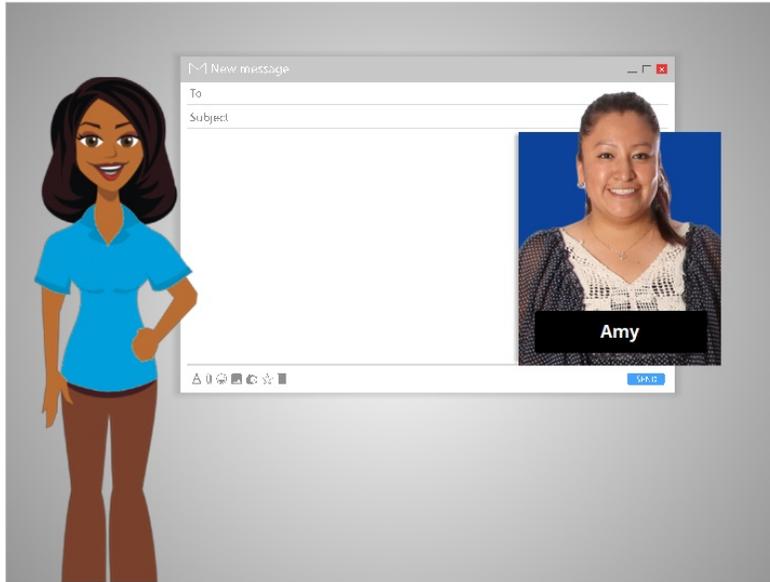


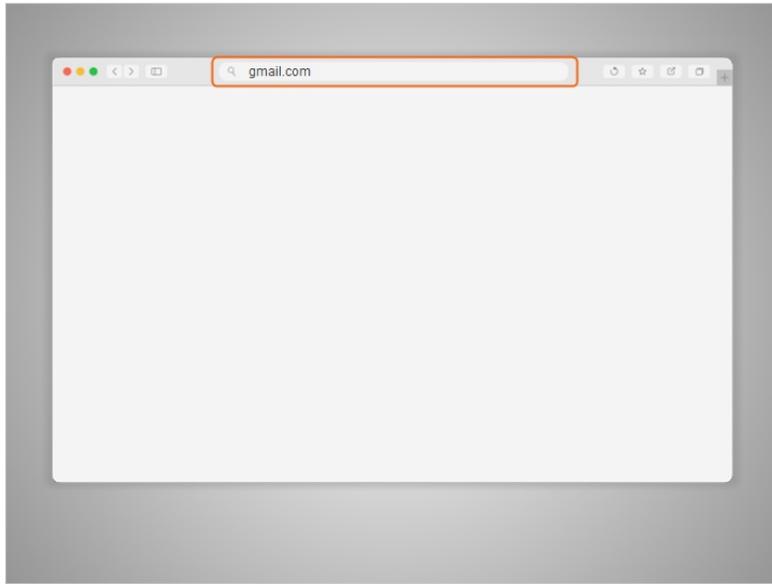
Intro to Email

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.

The screenshot shows the Google Account creation page. At the top left is the Google logo. Below it, the text reads "Create your Google Account to continue to Gmail". The form contains several input fields: "First name" and "Last name" (with a red box around them), "Username" (with "@gmail.com" as a placeholder), "Password" and "Confirm" (with a red box around them), and a "Show password" checkbox. To the right of the form is a blue shield icon with a person silhouette and a red location pin. Below the shield, it says "One account. All of Google working for you." At the bottom left, there is a "Sign in instead" link and a "Next" button. At the bottom of the page, there is a language dropdown menu set to "English (United States)" (with a red box around it) and links for "Help", "Privacy", and "Terms".

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.

This screenshot is identical to the one above, but the "First name" field is filled with "Amy" and the "Last name" field is filled with "Smith". A red box highlights these two fields. The "Password" and "Confirm" fields are also highlighted with a red box. The language dropdown menu at the bottom is still set to "English (United States)".

