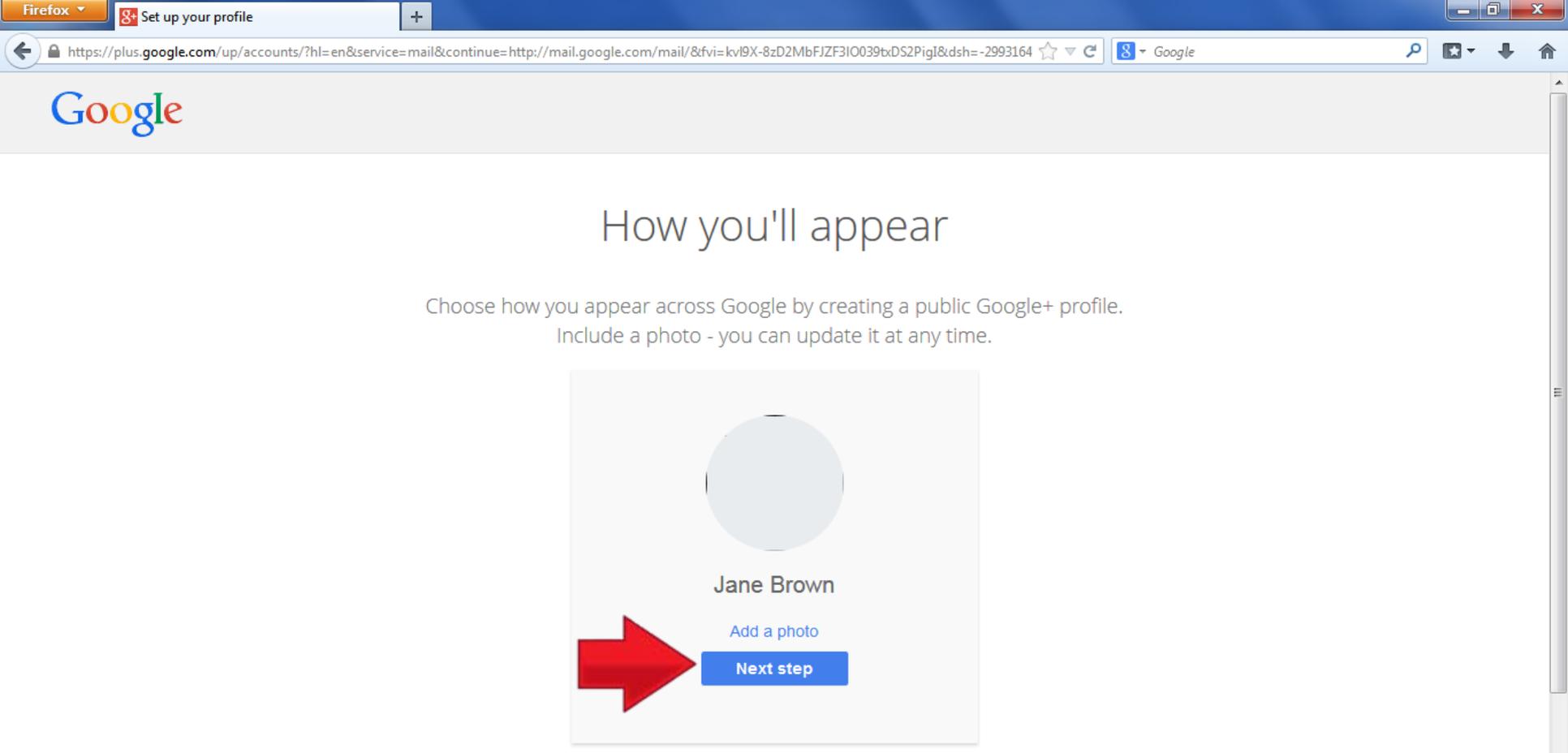


- Now, click “Continue”.

