

Creating an Email Account Using Gmail by Google

Accessing the Internet

- Open a web browser

- Such as:

- Internet Explorer

- Firefox

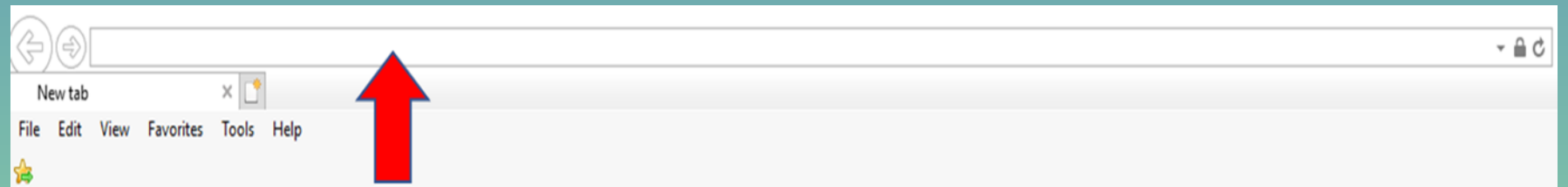
- Safari

- 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

Get more done with Gmail

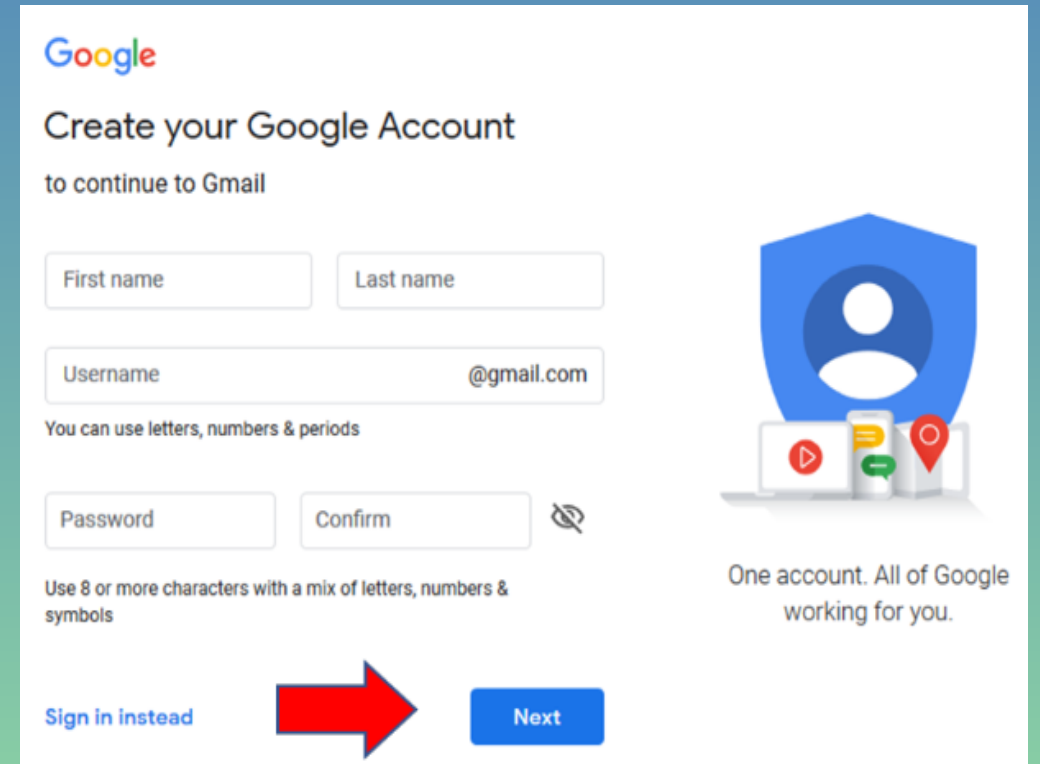
Now more secure, smarter and easier to use—helping you save time and do more with your inbox.

Create an account



Creating an Account (continued)

- Enter your information in the boxes
- Click Next



The screenshot shows the Google Account creation interface. At the top is the Google logo. Below it, the text reads "Create your Google Account to continue to Gmail". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" as a placeholder), "Password", and "Confirm" (with an eye icon for toggling visibility). A note states "You can use letters, numbers & periods". At the bottom left, there is a link "Sign in instead" and a large red arrow pointing to a blue "Next" button. On the right side, there is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. The text "One account. All of Google working for you." is positioned at the bottom right.

Google

Create your Google Account
to continue to Gmail

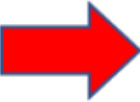
First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

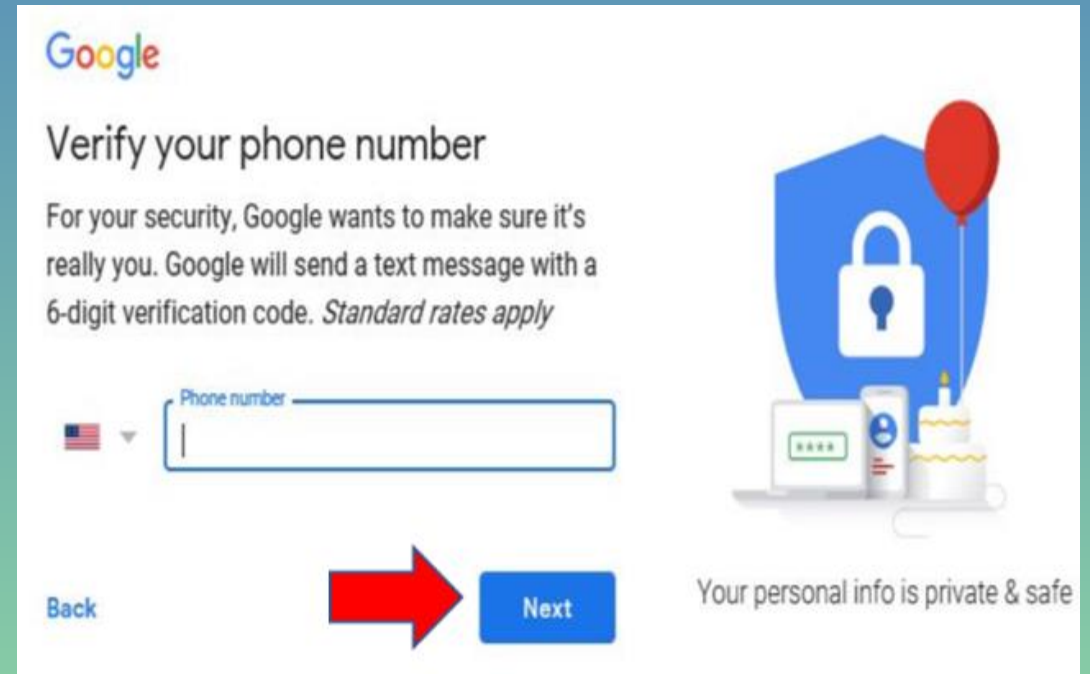
Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead  Next

