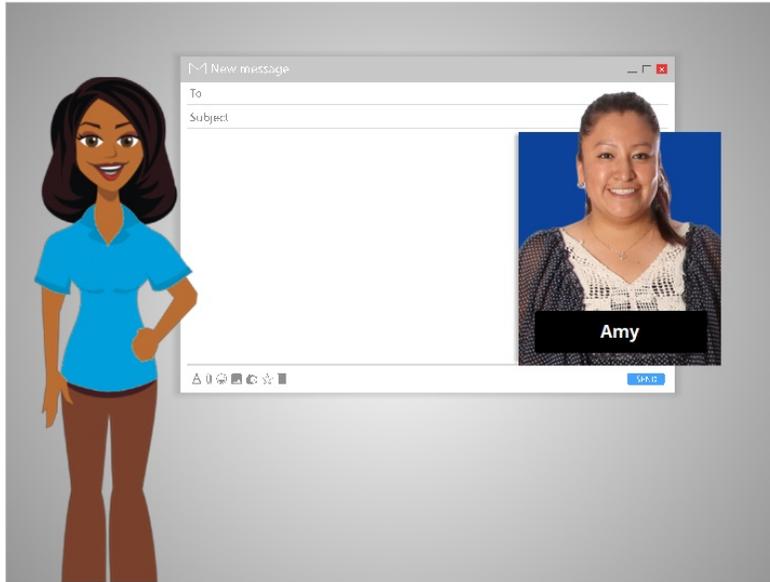# Intro to Email
Signing Up for Email

In this lesson, Amy will create an email account to communicate with other people, like her children's teachers and her family. If you don't have an e-mail account, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Outlook.

In today's example, let's follow along with Amy as she sets up a Gmail account.
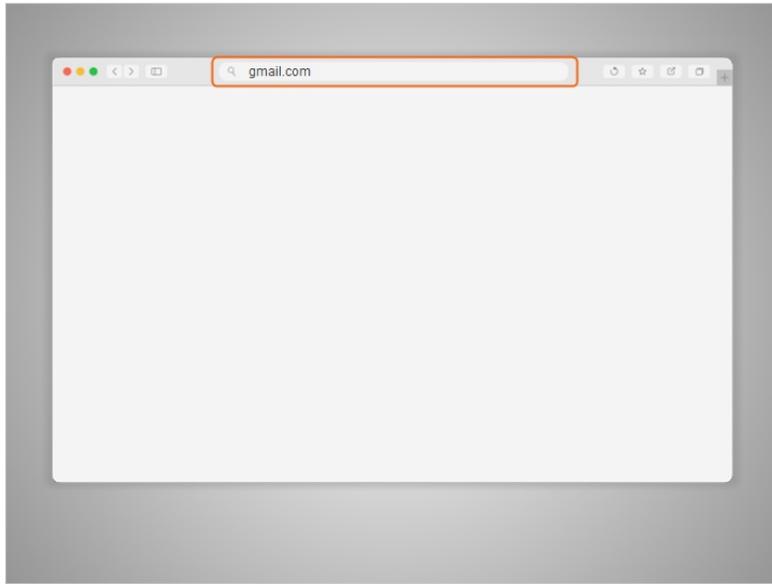
First, Amy opens her internet browser and goes to the address bar.

In the address bar, Amy types "gmail.com" and then presses enter to go to the Gmail website.

When Amy clicks on the link to Create an account, a form appears.

If you'd like the website to display in a language other than English, you can change the language using the drop-down menu at the bottom.

At the top of the form, Amy enters her first and last name.

Next, Amy will choose a username, which will become a part of her email address.