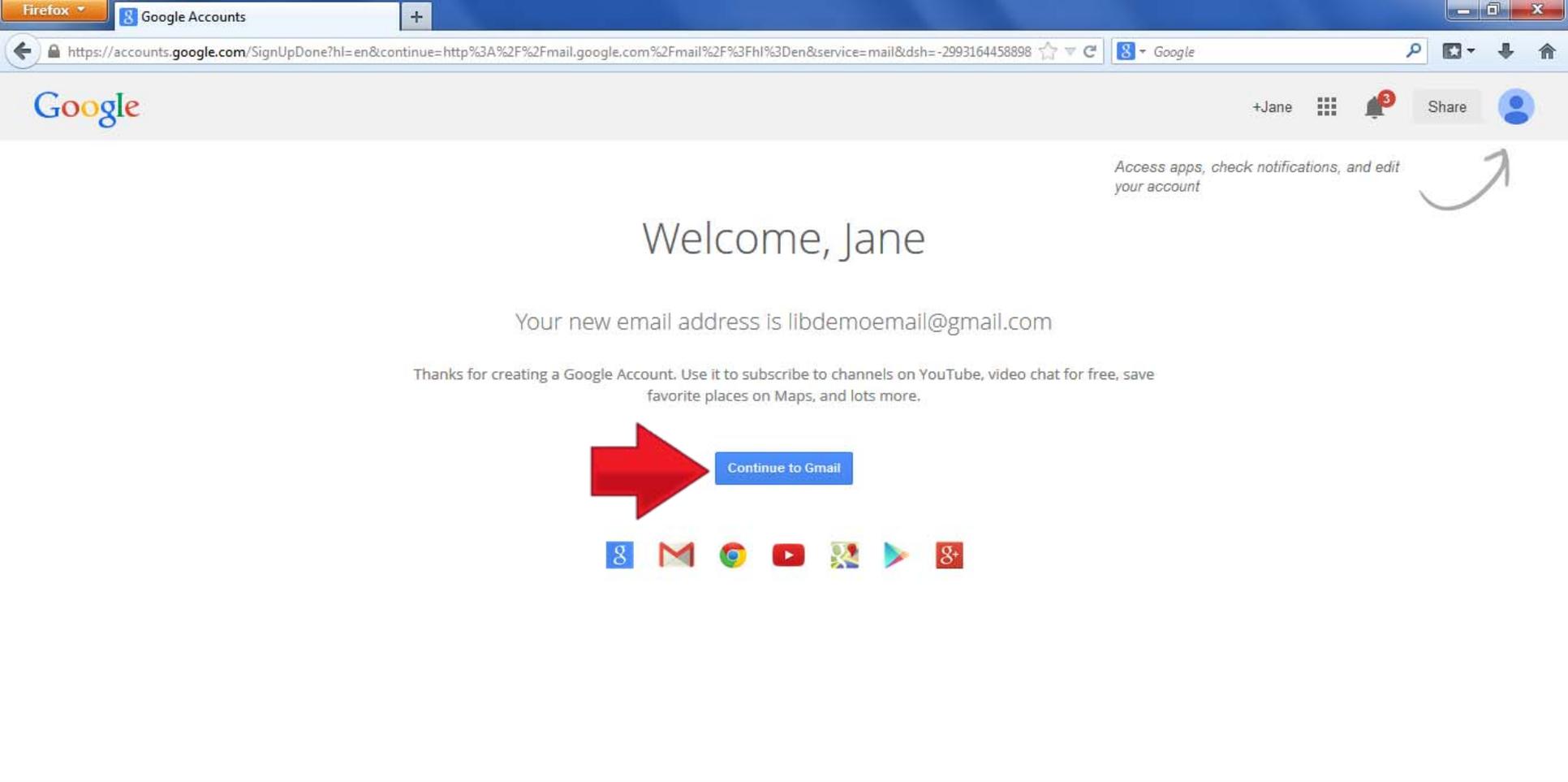


Waiting for ssl.gstatic.com...

