

Creating an Email Account Using Gmail by Google

Using a Mobile Device

Accessing the Internet

- Open a web browser

- Such as:

- Internet Explorer

- Firefox

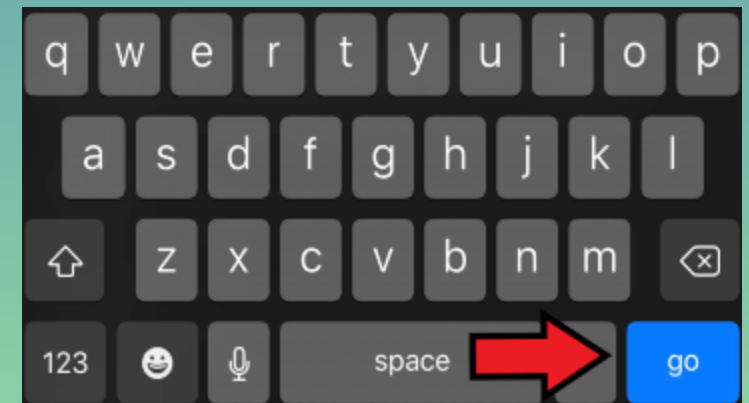
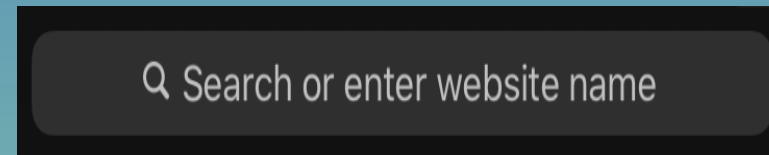
- Safari

- Google Chrome

- etc.