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

Google
Create your Google Account
to continue to Gmail

First name: Amy | Last name: Smith

Username: @gmail.com
You can use letters, numbers & periods

Password: | Confirm: |
Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead | **Next**

English (United States) | Help | Privacy | Terms

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

Google
Create your Google Account
to continue to Gmail

First name: Amy | Last name: Smith

Username: amysmith @gmail.com

That username is taken. Try another.

Available: amy752545 as8978961 amys34013

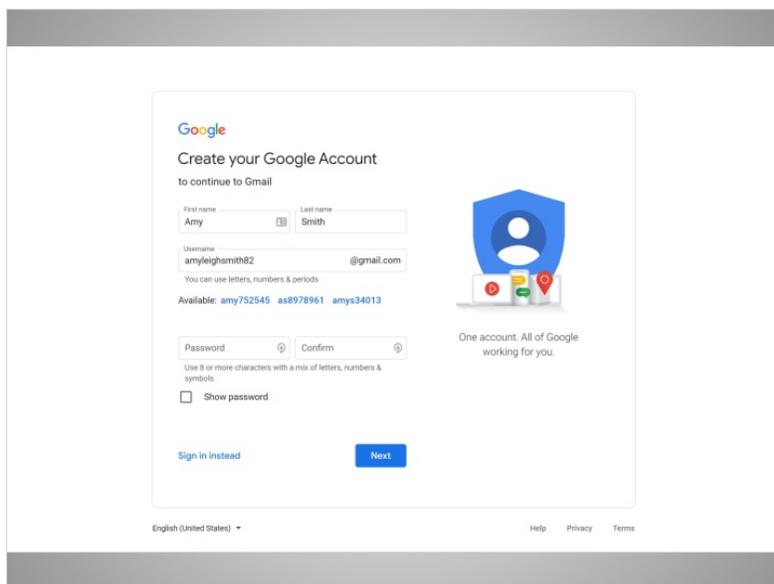
Password: | Confirm: |
Use 8 or more characters with a mix of letters, numbers & symbols

Show password

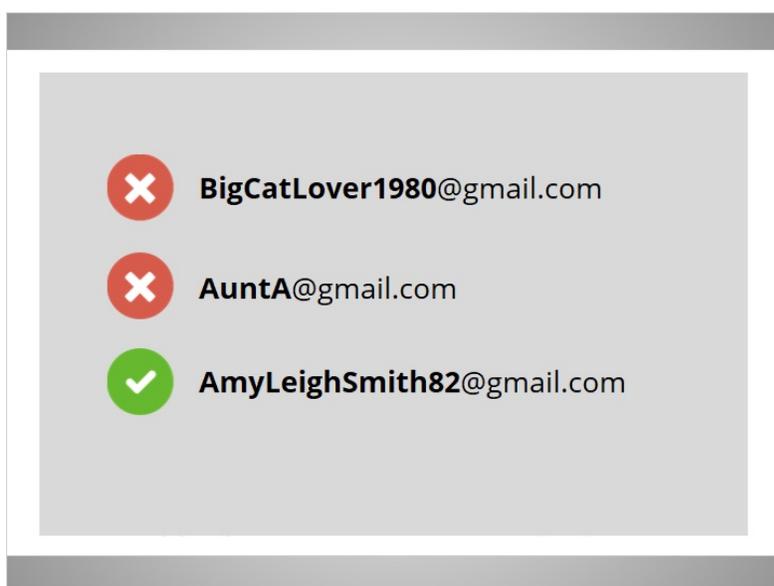
Sign in instead | **Next**

English (United States) | Help | Privacy | Terms

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.

Google
Create your Google Account
to continue to Gmail

First name: Amy Last name: Smith
Username: amyleighsmith82@gmail.com
Available: amy752545 as8978961 amys34013

Password: [masked] Confirm: [masked]
Use 8 or more characters with a mix of letters, numbers & symbols
 Show password

One account. All of Google working for you.

