

Creating an Email Account Using Gmail by Google

Using a Mobile Device

Accessing the Internet

- Open a web browser

- Such as:

- Internet Explorer

- Firefox

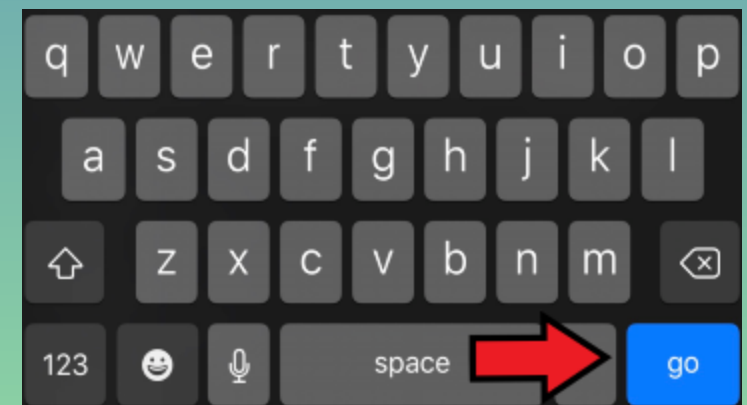
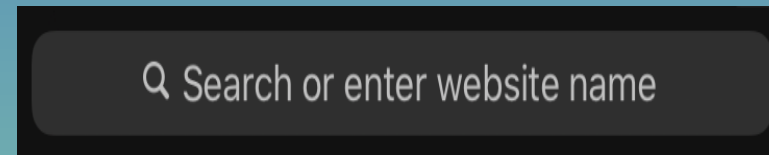
- Safari

- Google Chrome

- etc.