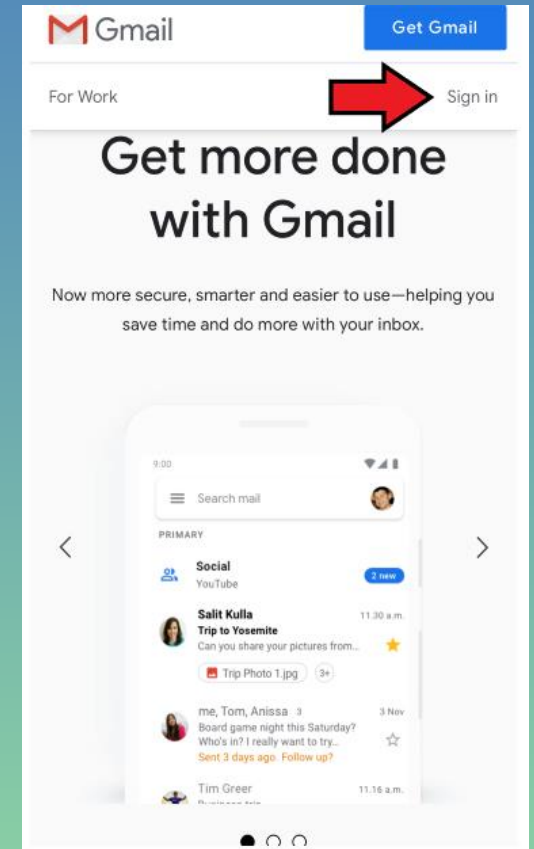
Locating Gmail

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



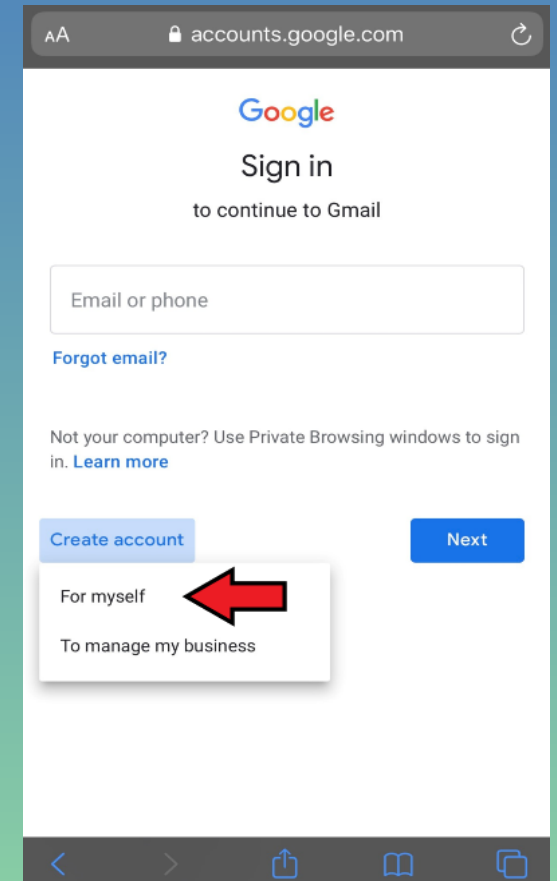
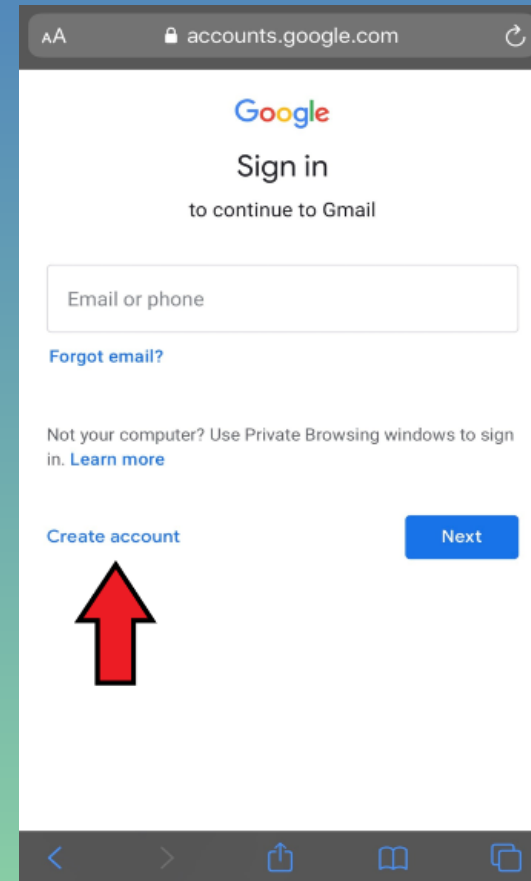
Creating an Account

➤ Click Sign in to create account



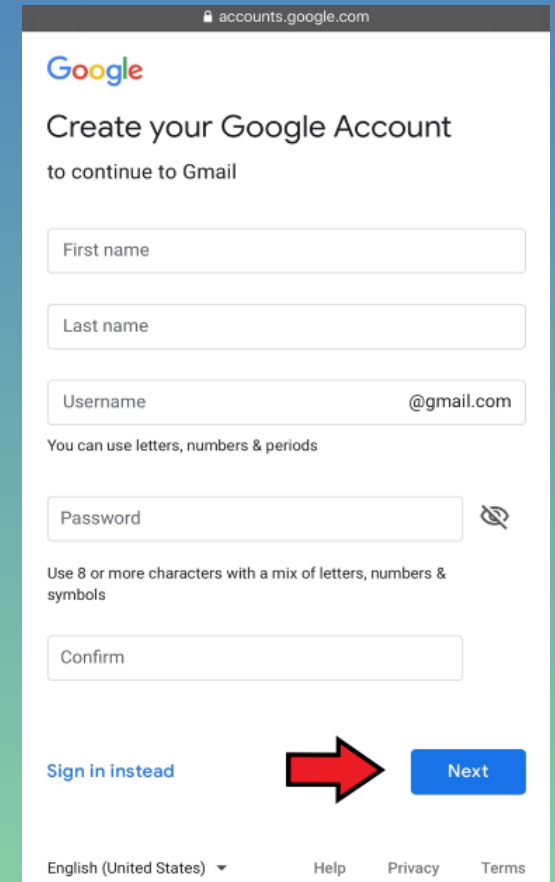
Creating an Account (continued)

- 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 at accounts.google.com. The page has a white background with a dark header bar at the top containing the URL. The Google logo is at the top left, followed by the heading 'Create your Google Account to continue to Gmail'. Below this are five input fields: 'First name', 'Last name', 'Username' (with a placeholder '@gmail.com'), 'Password', and 'Confirm'. A note below the username field states 'You can use letters, numbers & periods'. To the right of the password field is an eye icon. Below the password field, a note says 'Use 8 or more characters with a mix of letters, numbers & symbols'. At the bottom left is a link 'Sign in instead'. At the bottom right is a blue 'Next' button, which is highlighted by a large red arrow. The footer contains a language dropdown set to 'English (United States)', and links for 'Help', 'Privacy', and 'Terms'.