Sign in instead Next

English (United States) Help Privacy Terms

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.

Google

Amy, welcome to Google

amyleighsmith82@gmail.com

Phone number (optional)
202-555-0162

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)
We'll use it to keep your account secure

Month Day Year
Your birthday

Gender

Why we ask for this information

Back Next

English (United States) Help Privacy Terms

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.

Google

Amy, welcome to Google

amyleighsmith82@gmail.com

Phone number (optional)
202-555-0162

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)
We'll use it to keep your account secure

Month Day Year
May 23 1982
Your birthday

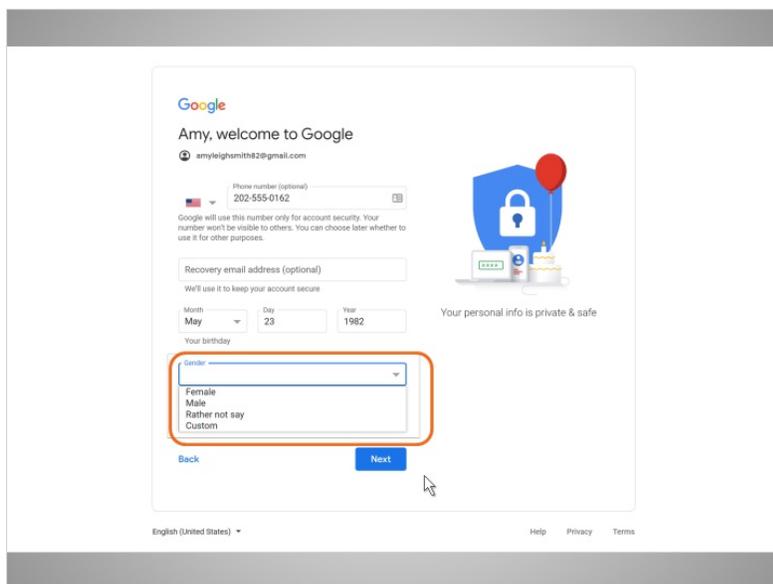
Gender

Why we ask for this information

Back Next

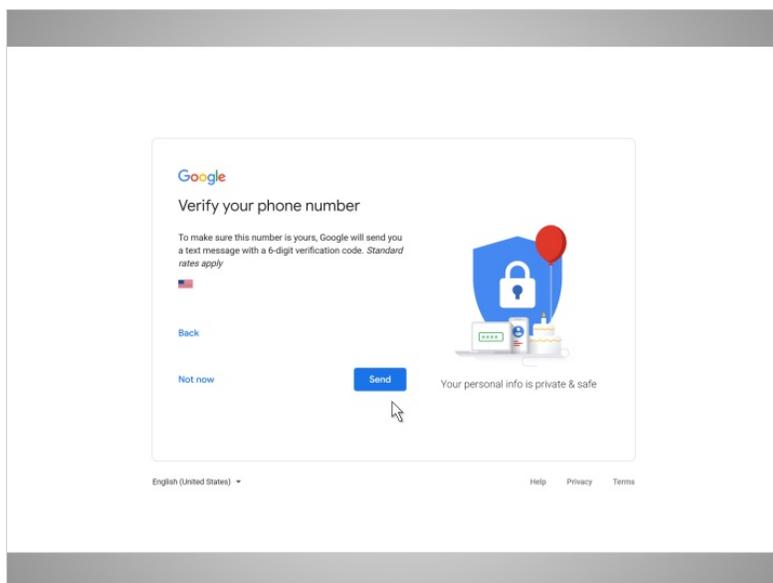
English (United States) Help Privacy Terms

Amy adds her date of birth, typing all 4 digits for the year.