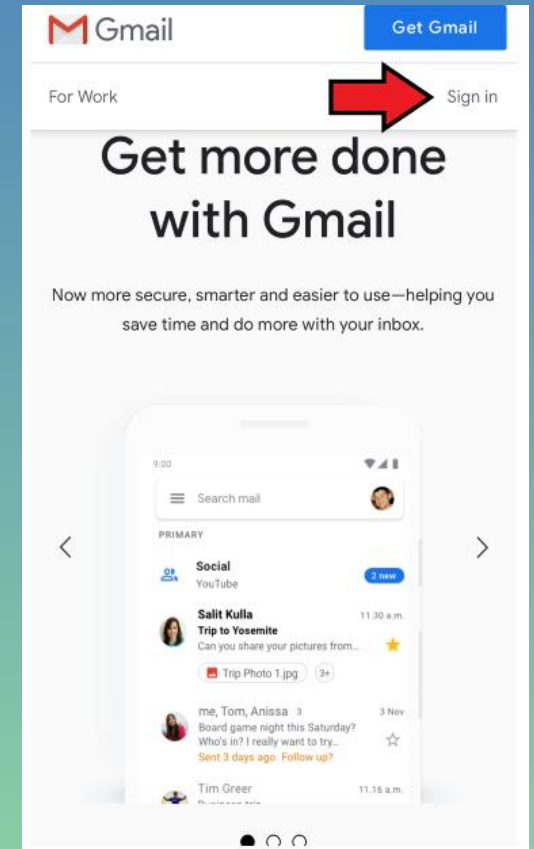
Locating Gmail

- Go to the search bar
- Type www.gmail.com
- Press the Go or Arrow button



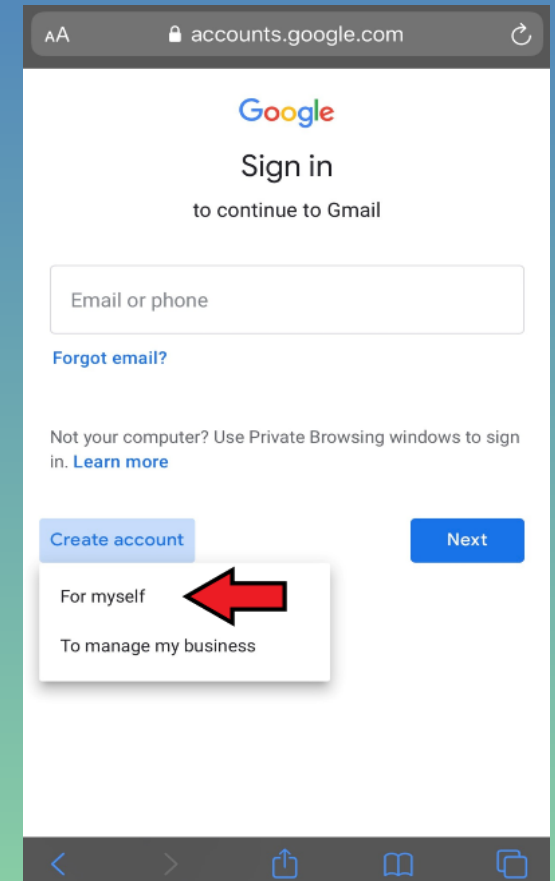
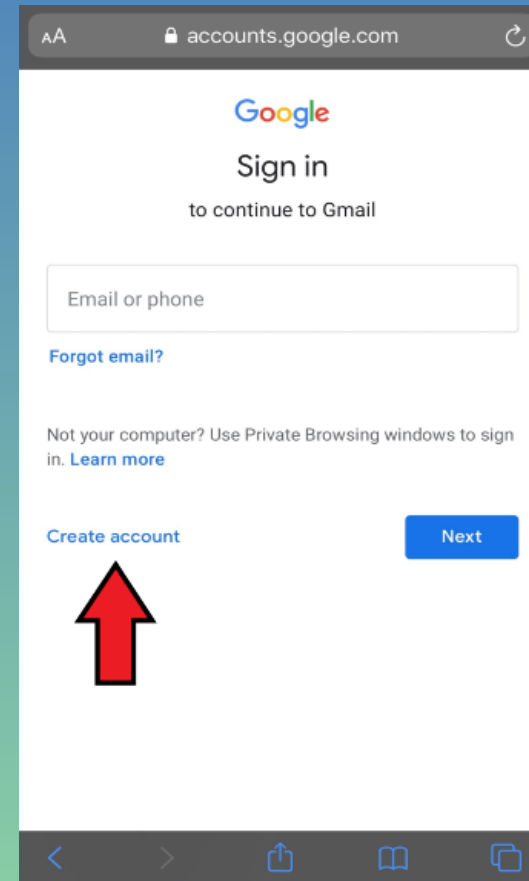
Creating an Account

➤ Click Sign in to create account



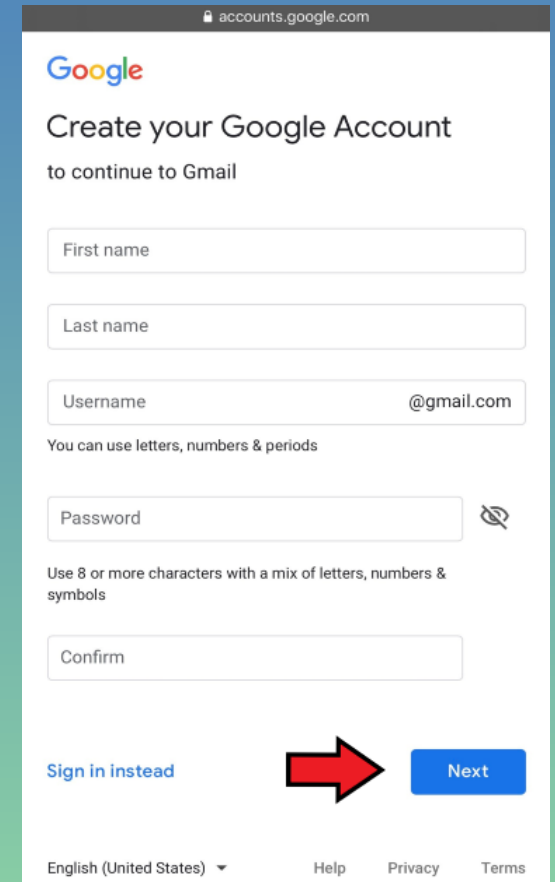
Creating an Account (continued)

- Click Create account
- Click For myself



Creating an Account (continued)