accounts.google.com

Google

Create your Google Account
to continue to Gmail

First name

Last name


Username @gmail.com

You can use letters, numbers & periods

Password

Use 8 or more characters with a mix of letters, numbers & symbols

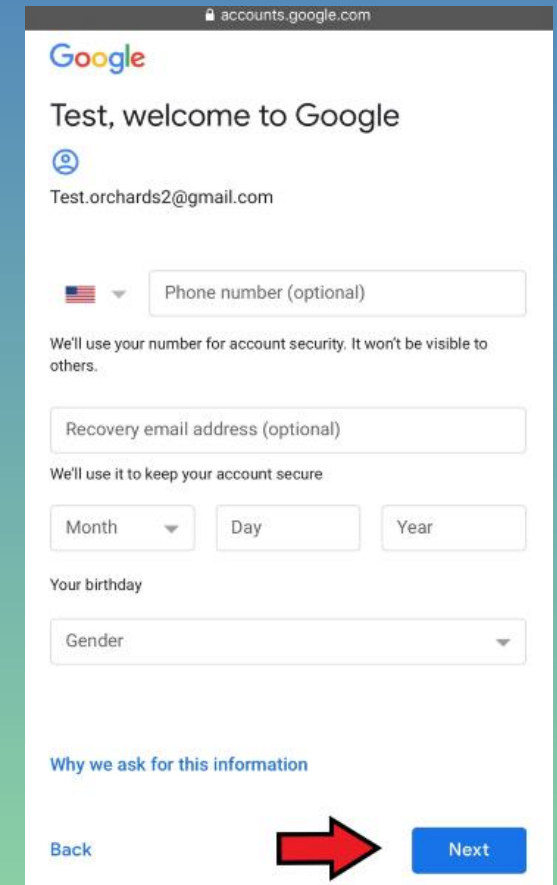
Confirm

[Sign in instead](#)  [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [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 browser address bar displays 'accounts.google.com'. The Google logo is in the top left. Below it, the text 'Test, welcome to Google' is followed by a profile icon and the email 'Test.orchards2@gmail.com'. There are several input fields: a phone number field with a US flag dropdown and the label 'Phone number (optional)'; a recovery email address field with the label 'Recovery email address (optional)'; a birthday section with 'Month', 'Day', and 'Year' dropdowns; and a gender dropdown. A link 'Why we ask for this information' is present. At the bottom, there is a 'Back' link, a large red arrow pointing right, and a blue 'Next' button.

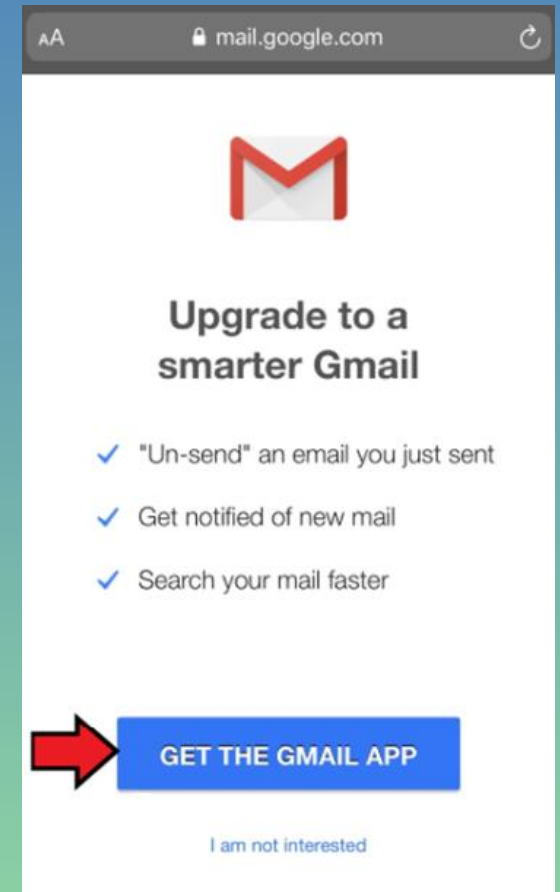
Creating an Account (continued)