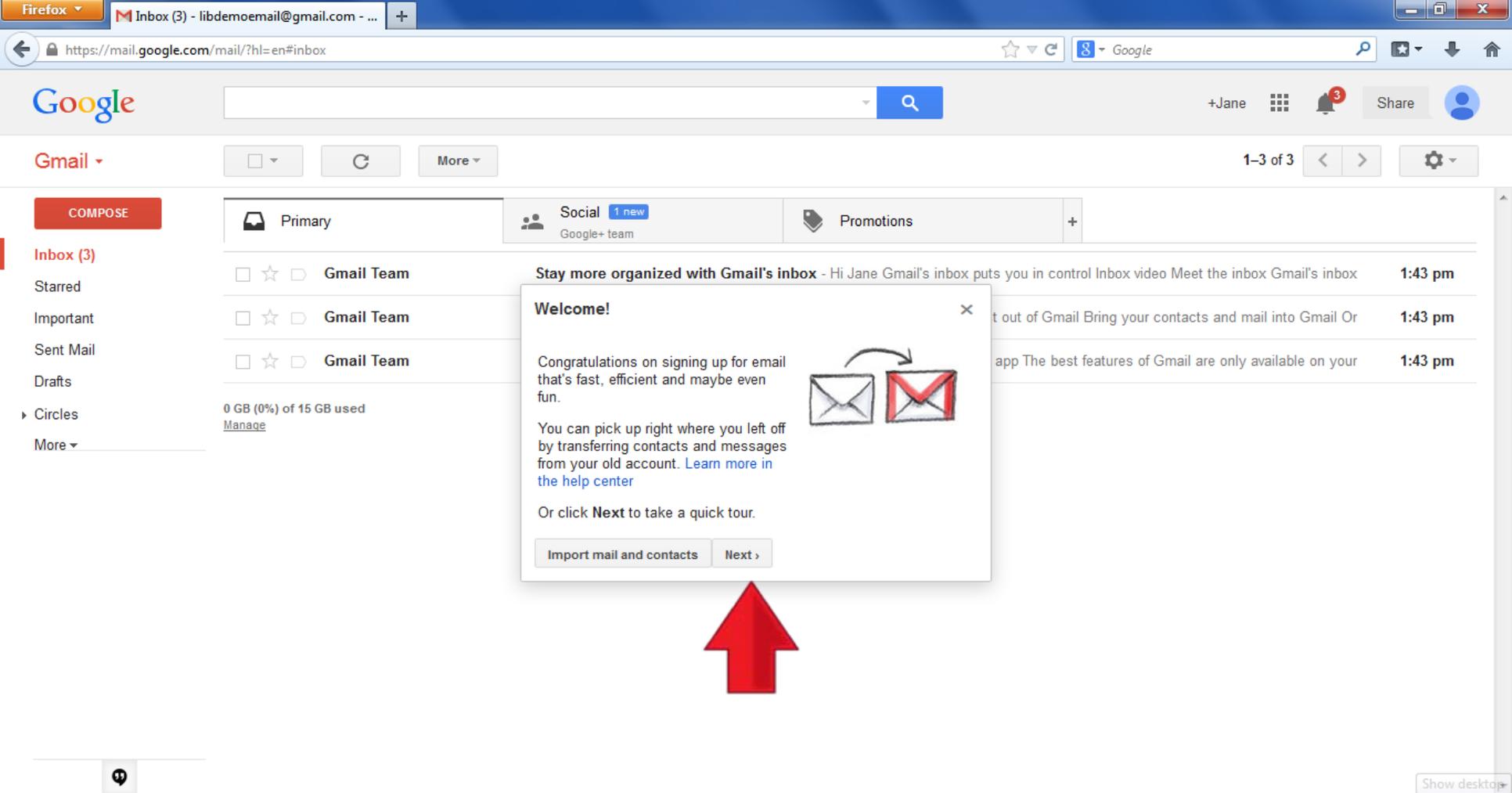
- Once you receive the code enter it here.
- If you do not receive the code after 15 minutes, click the blue “try again” link.
- Now click “Continue”.



- This step asks you to create a Google+ Account (Google’s social media site). The first step is adding a photo, but this is optional and we are going to skip this step for the tutorial.
- Click “Next Step”.



- This is the Welcome page. Click “Continue to Gmail”.



- You are now viewing your email inbox. Click next to take the provided tour.

