Creating an Email Account Using Gmail by Google
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 Enter key
Creating an Account

➢ Click Create an account
Creating an Account (continued)

➢ Enter your information in the boxes
➢ Click Next
Creating an Account (continued)

- Enter your phone number
- Click Next
Creating an Account (continued)

➢ Devices that **can** receive text messages
  ➢ A code will be sent to you
  ➢ Enter the code in the box
➢ Click Verify
Creating an Account (continued)

➢ Devices that cannot receive text messages
  ➢ Click Call instead
    ➢ Will receive automated call with code
    ➢ Enter the code in the box
  ➢ Click Verify
Creating an Account (continued)

- Enter your information in the boxes
- Click Next
Creating an Account (continued)

- Adding phone number to account
  - Click Yes, I’m in
- Not adding phone number to account
  - Click Skip
Creating an Account (continued)

➢ Read the Privacy and Terms
➢ Click I agree
Creating an Account (continued)

➢ Click Next
Creating an Account (continued)

➢ Choose a view
➢ Click OK
Main/Inbox Screen
Sending/Receiving/Replying to Emails
Sending an Email

➢ On Inbox screen
  ➢ Click Compose button
Sending an Email (continued)

➢ New Message box 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 Sent from Inbox screen
  ➢ Sent box screen will appear
  ➢ Select an email to view
Receiving an Email

- Emails appear in your Inbox
- Click the email to view
Replying to an Email

➢ While viewing an email
  ➢ Click the Reply button shown below
Replied to an Email (continued)

➢ The message box will appear
  ➢ Type your message
➢ Click Send
Logging In and Out of Gmail
Logging Out of Gmail

➢ Click the circle below
➢ Contains first initial of account name
Logging Out of Gmail (continued)

➢ The box below will appear
➢ Click Sign out
Logging In - After Account was Created

➢ Go to www.gmail.com
➢ Click on your account
Logging In - After Account was Created (continued)

➢ Enter your password
➢ Click Next
   ➢ This takes you to your Inbox