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



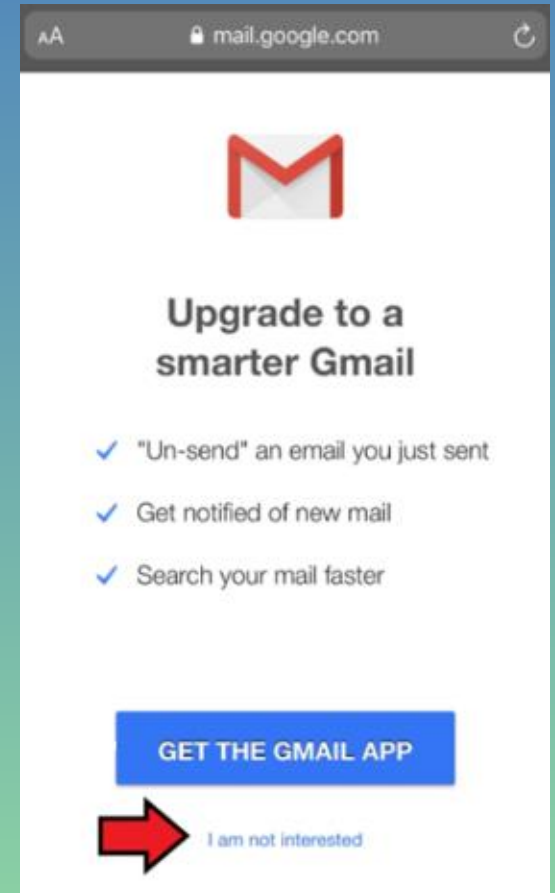
Creating an Account (continued)

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

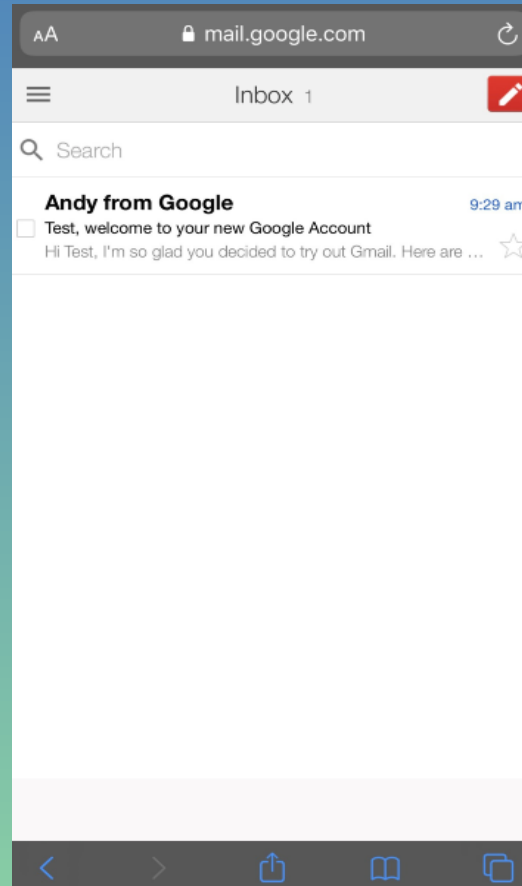


Creating an Account (continued)