The screenshot displays the Gmail interface in a Firefox browser. At the top, the address bar shows the URL `https://mail.google.com/mail/?hl=en#inbox`. A large red arrow points to the search bar. The Gmail header includes the Google logo, a search bar, and user information for '+Jane'. Below the header, the 'Primary' tab is selected, showing three emails from 'Gmail Team' with subject lines: 'Stay more organized with Gmail's inbox', 'Three tips to get the most out of Gmail', and 'The best of Gmail, wherever you are'. The left sidebar contains navigation options: 'Compose', 'Inbox (3)', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Circles', and 'More'. The bottom of the page shows a URL bar with a dismiss button.

- Once you finish the tour you can view your inbox. You start in the “Primary” tab. To view the other tabs (each geared for containing certain types of emails) click on the tab you want to open.

The screenshot shows a Gmail inbox in a browser window. At the top, there is a search bar with a red arrow pointing to it. Below the search bar, there are navigation tabs for 'Primary', 'Social', and 'Promotions'. The 'Social' tab is currently selected. The main content area shows a single email from 'Google+ team' with the subject 'Getting started on Google+' and a timestamp of '1:49 pm'. The left sidebar contains various navigation options like 'Compose', 'Inbox (2)', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Circles', and 'More'. At the bottom of the sidebar, there is a 'New Hangout' button and a section for finding friends to chat with.

- This is the “Social” tab.
- You may explore the “Promotions” tab in the same way if you wish.
- When you are ready to continue, click the “Primary” tab to view the primary inbox as you did before.

Firefox Stay more organized with Gmail's inbox ...

https://mail.google.com/mail/?hl=en#inbox/1454796a2439571e

Google +Jane Share

Gmail 1 of 3

COMPOSE

Free Scores Now - 3 Bureau Credit Report - View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!

Map this 1600 Amphitheatre Parkway Mountain View, CA 94043

Inbox (2)

Stay more organized with Gmail's inbox

Gmail Team <mail-noreply@google.com> 1:43 PM (10 minutes ago)

to me

Hi Jane

Google

Gmail's inbox puts you in control

Meet the inbox

Gmail's inbox sorts your email into categories so you can see what's new at a glance, decide which emails you want to read when and view similar types of emails together. [Watch the video](#)

FREE SCORES NOW

3 Bureau Credit Report

View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!

VA Home Loan for Veterans

Get a Quote in 2 Minutes! VA Loans now Up to \$417,000 with \$0 Down. www.vamortgagecenter.com

Veteran Home Loans

Get a Quote on a VA Home Loan. \$0 Down and Up to \$417,000. Start. www.veteransunited.com

