Setting up a Gmail Account

There are many free email providers. Two of the most common are Gmail (operated by Google), and Yahoo Mail. You can choose any email that works for you.

This activity will walk you through the current setup process for creating your own Gmail account.

One of the benefits of email is that you can access your email from any computer connected to the internet. To reach the internet and navigate to the Gmail sign in page, you will first need to open an internet browser, such as Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome. These browsers' icons on the desktop will look something like this:

Double-click on a browser icon on the desktop to get started. The examples below were made using Internet Explorer**.**

Go to the Gmail sign in page at http://www.gmail.com by typing "gmail.com" (without quotation marks) into the browser's address bar. Next, click on the **Create an account** button at the top right corner of the page.

> *Address bar* **– from the library homepage, click here and type "gmail.com" to reach the Gmail sign in page.**

> **Click *Create your account* to begin the Gmail setup process.**

> **This is where you will sign in to your email account on future visits to Gmail.**

Once you've clicked on the Create an account button, you will be taken to a new page containing a web form which you will have to fill out to create your account. If you need a refresher on how to fill in a web form, please refer to the **Mousing Tutorial**.

Filling out the form

You will find Google's registration form on the right side of the page. As you fill in information, you will need to scroll down the page to see the rest of the form. Take your time and make sure you fill in all required fields.

Name will be the name that displays when someone receives an email you send. Google prefers legal names, but you can choose initials or an alias if you prefer.

Your username can be any combination of numbers, letters and a few symbols, like periods (.), hyphens (-) or underscores (_), but it cannot contain other symbols or spaces. When you finish typing a username and click on the next box, Google will check to make sure the username you have selected is not already being used. If it is, Google will suggest other usernames for you. Keep trying until you find a username you like that is also unique.

Google will continue to point out any issues it finds as you go along, highlighting problems in red and providing suggestions in popup text boxes.

Your password should contain both letters and numbers, but should be memorable, too.

Birthday and **Gender** are required fields. Birthday confirms that you are old enough to create your own email account. Gender (Male, Female or Other) is used in your Google+ profile, which connects you to Google's social networking and productivity services.

Mobile phone is not a required field, but can be used to retrieve your account information if you forget your username or password.

TIP: Memorize your **username** and **password** or record them in a safe place. You will need both your username and password every time you want to access your Gmail account.

Default homepage – uncheck this box unless you'd like to change the default homepage of the browser you're using.
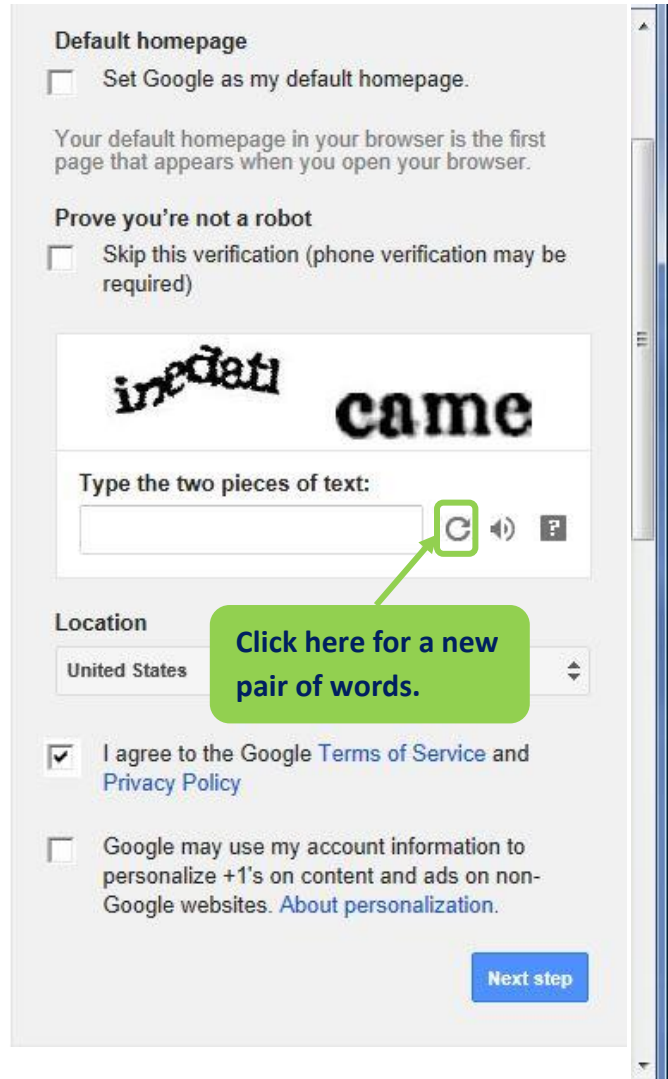
Prove you're not a robot – Google wants to make sure its email accounts are used by people, not computer programs. People are skilled at reading warped text images (called CAPTCHAs), while robots are not. If you're having trouble reading the text, click the refresh button next to the text box until you get a pair of words you can decipher.

Location – choose your country of residence.

Make sure that you check the box next to "**I agree to the Google Terms of Service and Privacy Policy.**" You can click on the links to Terms of Service and Privacy Policy if you'd like to read more.

Finally, decide whether you'd like Google to be able to use your account information to personalize your ad experience online. If you are concerned about internet privacy and want to share as little of your personal information as possible, leave this box unchecked.

Click on **Next step.**

On the following page, you will be prompted to add a profile photo for your Google+ account. This picture will be publicly associated with your Gmail account. Click on **Next step** to skip adding a profile picture for now. This will take you to the Gmail welcome page.

Be sure to record your new email address, then click on **Continue to Gmail** to visit your inbox. Follow the directions on the screen to take Gmail's tour of your new email account.

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