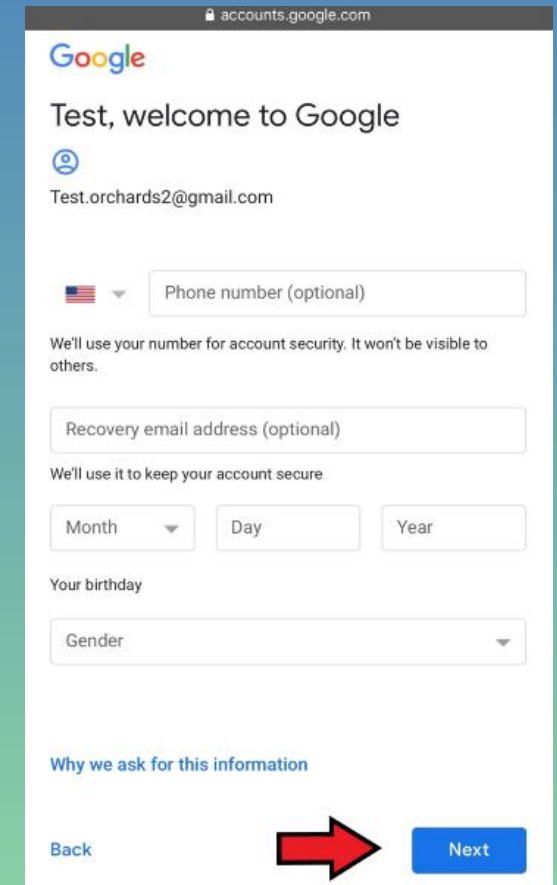
- Enter your information in the boxes
- Click Next



The screenshot shows the Google Account creation page on accounts.google.com. The page title is "Create your Google Account to continue to Gmail". It features several input fields: "First name", "Last name", "Username" (with "@gmail.com" as a placeholder), "Password" (with a visibility icon), and "Confirm". Below the password field, there is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom, there is a "Sign in instead" link and a blue "Next" button, which is highlighted with a red arrow. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

Creating an Account (continued)

- Enter additional information in the boxes
- Click Next



The screenshot shows the Google account creation interface. At the top, the Google logo is visible, followed by the text "Test, welcome to Google" and the email address "Test.orchards2@gmail.com". Below this, there is a section for "Phone number (optional)" with a dropdown menu for country selection (currently showing the US flag) and a text input field. A note states: "We'll use your number for account security. It won't be visible to others." Below the phone number section is a "Recovery email address (optional)" text input field. A note states: "We'll use it to keep your account secure". The "Your birthday" section includes three input fields for "Month", "Day", and "Year". Below this is a "Gender" dropdown menu. At the bottom, there is a link for "Why we ask for this information". The "Next" button is highlighted with a red arrow, and a "Back" button is also visible.

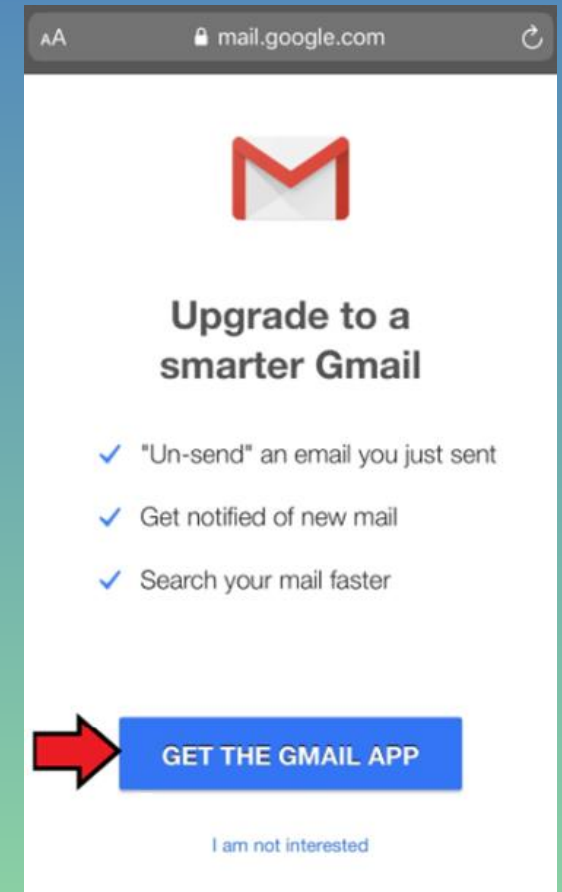
Creating an Account (continued)