Keep in mind that usernames are unique to each account, so it may be hard to find something that is not already taken.
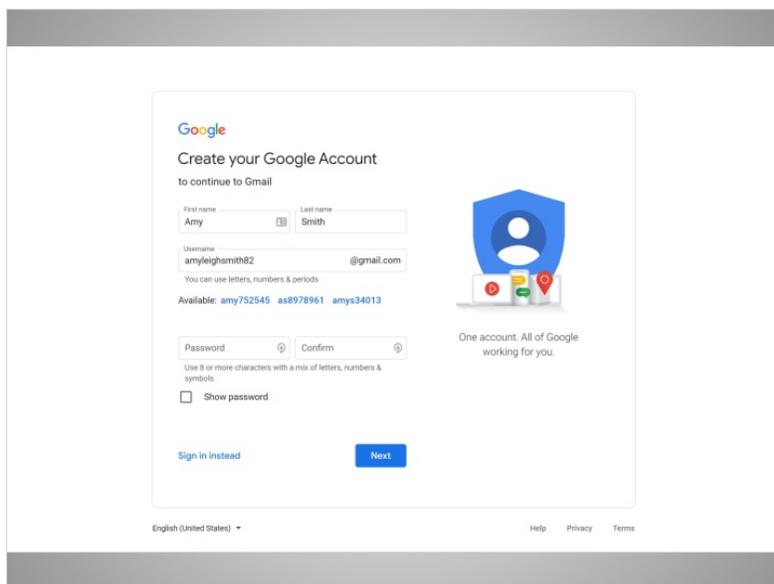
You may have to be creative with your username and add numbers or other identifying factors to it.
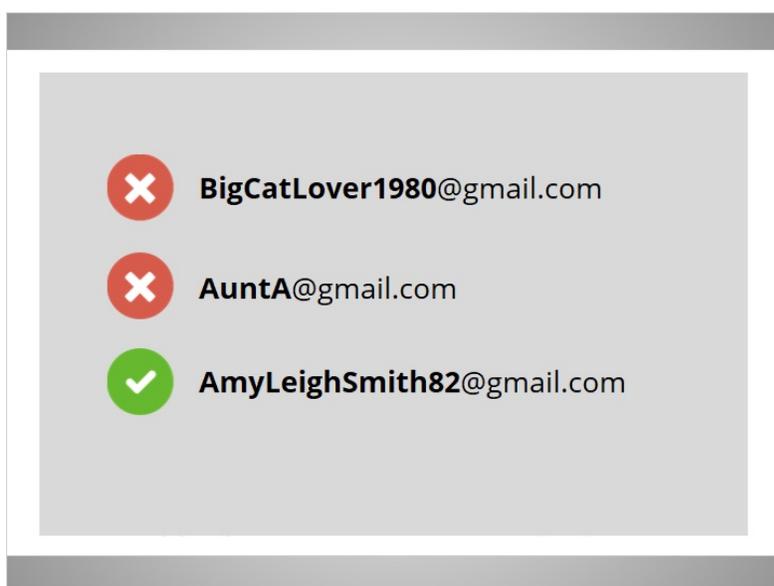
Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, such as your child's teacher or an employer.

Next, Amy chooses a password for her account.

Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so that others watching can't see the characters.

A password on Gmail must be at least 8 characters long and should not be a word that is too easy to guess. You can add capital letters, numbers, and symbols to make your password more secure. You should not use your name or other common words that people could easily guess.

After setting up an account, it is important to remember your email address and password. You will need these to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them.

When Amy enters her password, she is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.

Then, Amy clicks Next.

Amy now has the option to enter her phone number.

There is also an option to enter an alternate email address. The phone number and recovery email address will be used if she loses her password and needs help accessing her account.

Amy adds her date of birth, typing all 4 digits for the year.
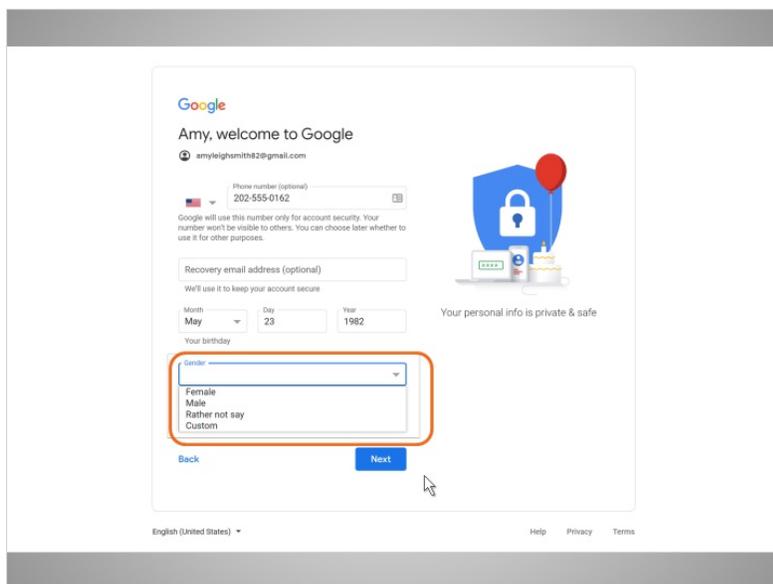
Next, Amy selects her gender from the drop-down menu.

Then she clicks on Next.