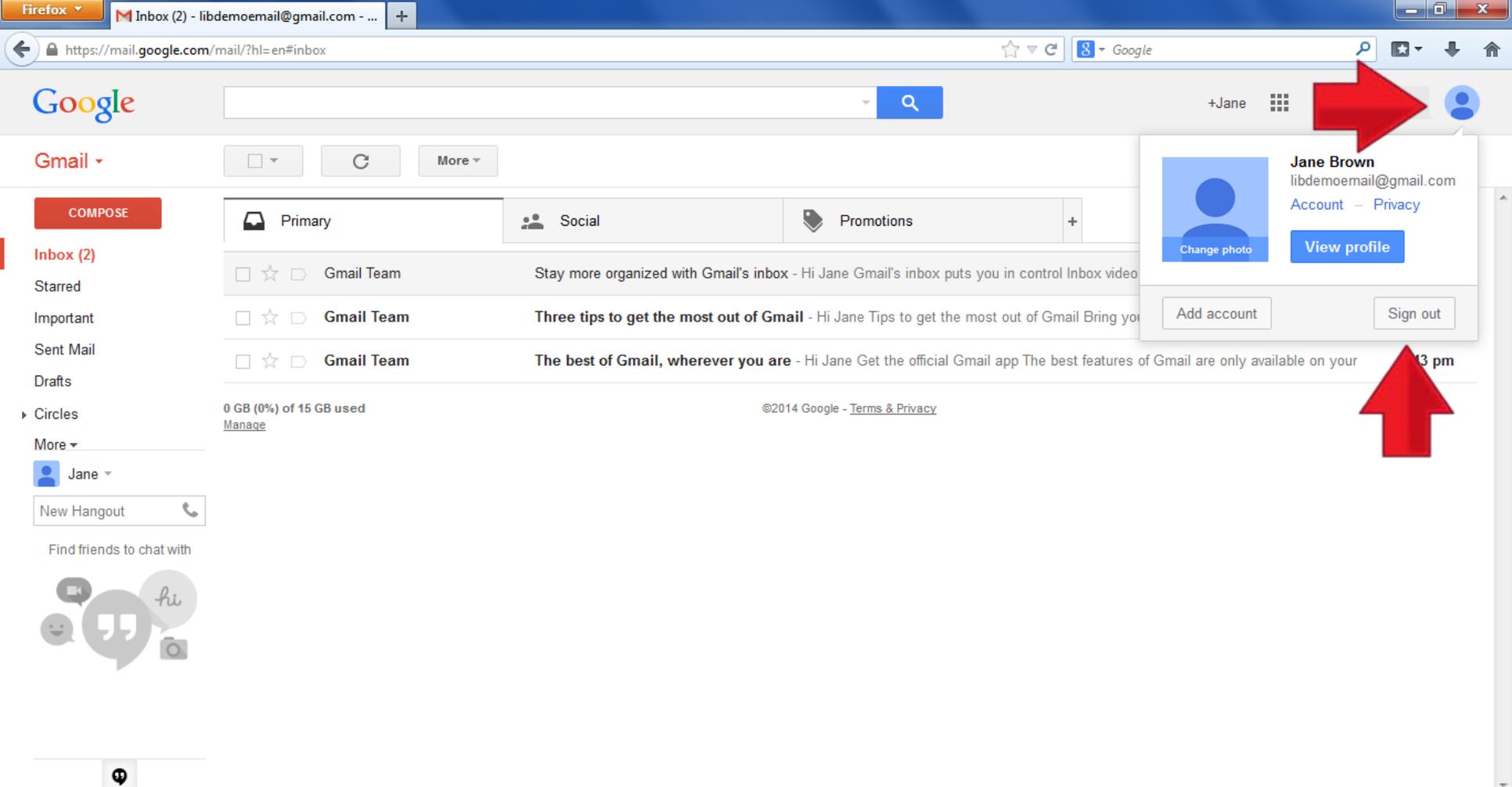
We Will Publish Your Book

From \$199. Keep your rights. Set your pricing. Free guide. outskirtspress.com/selfpublishing