One account. All of Google working for you.

Creating an Account (continued)

- Enter your phone number
- Click Next




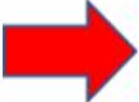
The image shows a Google account verification screen. At the top left is the Google logo. Below it, the heading "Verify your phone number" is displayed. A paragraph of text explains that Google wants to ensure the user's security by sending a 6-digit verification code via text message, with a note that standard rates apply. Below this text is a form consisting of a small US flag icon and a dropdown arrow, followed by a text input field labeled "Phone number". At the bottom left, there is a "Back" link. In the center, a large red arrow points to a blue "Next" button. On the right side of the screen, there is an illustration featuring a blue shield with a white padlock, a red balloon, a laptop displaying a green checkmark, a smartphone, and a birthday cake with a single candle. Below this illustration, the text "Your personal info is private & safe" is written.


Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

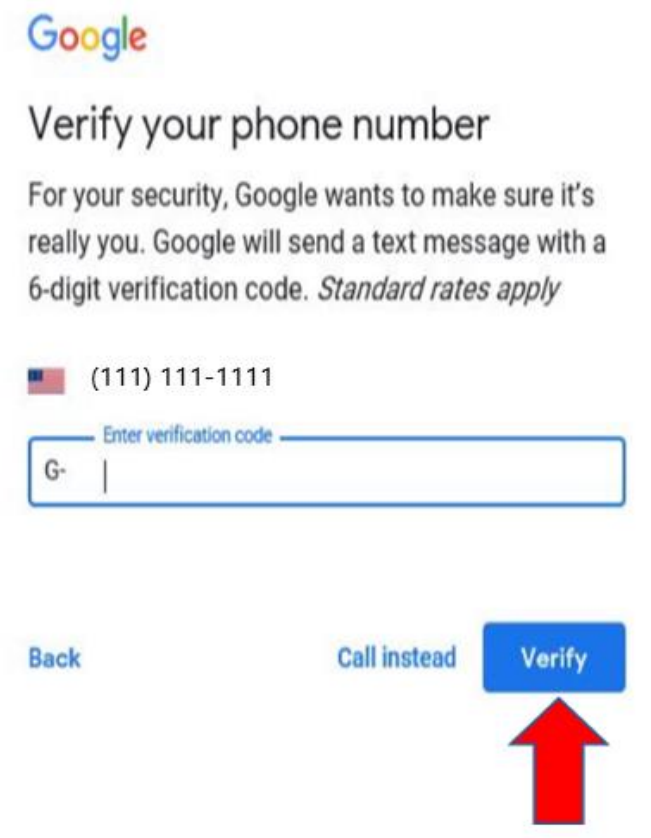
 Phone number

[Back](#)  [Next](#)

 Your personal info is private & safe

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




The image shows a Google account verification screen. At the top is the Google logo. Below it is the heading "Verify your phone number". A paragraph explains that Google wants to ensure security by sending a 6-digit verification code via text message, with a note that standard rates apply. Below this text is a phone number field showing a US flag icon and the number "(111) 111-1111". Underneath the phone number is a text input field with the placeholder text "Enter verification code" and a "G-" label on the left. At the bottom of the screen are three buttons: "Back", "Call instead", and "Verify". A large red arrow points directly to the "Verify" button.

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 (111) 111-1111

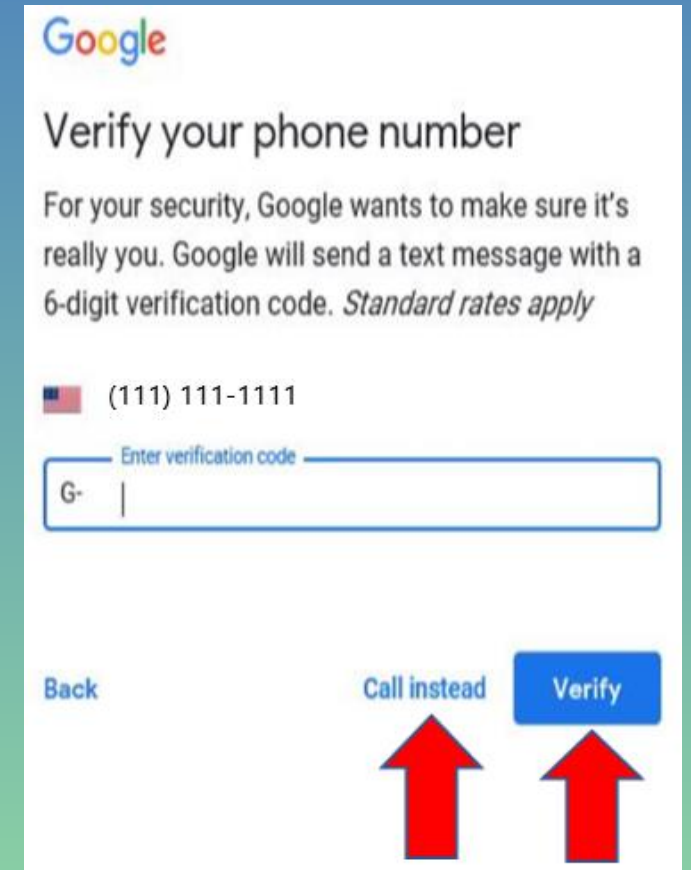
Enter verification code

G-

[Back](#) [Call instead](#) [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



Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 (111) 111-1111

Enter verification code

G- |

Back

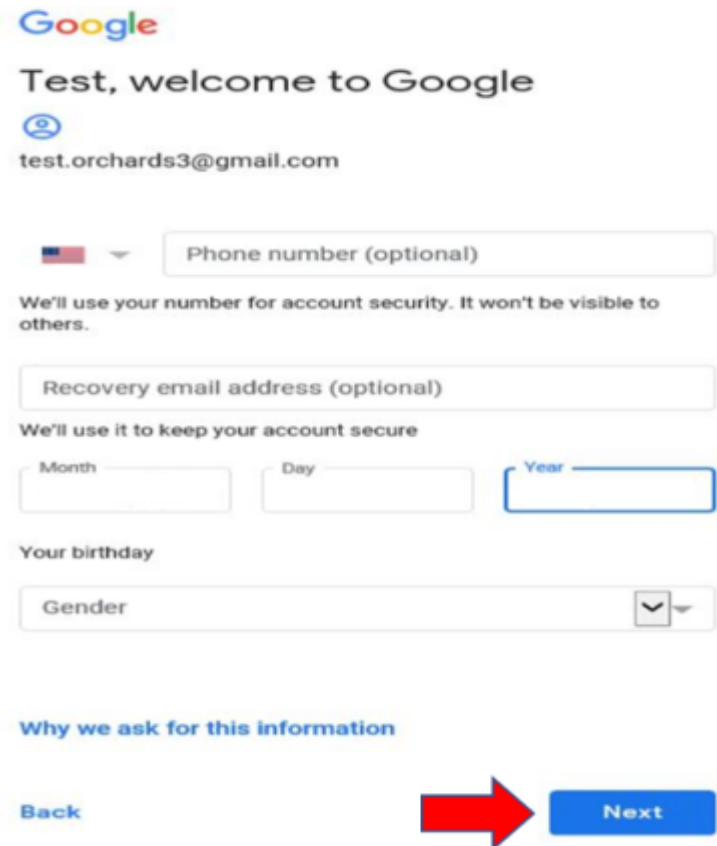
Call instead

Verify

The screenshot shows the Google account verification interface. At the bottom, there are three buttons: 'Back', 'Call instead', and 'Verify'. Two large red arrows are drawn over the 'Call instead' and 'Verify' buttons, pointing upwards towards them, indicating the recommended actions for devices that cannot receive text messages.


Creating an Account (continued)


- Enter your information in the boxes
- Click Next



Google

Test, welcome to Google

 test.orchards3@gmail.com

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)


We'll use it to keep your account secure

Month Day Year

Your birthday

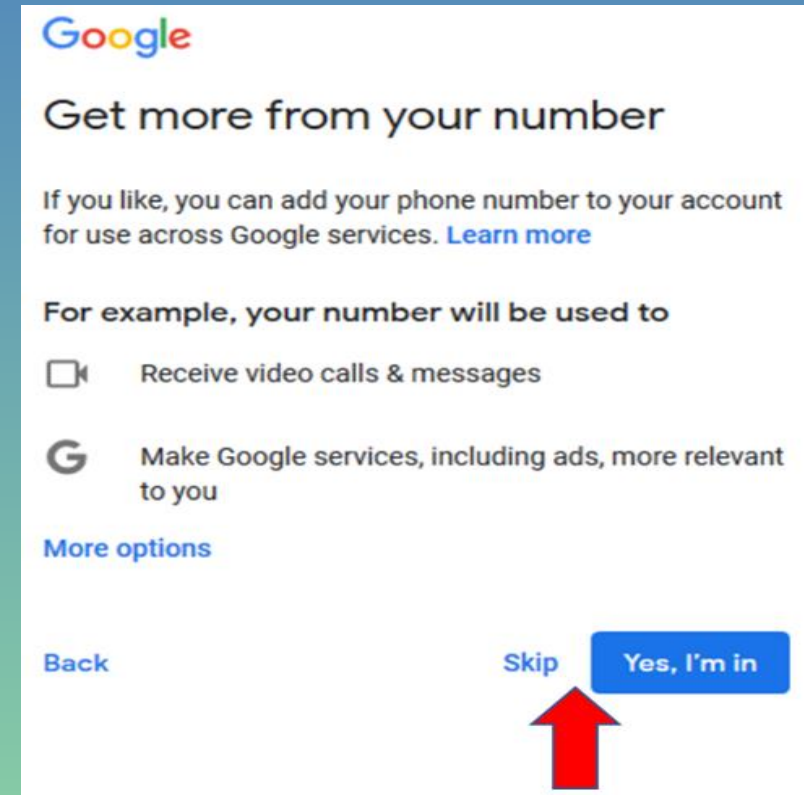
Gender

[Why we ask for this information](#)

[Back](#)  [Next](#)