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



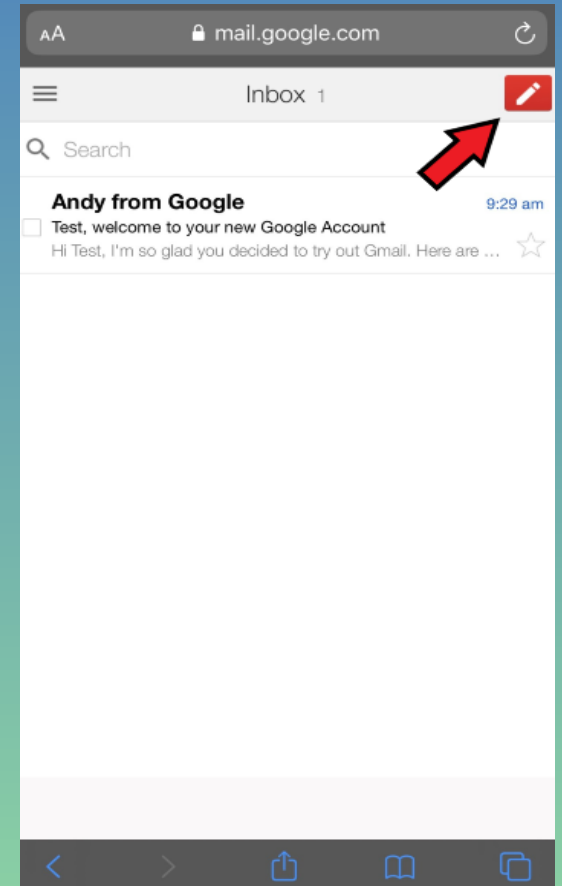
Main/Inbox Screen



Sending/Receiving/Replying to Emails

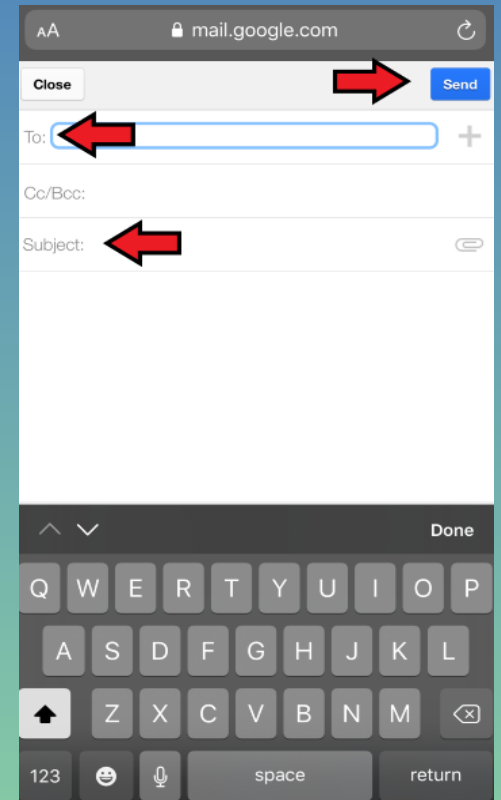
Sending an Email

- On Inbox screen
 - Click Compose button



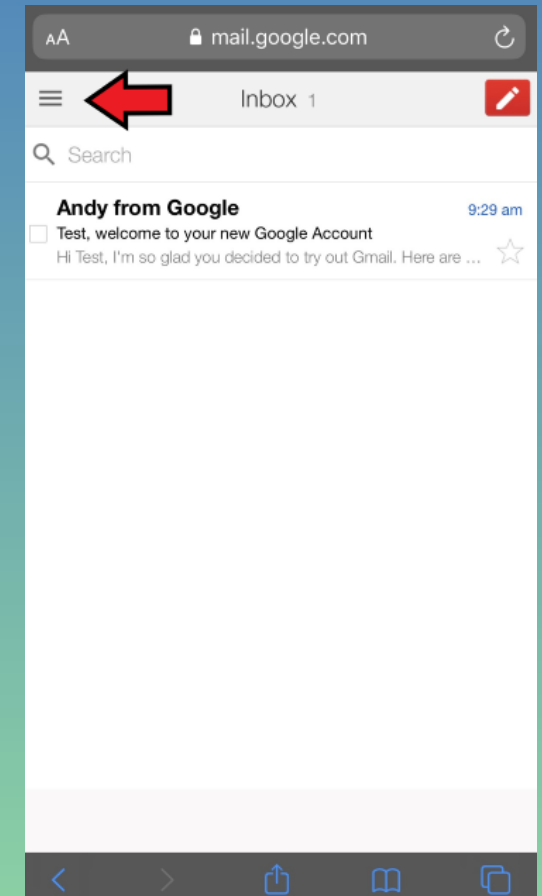
Sending an Email (continued)