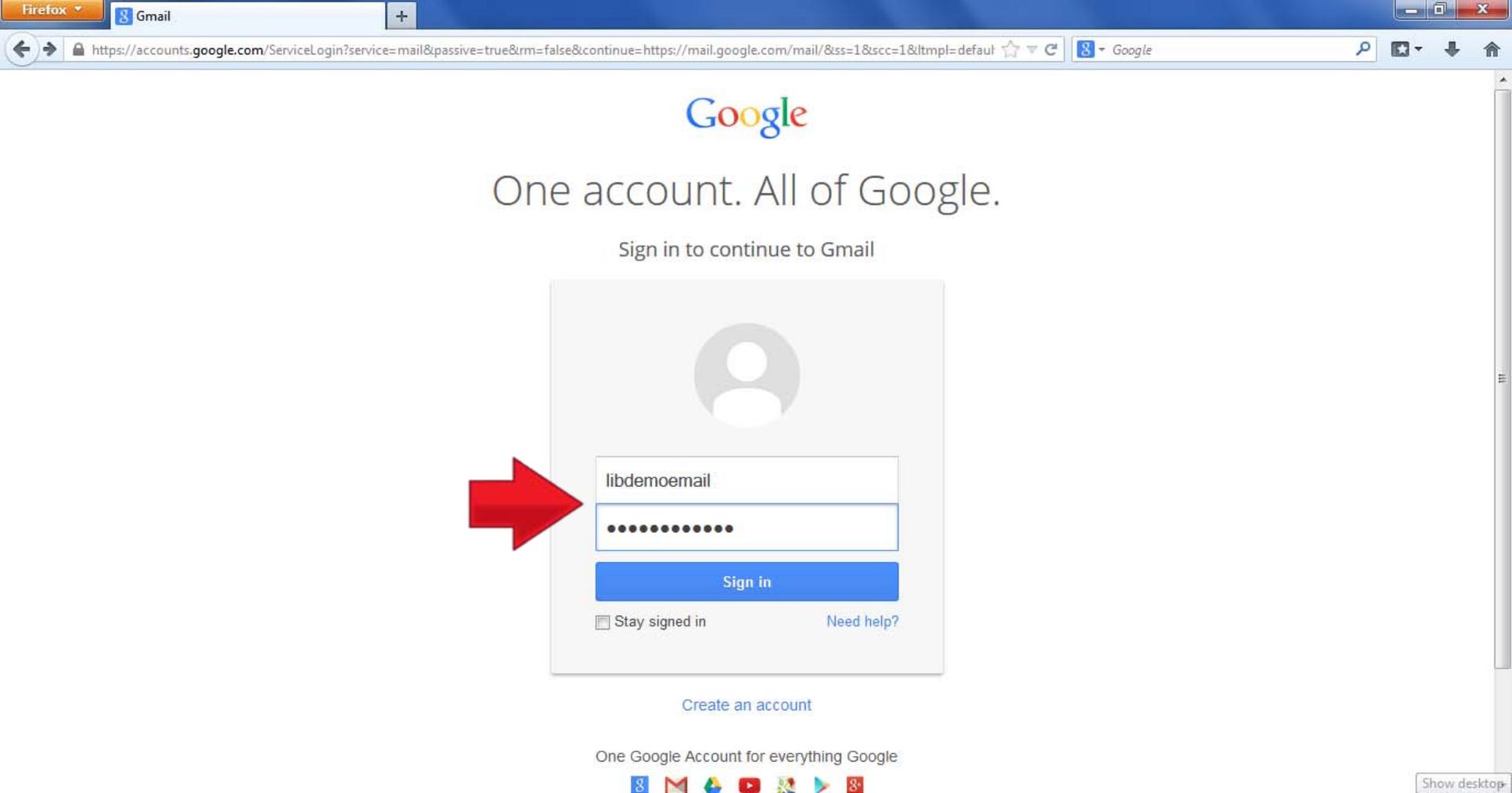
- The email has now opened.
- When you are done, click “Inbox” on the left side.

The screenshot shows the Gmail interface in a Firefox browser. The address bar displays the URL `https://mail.google.com/mail/?hl=en#inbox`. The Gmail logo is in the top left, with a red arrow pointing to the 'Compose' button. The left sidebar shows folders: 'Inbox (3)', 'Starred', 'Important', 'Sent Mail', and 'Drafts'. A red arrow points to the 'Sent Mail' folder. The main inbox area shows three emails from 'Gmail Team' with subject lines: 'Stay more organized with Gmail's inbox', 'Three tips to get the most out of Gmail', and 'The best of Gmail, wherever you are'. The bottom left has a 'New Hangout' button and a 'Find friends to chat with' section. The bottom status bar shows `https://mail.google.com/mail/?hl=en#_dismiss_`.