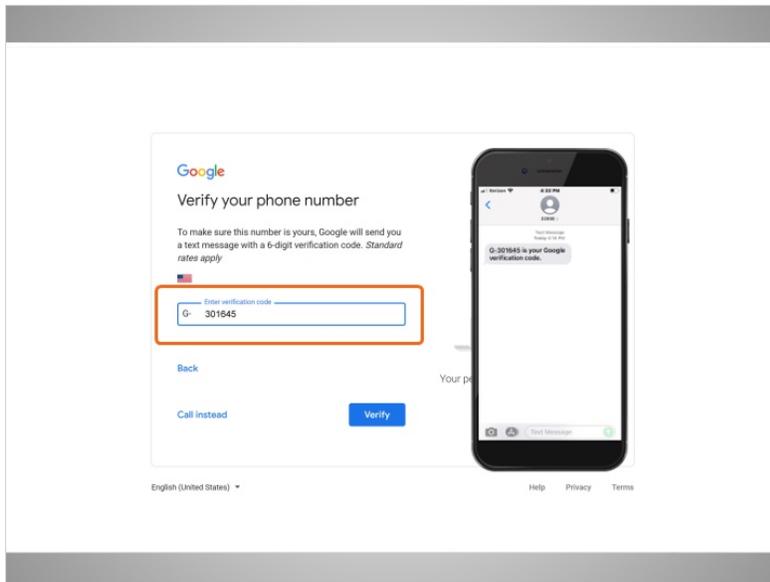


Next, Amy selects her gender from the drop-down menu.

Then she clicks on Next.

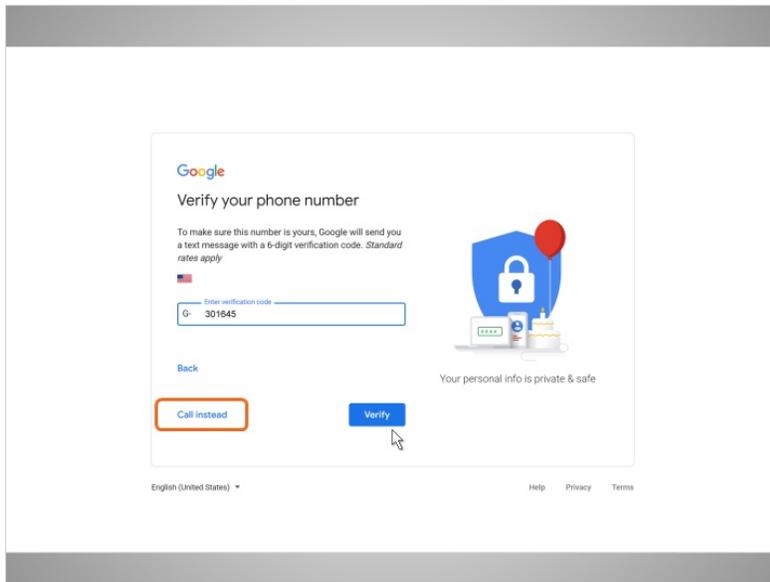


Now Amy verifies her phone number. This shows that this is her phone number and she is a real person and not a robot automatically creating accounts.



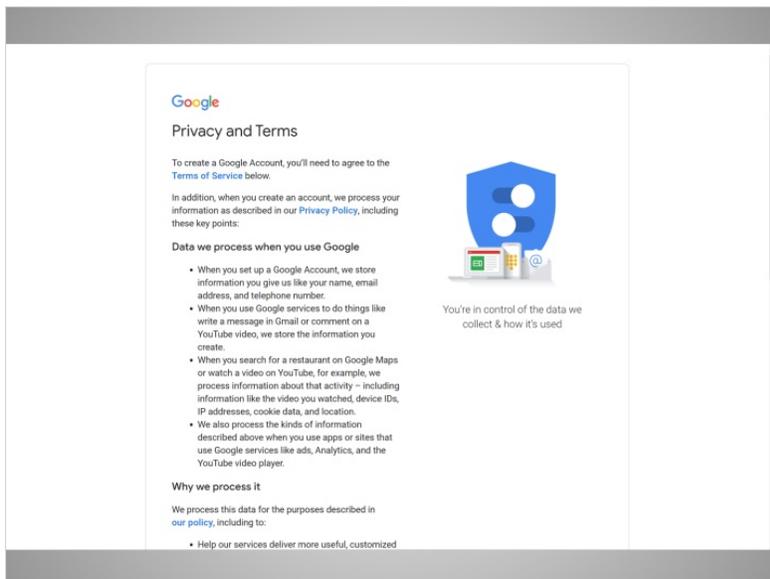
In most cases you will need to have your phone with you when you complete the step. Amy clicks on send to have the verification code sent to her phone.