- Read the Privacy and Terms
 - Scroll to the bottom of the page
- Click I agree



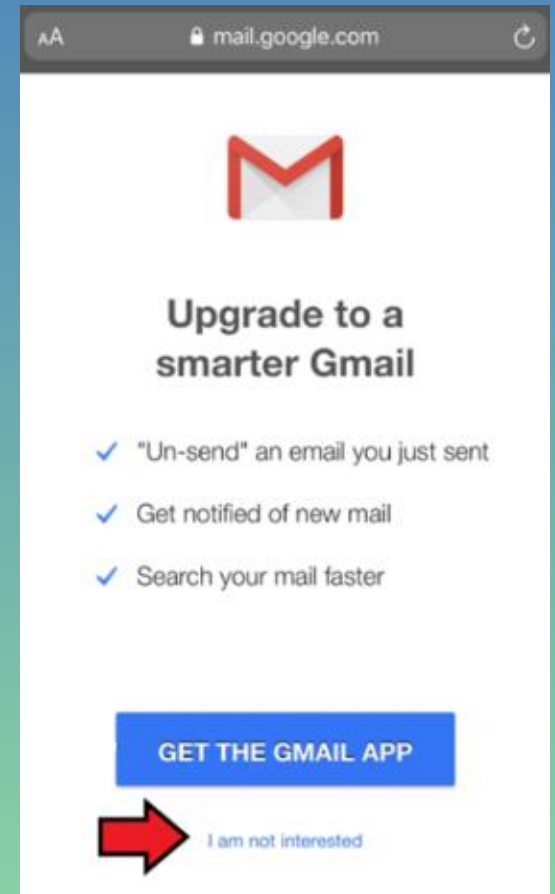
Creating an Account (continued)

- To get the Gmail Application
 - Click GET THE GMAIL APP
 - Will be taken to application store
 - Download the Application

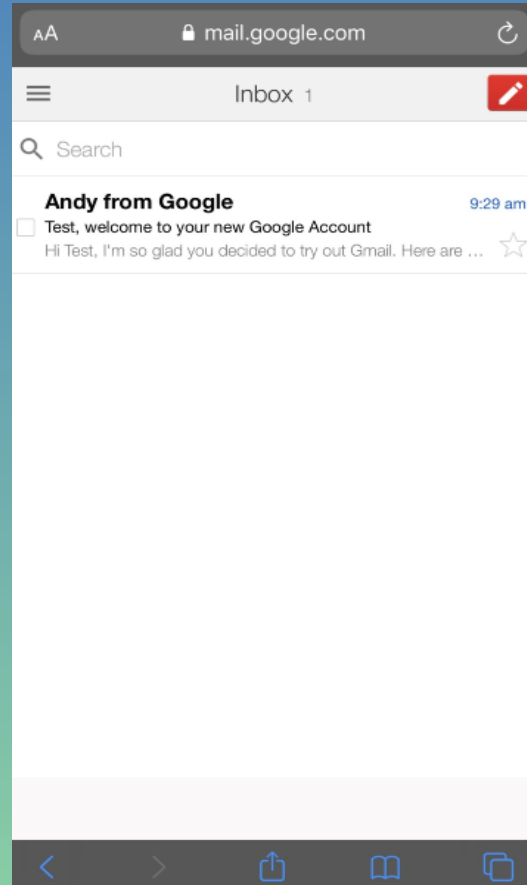


Creating an Account (continued)