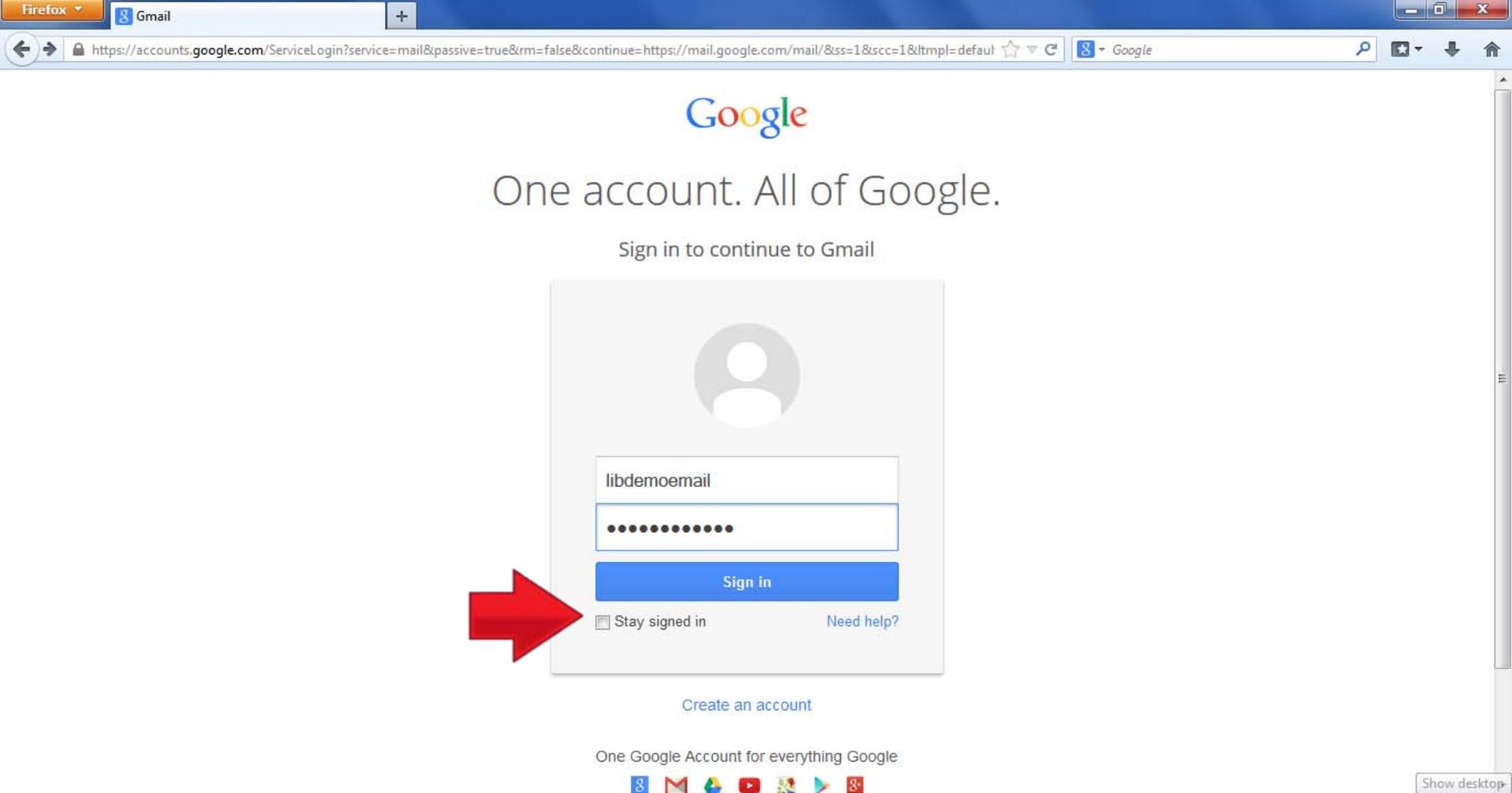
- Other buttons to notice include “Compose” which brings up a box in which you can type and send an email and “Sent Mail”, which allows you to see a list of the emails you have sent. Both of these are highlighted by red arrows.