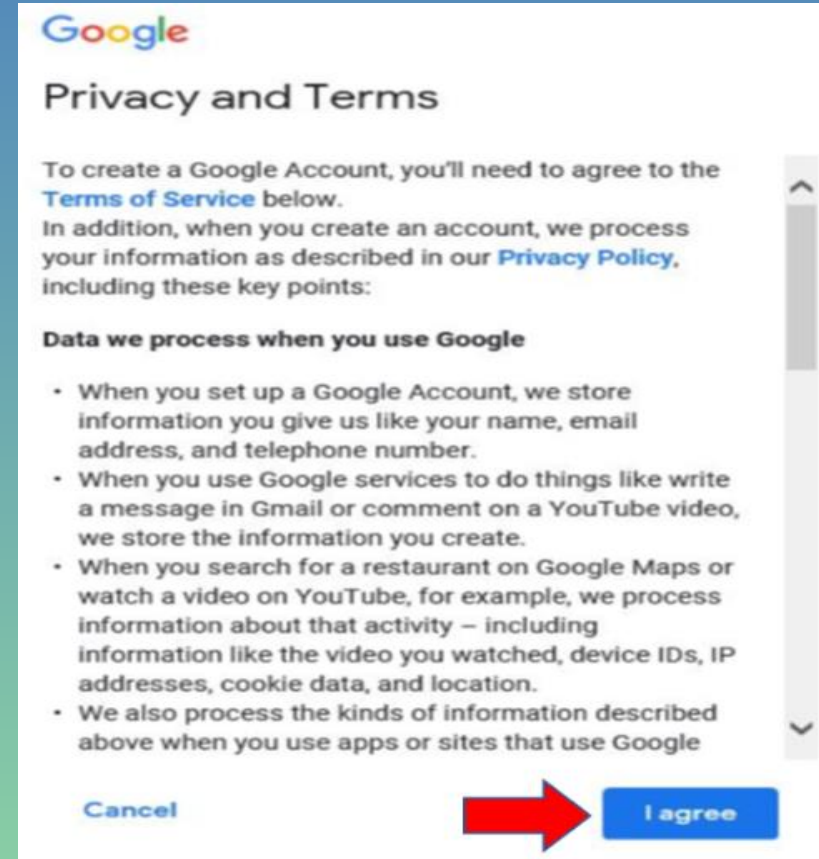
Creating an Account (continued)

- 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



The screenshot shows the Google 'Privacy and Terms' page. At the top is the Google logo. Below it, the title 'Privacy and Terms' is displayed. The main text explains that creating a Google Account requires agreement to the 'Terms of Service' and that Google processes user information as described in the 'Privacy Policy'. A section titled 'Data we process when you use Google' contains a bulleted list of data processing activities. At the bottom, there are two buttons: 'Cancel' and 'I agree'. A large red arrow points to the 'I agree' button. A vertical scrollbar is visible on the right side of the page.


Google

Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.
In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

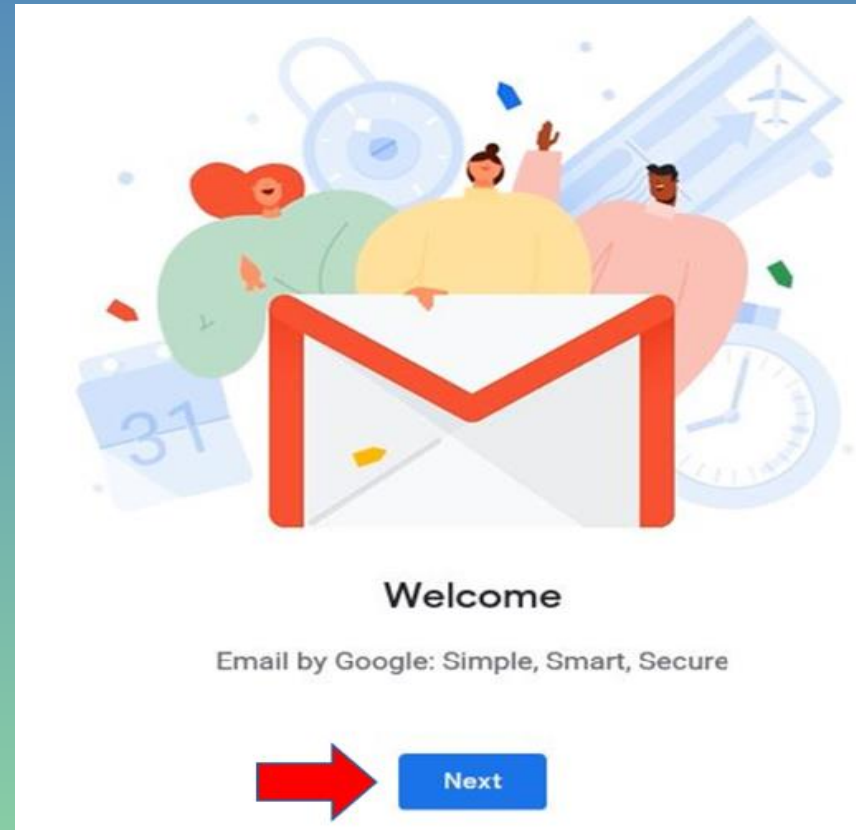
Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google

[Cancel](#)  [I agree](#)

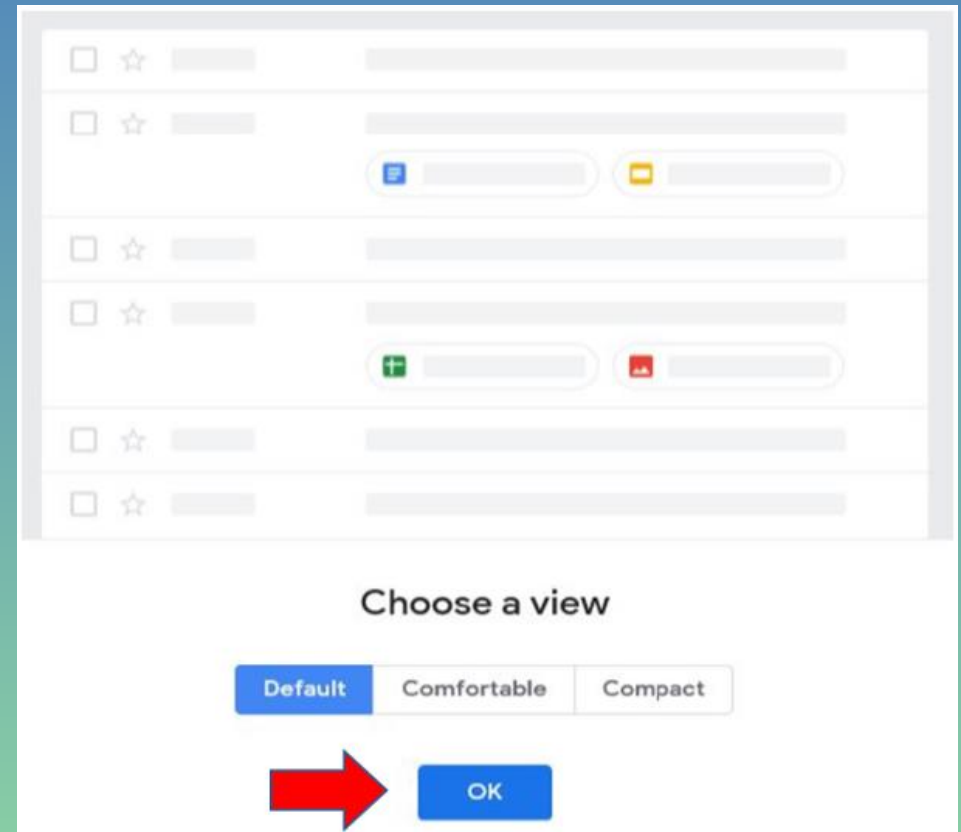
Creating an Account (continued)