- To not get the Gmail Application
 - Click I am not interested



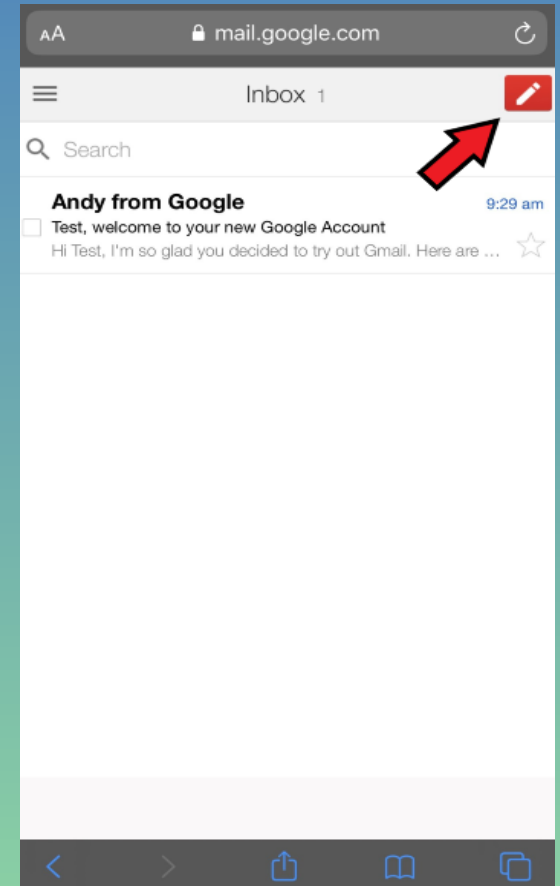
Main/Inbox Screen



Sending/Receiving/Replying to Emails

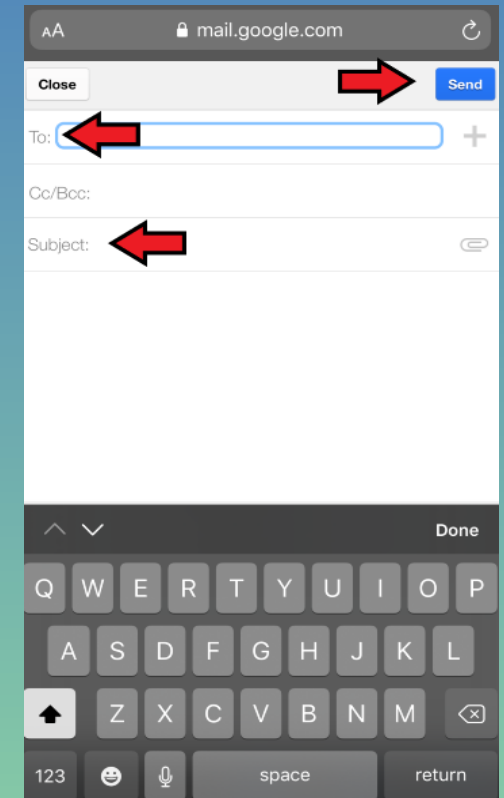
Sending an Email

- On Inbox screen
 - Click Compose button



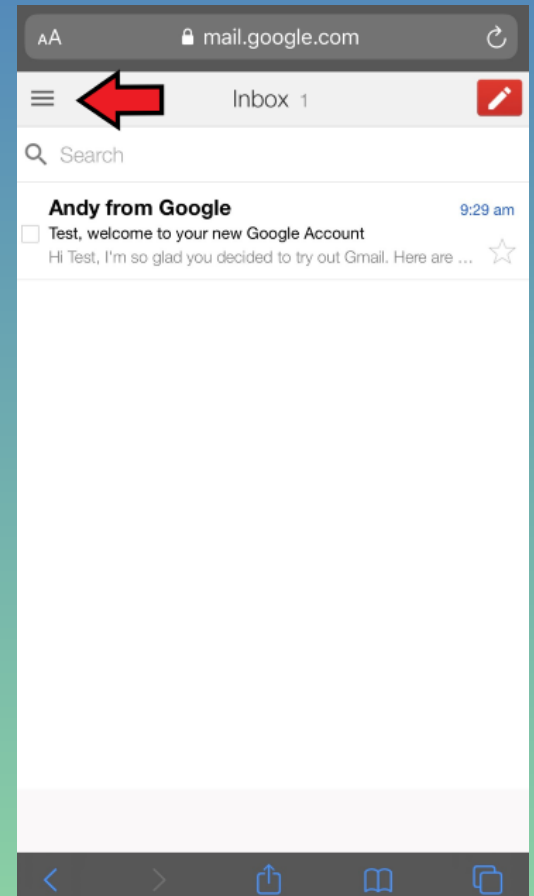
Sending an Email (continued)

- New message screen will appear
- Fill in the boxes
 - To –Address email will be sent to
 - Subject –Title of email
 - Enter message below Subject box
- Click Send