Amy receives a text message from Google with a code, and she types the code in this box.

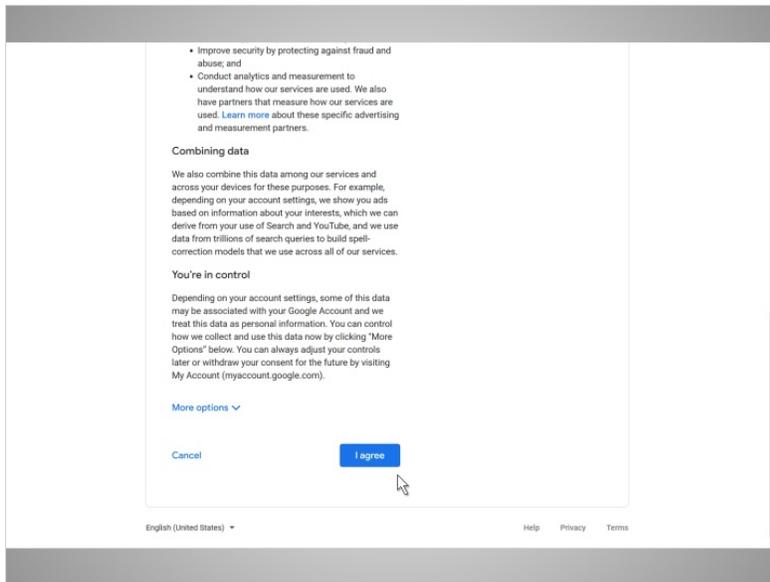


To receive a phone call instead of a text, click the link to call instead. When you answer the phone, you will hear an automated message reading the verification code. If you don't have a cell phone you can try using a home phone and selecting the Call Instead option.

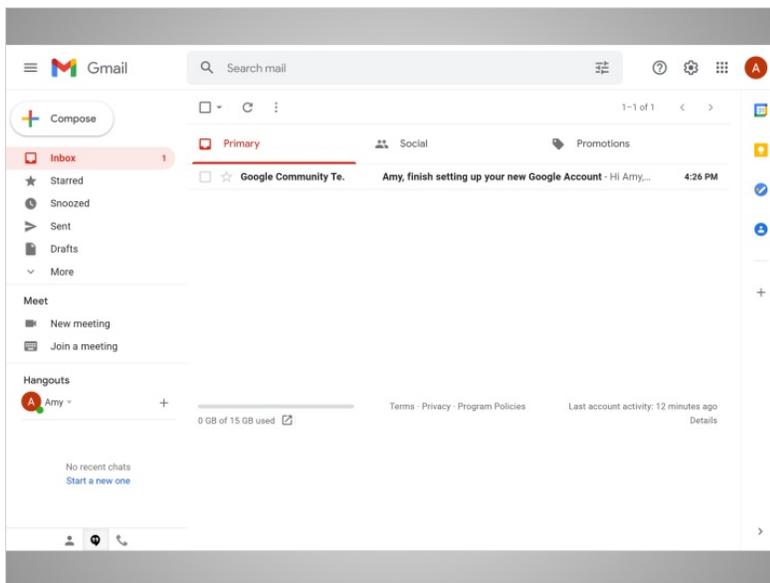
Amy clicks Verify to show she has a working phone number.



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.