➤ Click Next



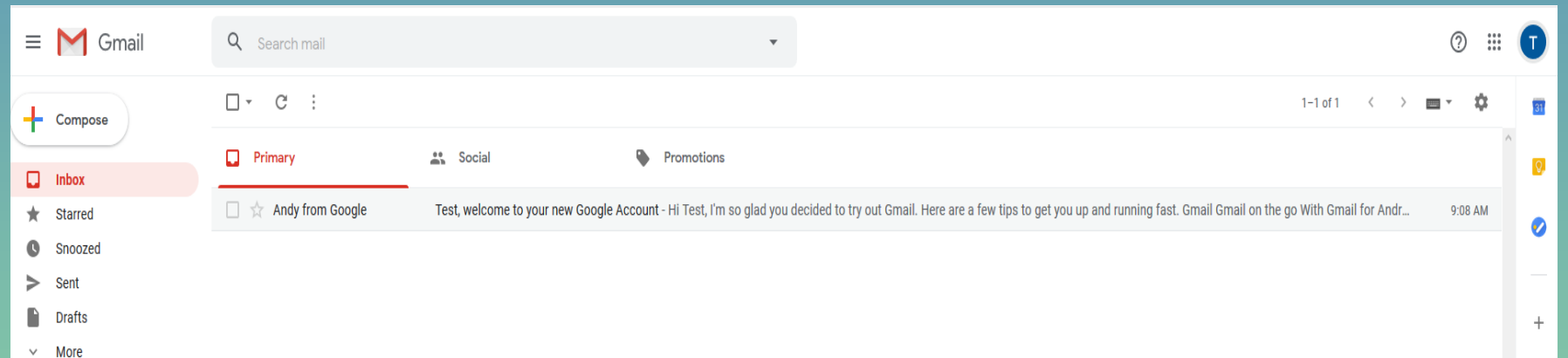
Creating an Account (continued)

- Choose a view
- Click OK



The screenshot shows a user interface for creating an account. It features a list of items, each with a checkbox, a star icon, and a text input field. The items are arranged in a grid. Below the list, there is a section titled "Choose a view" with three buttons: "Default", "Comfortable", and "Compact". The "Default" button is highlighted in blue. A large red arrow points to the "OK" button, which is also highlighted in blue.