- 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

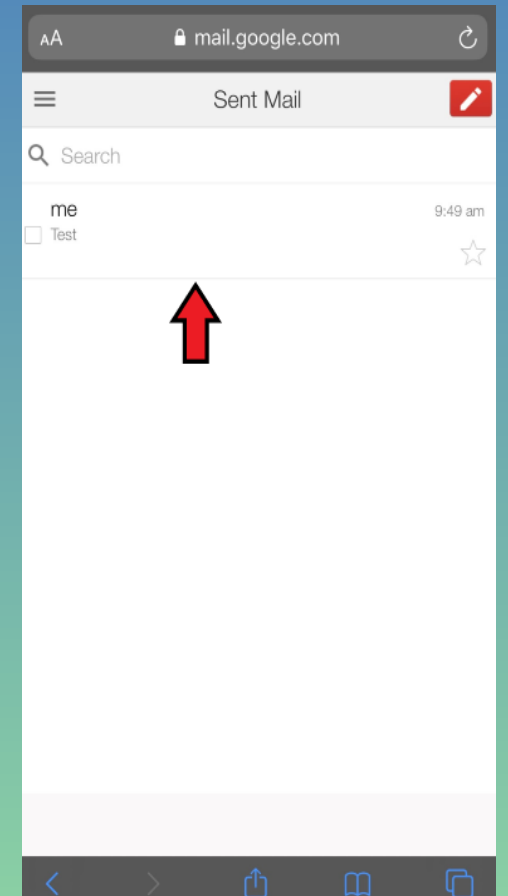
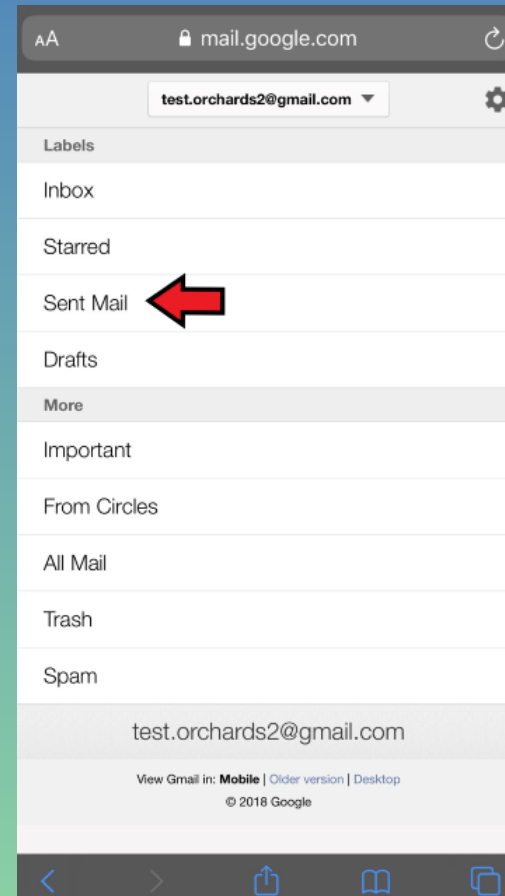
➤ Click Menu button on Inbox screen



Viewing Sent Emails (continued)

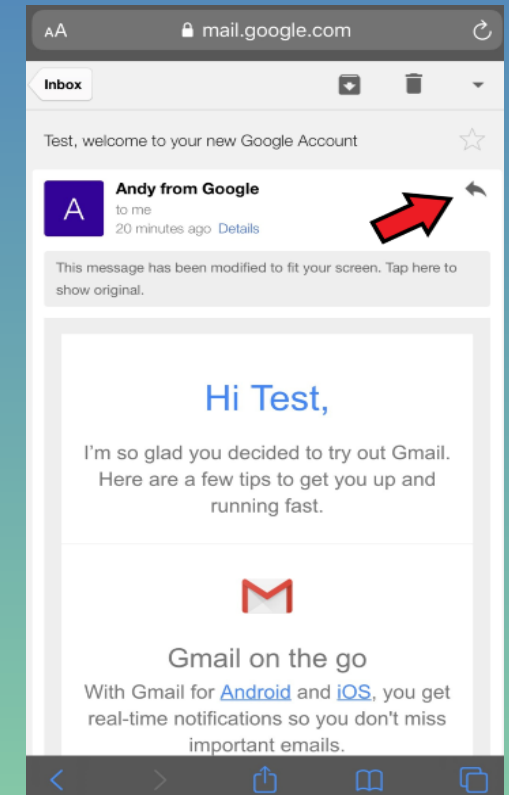
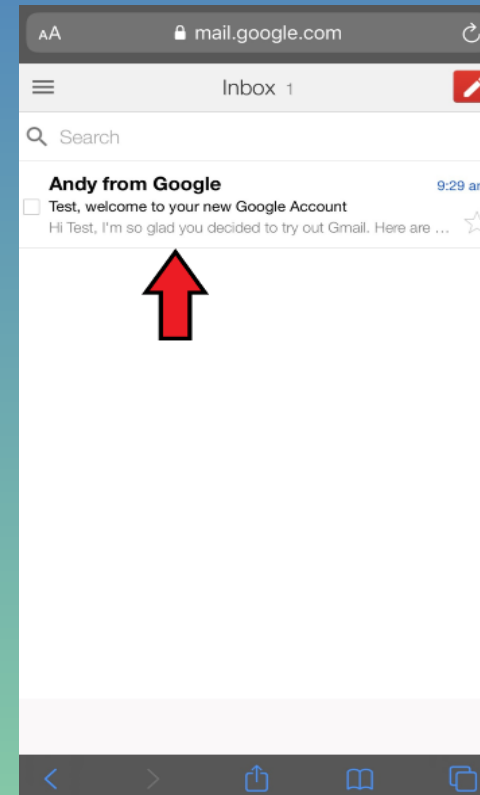
➤ Click Sent Mail