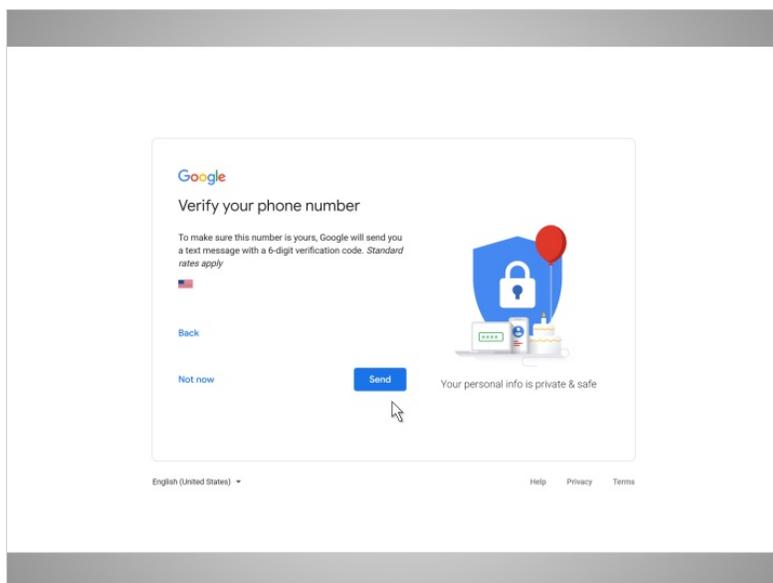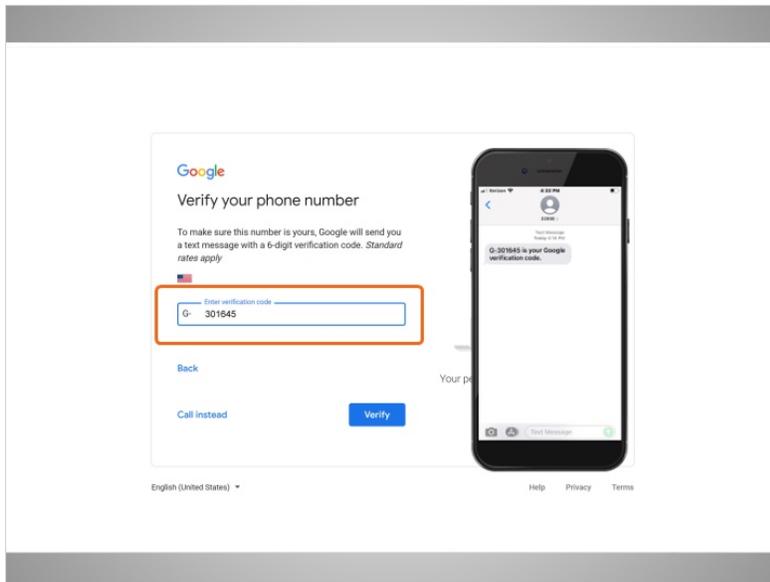Now Amy verifies her phone number. This shows that this is her phone number and she is a real person and not a robot automatically creating accounts.

In most cases you will need to have your phone with you when you complete the step. Amy clicks on send to have the verification code sent to her phone.