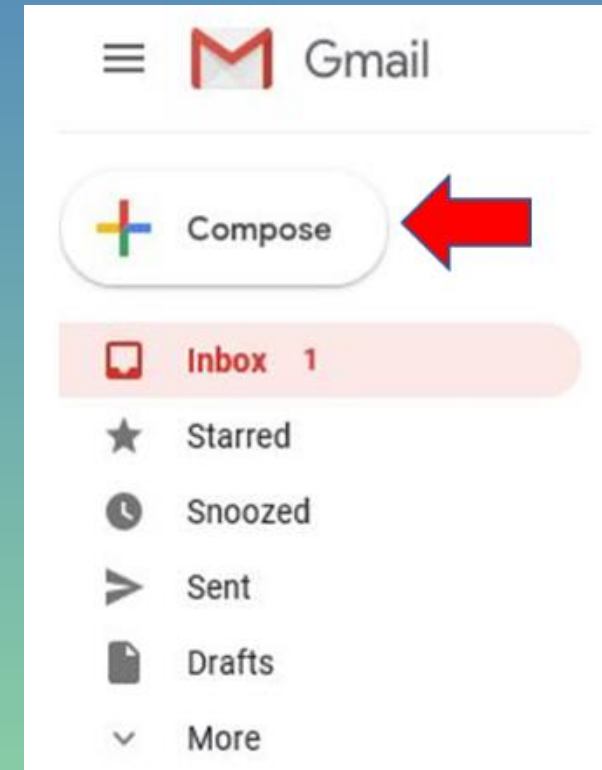
Main/Inbox Screen



Sending/Receiving/Replying to Emails

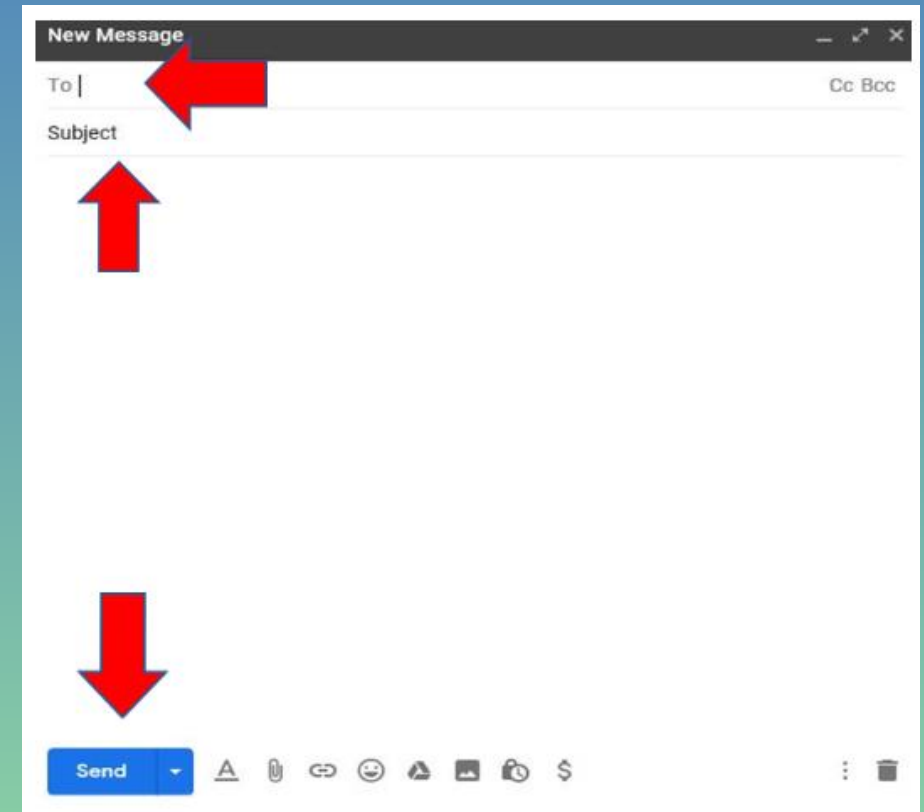
Sending an Email

- On Inbox screen
 - Click Compose button



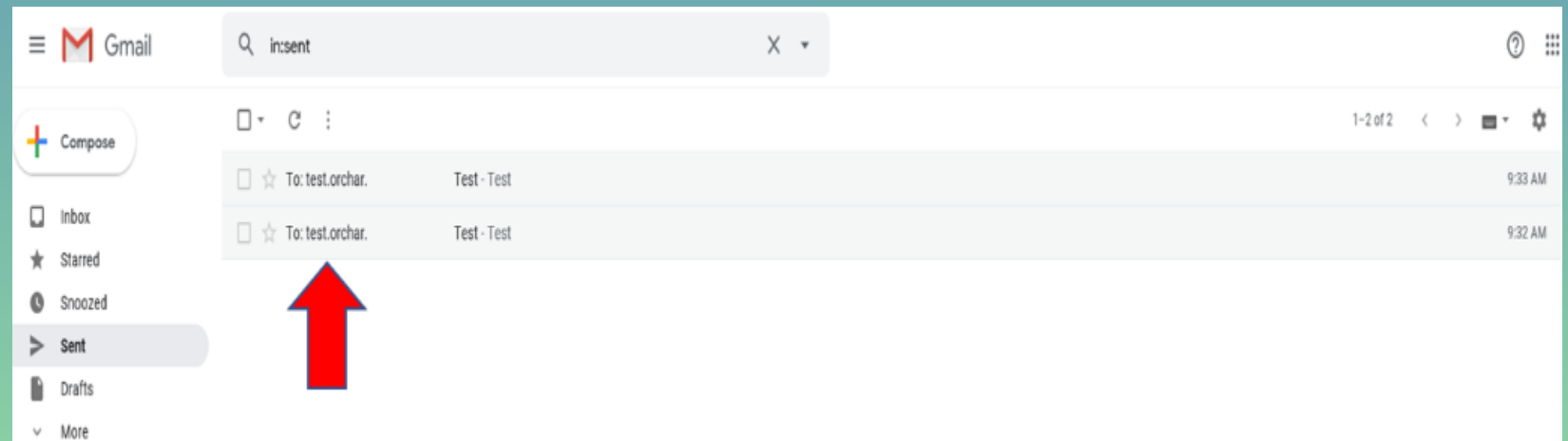
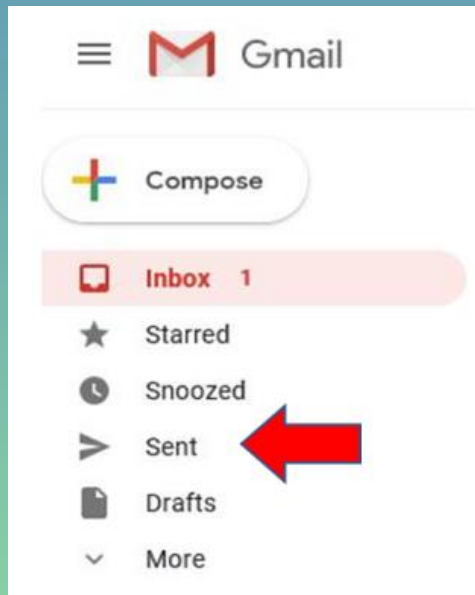
Sending an Email (continued)

- 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



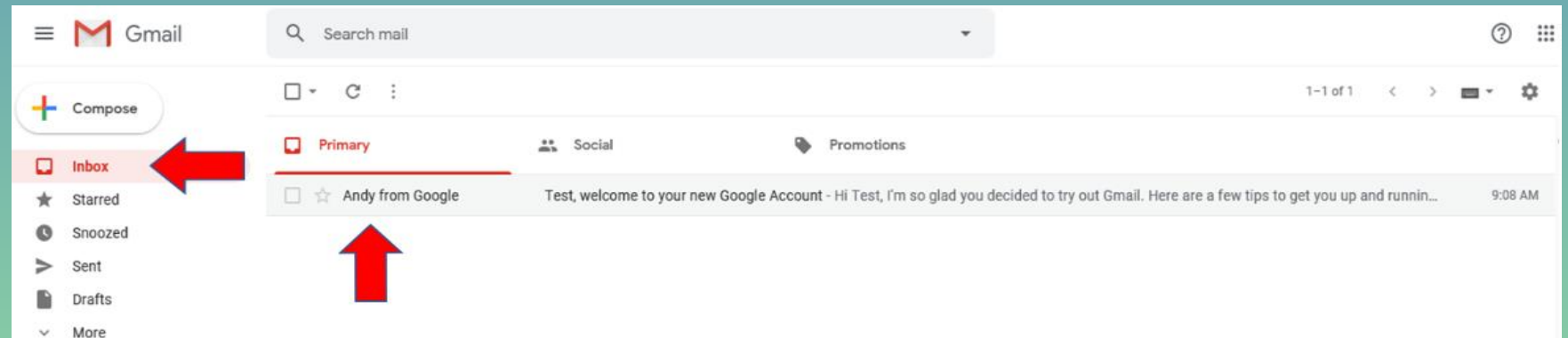
Viewing Sent Emails

- Click Sent from Inbox screen
 - Sent box screen will appear
 - Select an email to view