➤ Click on the sent email



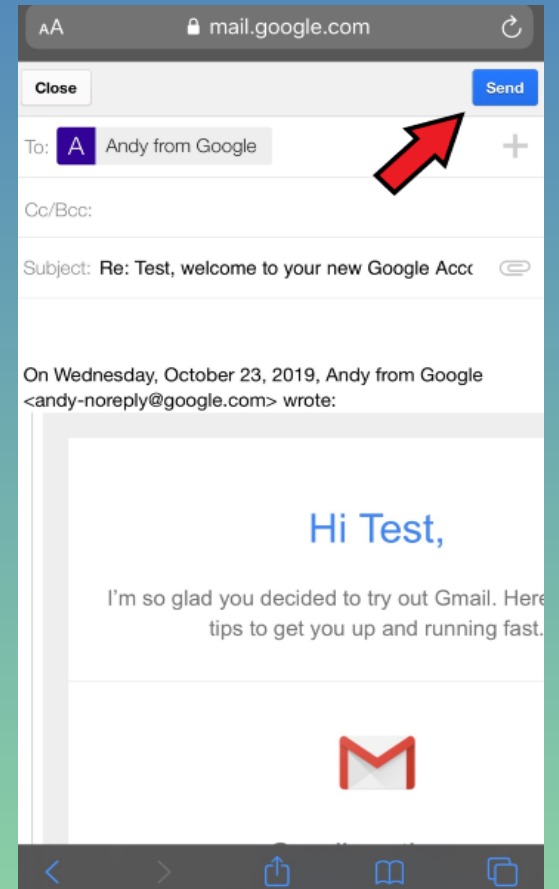
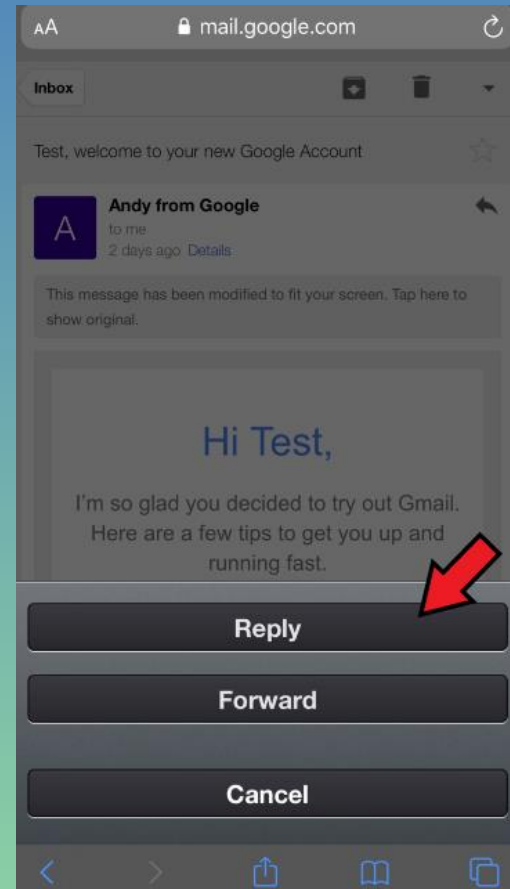
Viewing/Replying to an Email

- 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)