Viewing Sent Emails

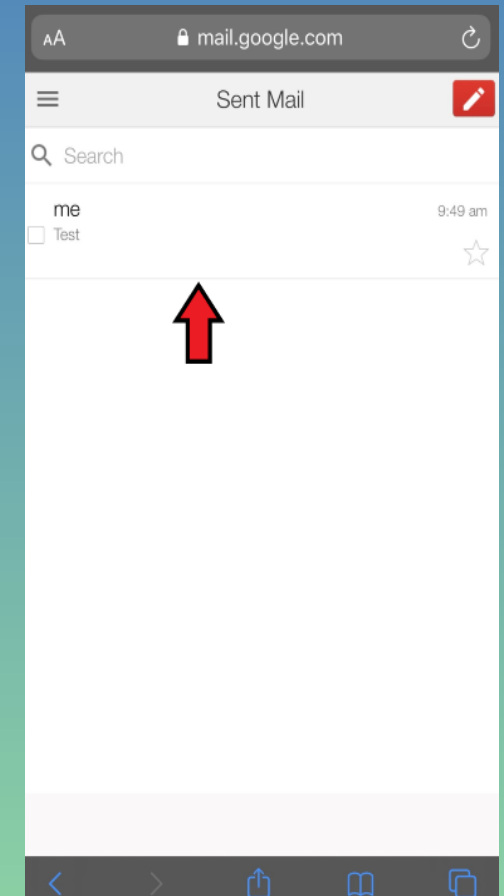
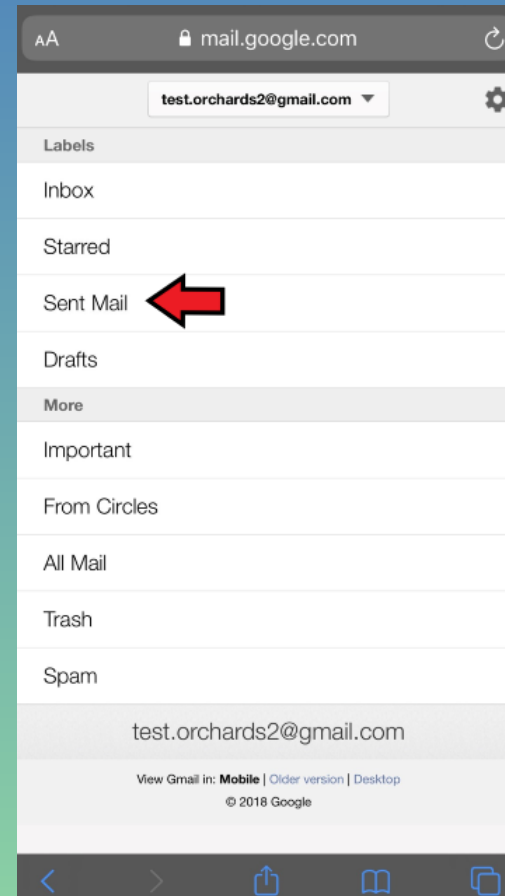
➤ Click Menu button on Inbox screen



Viewing Sent Emails (continued)

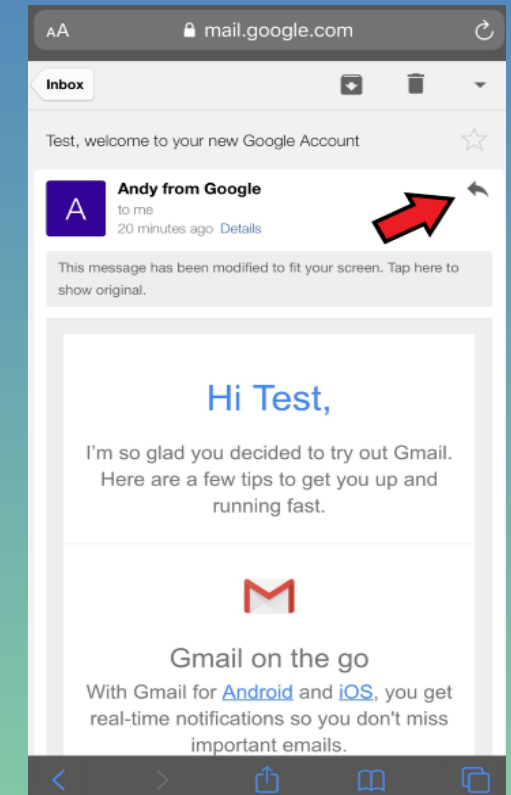
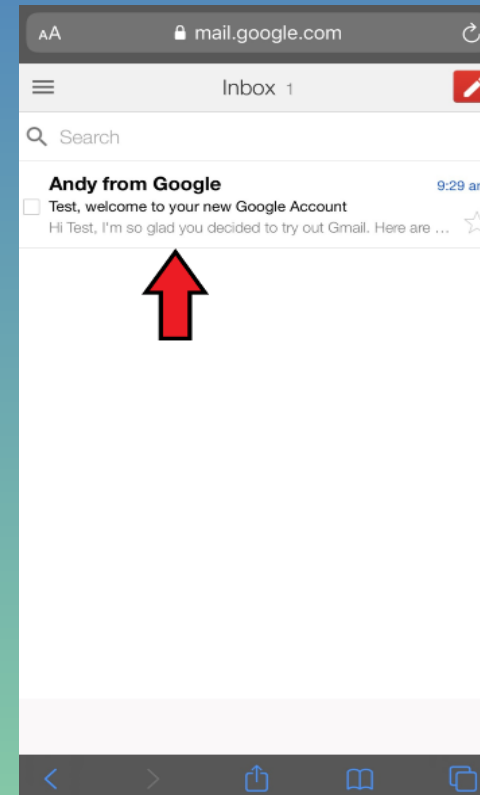
➤ Click Sent Mail