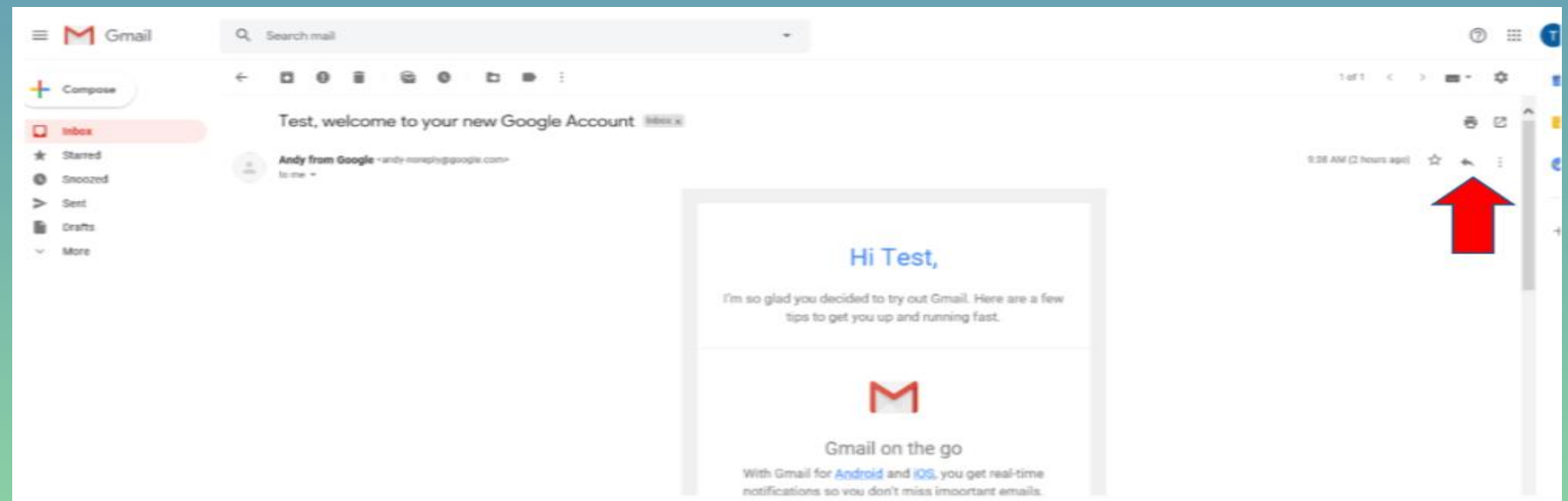
Receiving an Email

- Emails appear in your Inbox
 - Click the email to view



Replying to an Email

- While viewing an email
 - Click the Reply button shown below



Replying to an Email (continued)

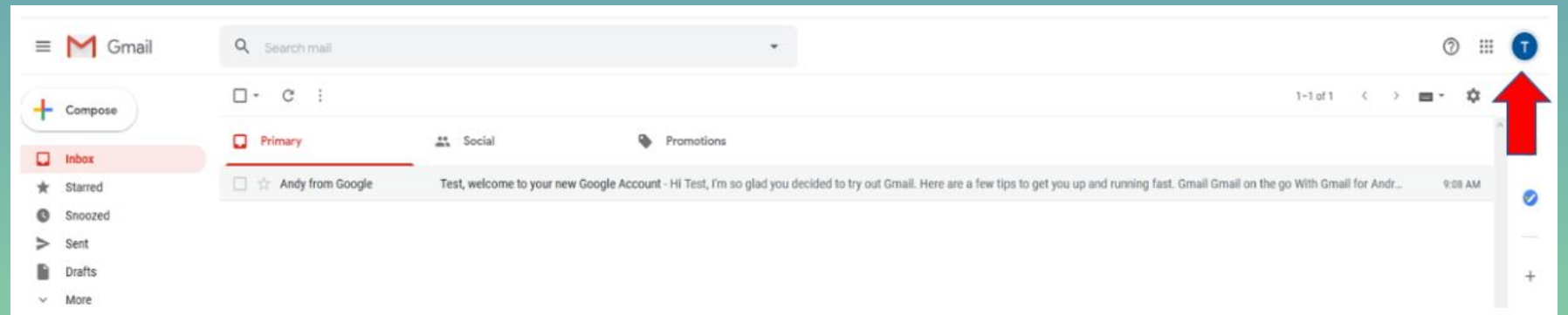
- The message box will appear
 - Type your message
- Click Send