Amy receives a text message from Google with a code, and she types the code in this box.
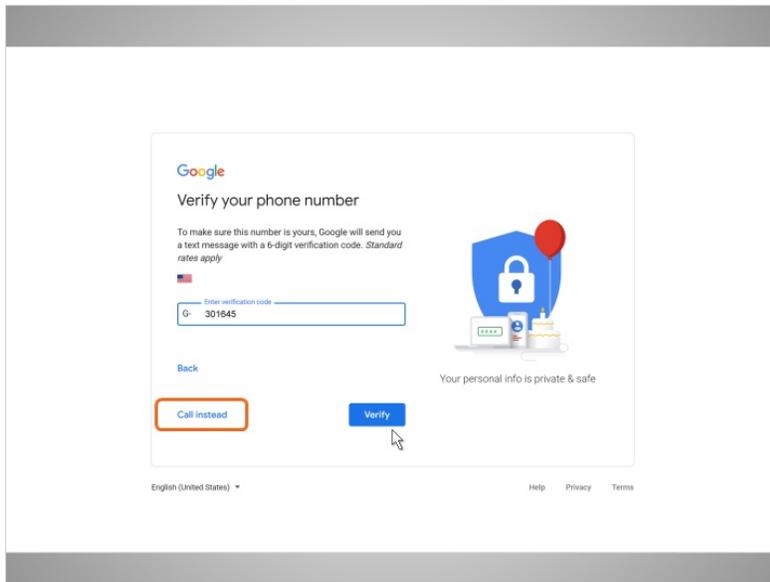
To receive a phone call instead of a text, click the link to call instead. When you answer the phone, you will hear an automated message reading the verification code. If you don't have a cell phone you can try using a home phone and selecting the Call Instead option.
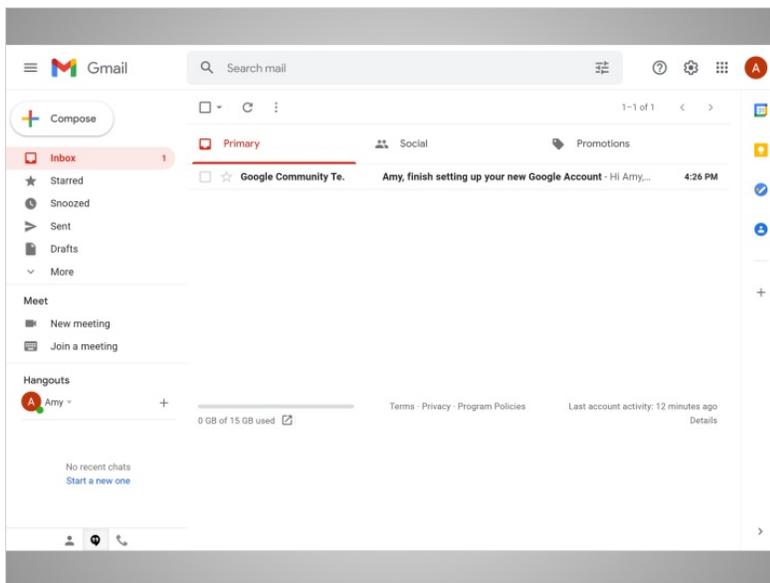
Amy clicks Verify to show she has a working phone number.
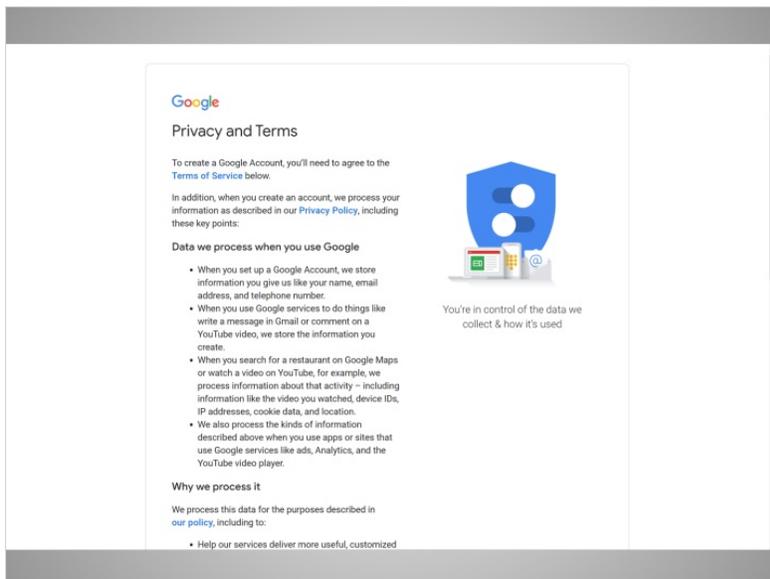
Finally Amy reads Google's Terms of Service and Privacy Policy.
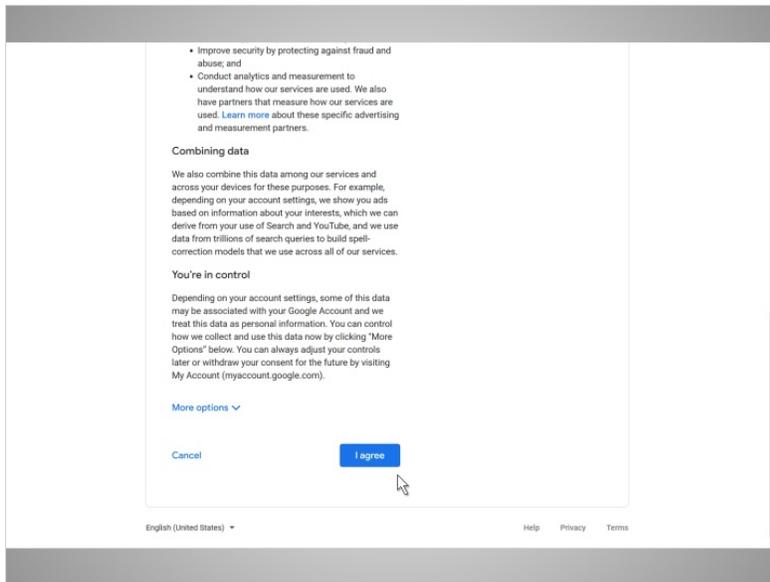
This explains how Google can use your information while you use Google services. After she reads it, she clicks the button labeled I Agree, since she agrees...

… and goes to her inbox for the first time.

In the next lesson we will follow along with Amy as she reads and responds to email in her inbox.