➤ Click on the sent email



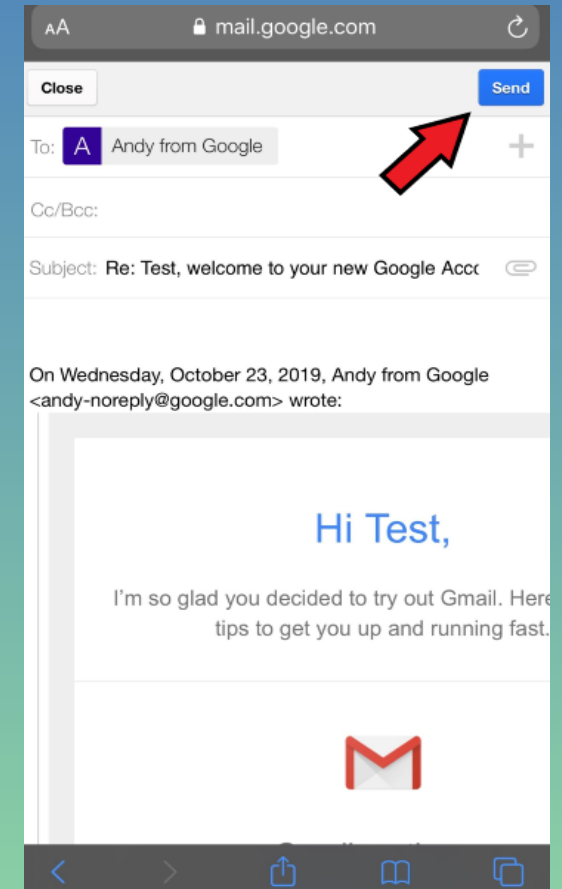
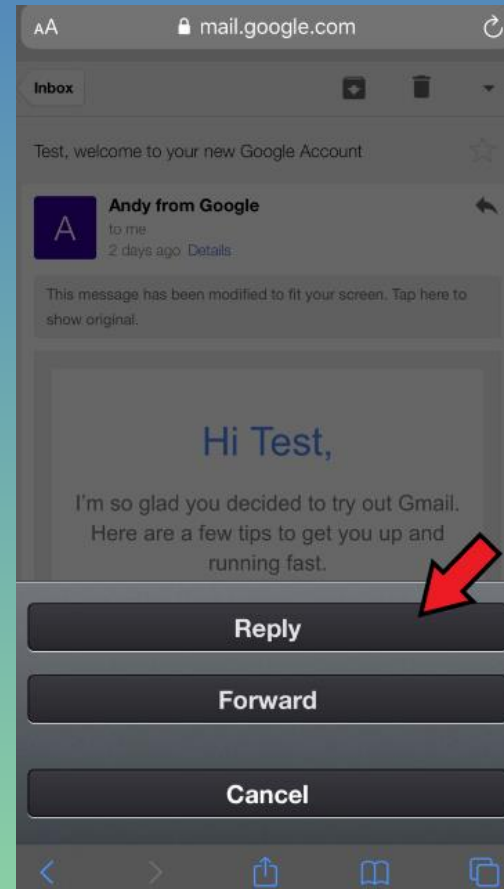
Viewing/Replying to an Email

- Viewing an email in your inbox
 - Click on an email
 - The message will open
- While viewing the message
 - Click Reply button shown by arrow



Viewing/Replying to an Email (continued)