Logging In and Out of Gmail

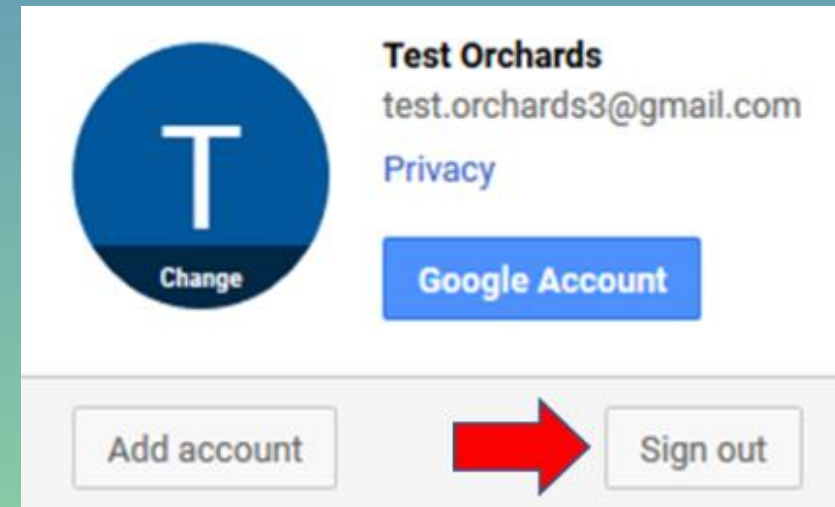
Logging Out of Gmail

- Click the circle below
 - Contains first initial of account name



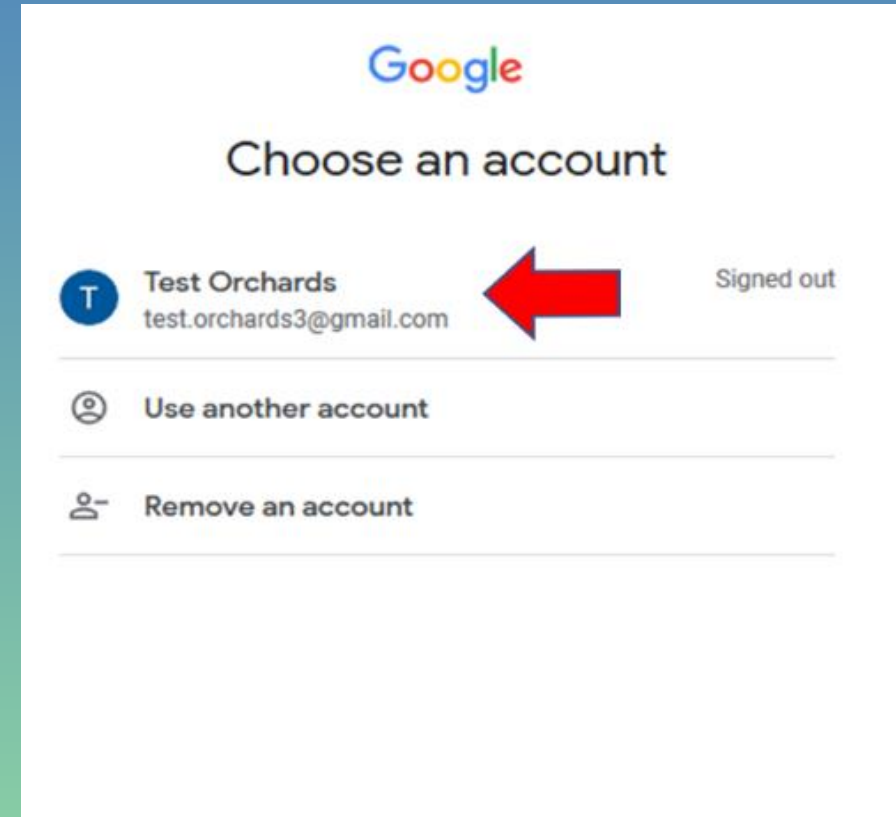
Logging Out of Gmail (continued)

- The box below will appear
- Click Sign out



Logging In - After Account was Created

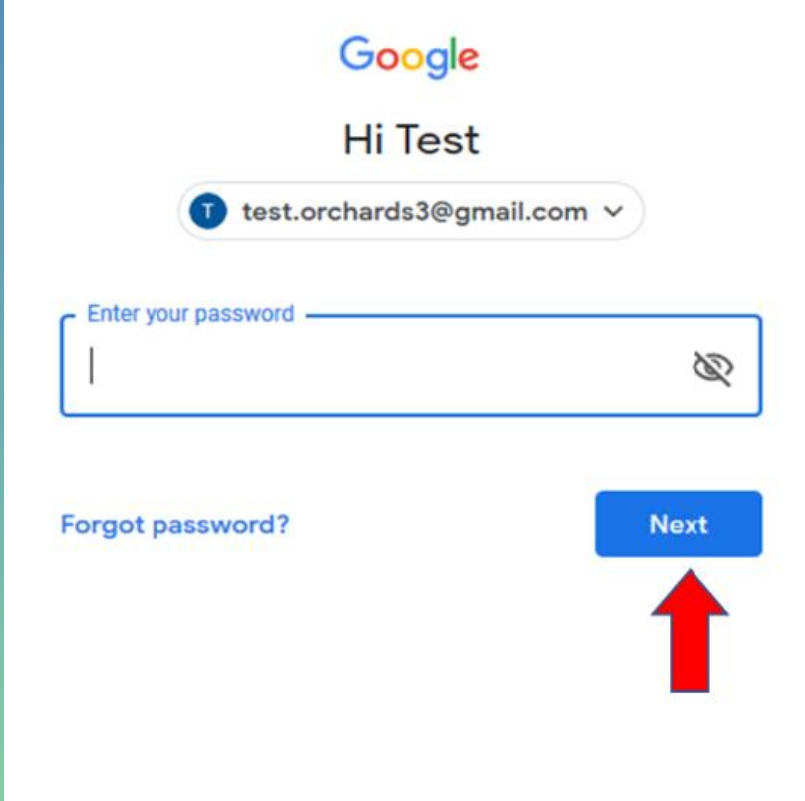
- Go to www.gmail.com
- Click on your account



Logging In - After Account was Created

(continued)

- Enter your password
- Click Next
 - This t



The image shows a Google login interface. At the top is the Google logo, followed by the text "Hi Test". Below this is a dropdown menu showing the email address "test.orchards3@gmail.com" with a small downward arrow. Underneath is a password input field with the placeholder text "Enter your password" and a small eye icon on the right. Below the password field is a link that says "Forgot password?". To the right of the "Forgot password?" link is a blue button labeled "Next". A large red arrow points upwards towards the "Next" button.