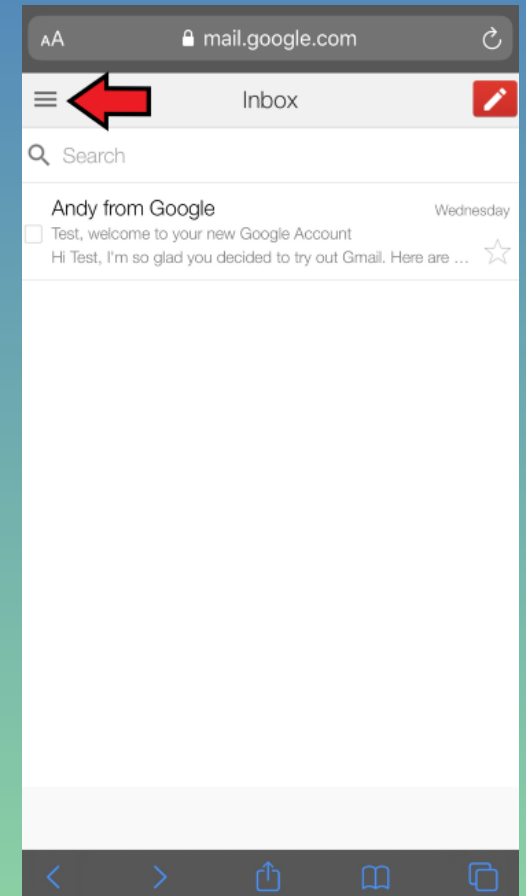
- Click on Reply
 - Type your message
- Click Send



Logging In and Out of Gmail

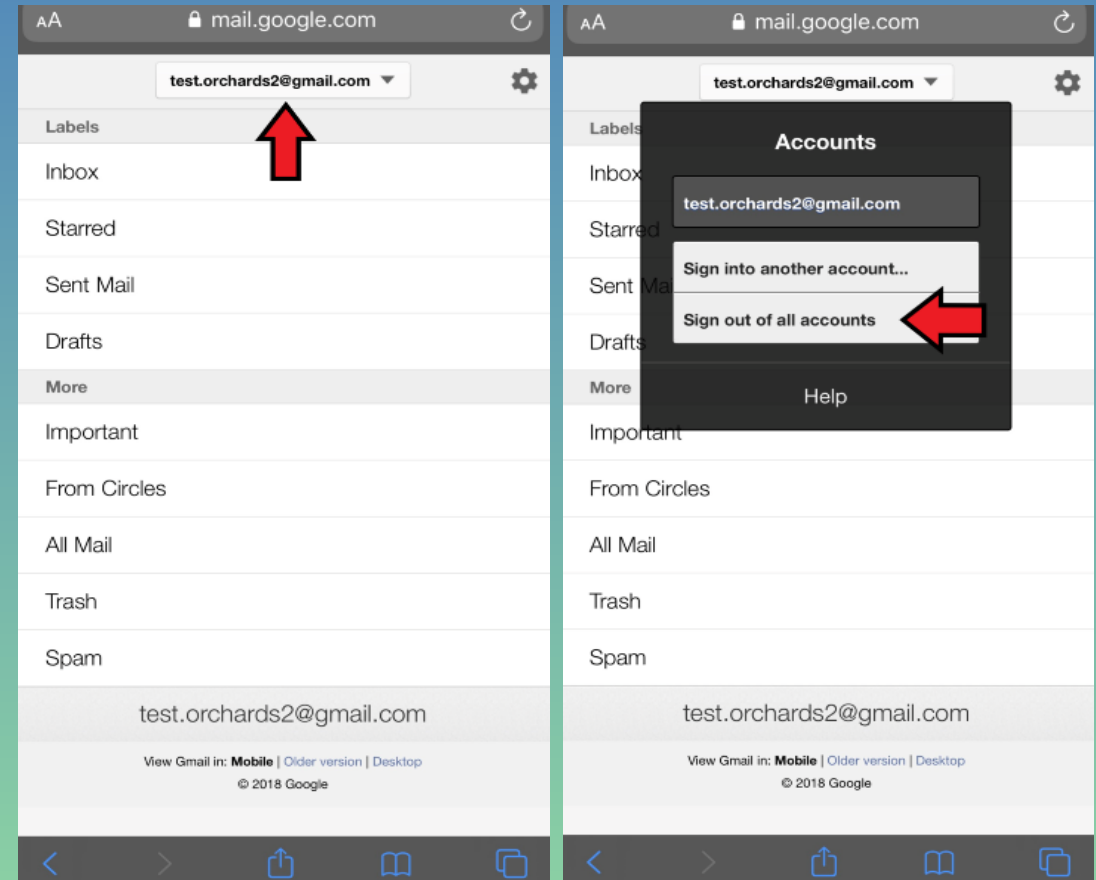
Logging Out of Gmail

- 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