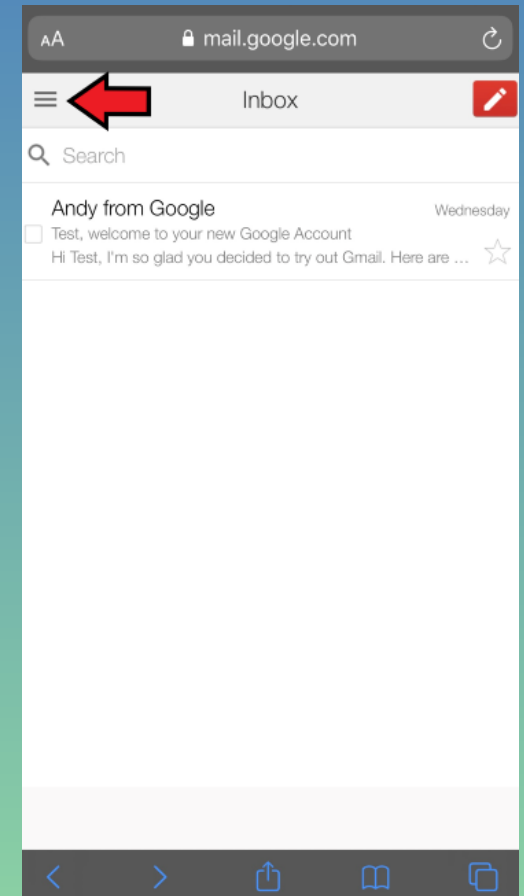
- Click on Reply
 - Type your message
- Click Send



Logging In and Out of Gmail

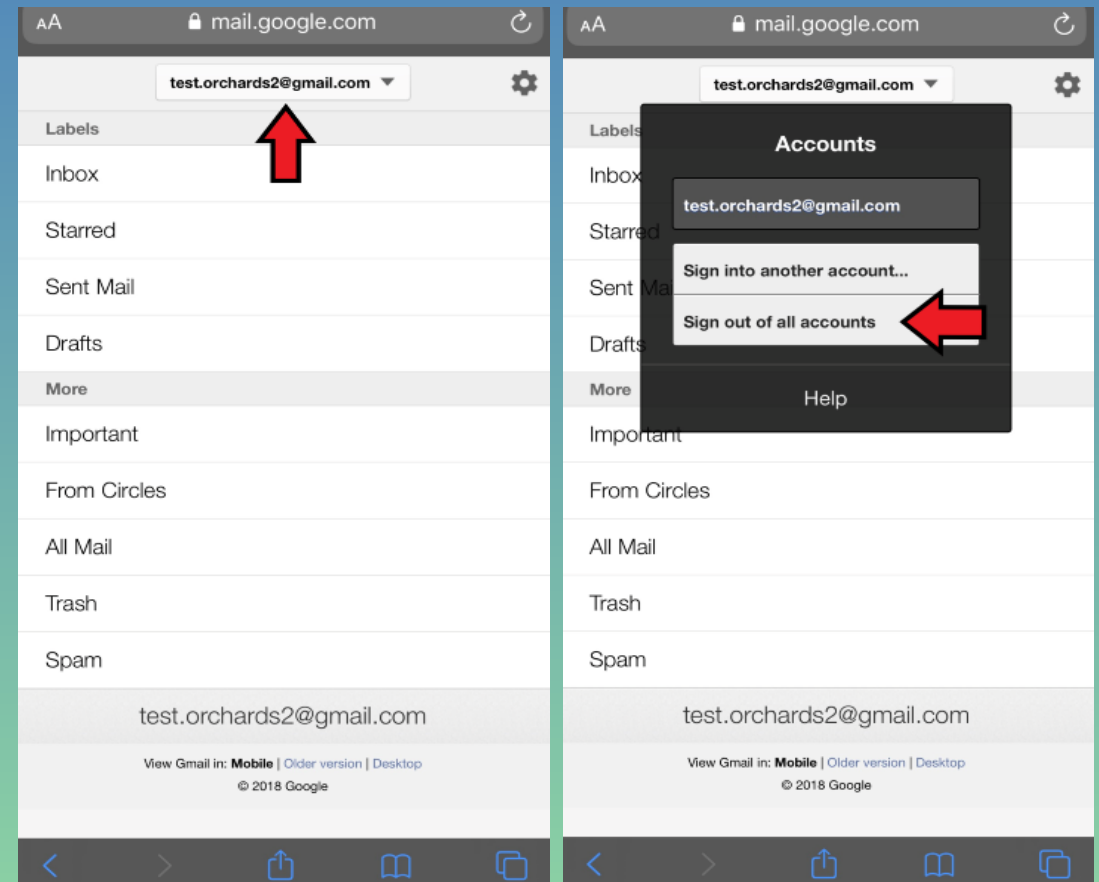
Logging Out of Gmail

- Click the Menu button



Logging out of Gmail (continued)

- Click on email address drop-down
- Click Sign out of all accounts



Logging In-After Account was Created

- Go to www.gmail.com
- Click on your email account
- Enter your password
- Click Next
 - This takes you to your Inbox