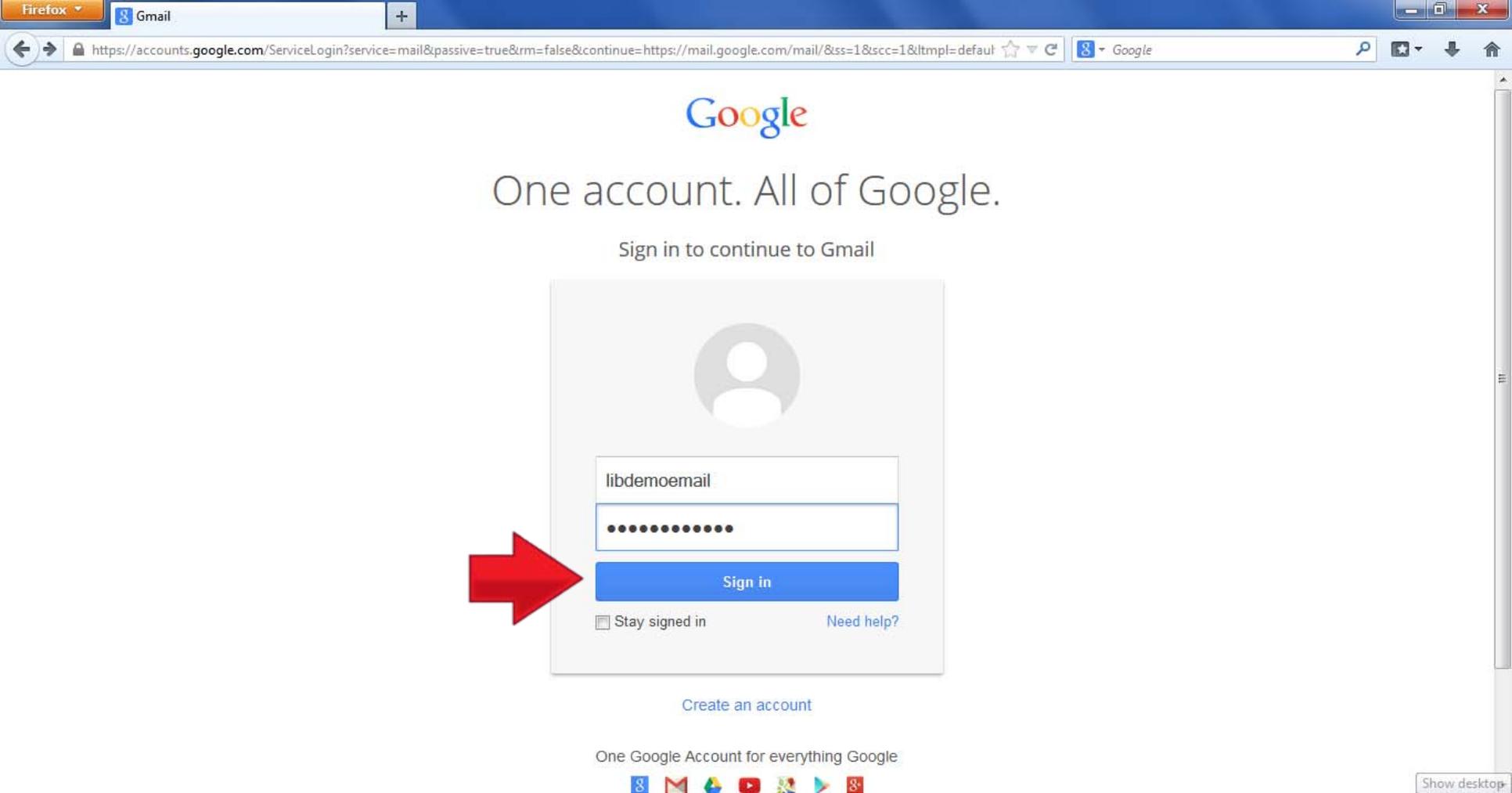
- To sign out of your email account (so no one else can read your emails) click the photo spot in the upper right corner, and click “Sign out” on the box that appears.
- You are now signed out of Gmail.



- To sign in again, return to the first web address we visited, www.gmail.com
- Enter your new email address in the top text box and the password you created in the lower text box.



- If you click “Stay signed in” it will remember your password. If it is clicked it will show a check mark. Do not do this on a public computer. Others may be able to access your email account if you do.



- To finish signing in, click “Sign in”

Thank You for Using Our Tutorial

- Your new Google email account allows you to access other Google Services such as YouTube. We hope you enjoy exploring these features as you learn about your account.
- If you have any questions about the tutorial, contact a member of our staff at:
Roaring Spring Community Library
320 East Main Street Roaring Spring PA 16673
814-224-2994