

Creating an Email Account Using Gmail by Google

Accessing the Internet

- Open a web browser

- Such as:

- Internet Explorer

- Firefox

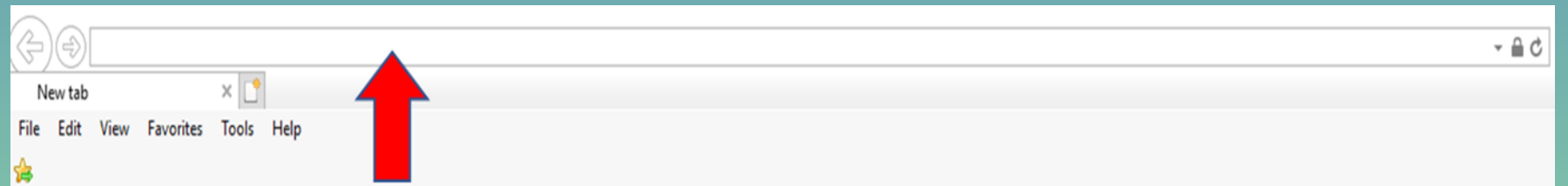
- Safari

- 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

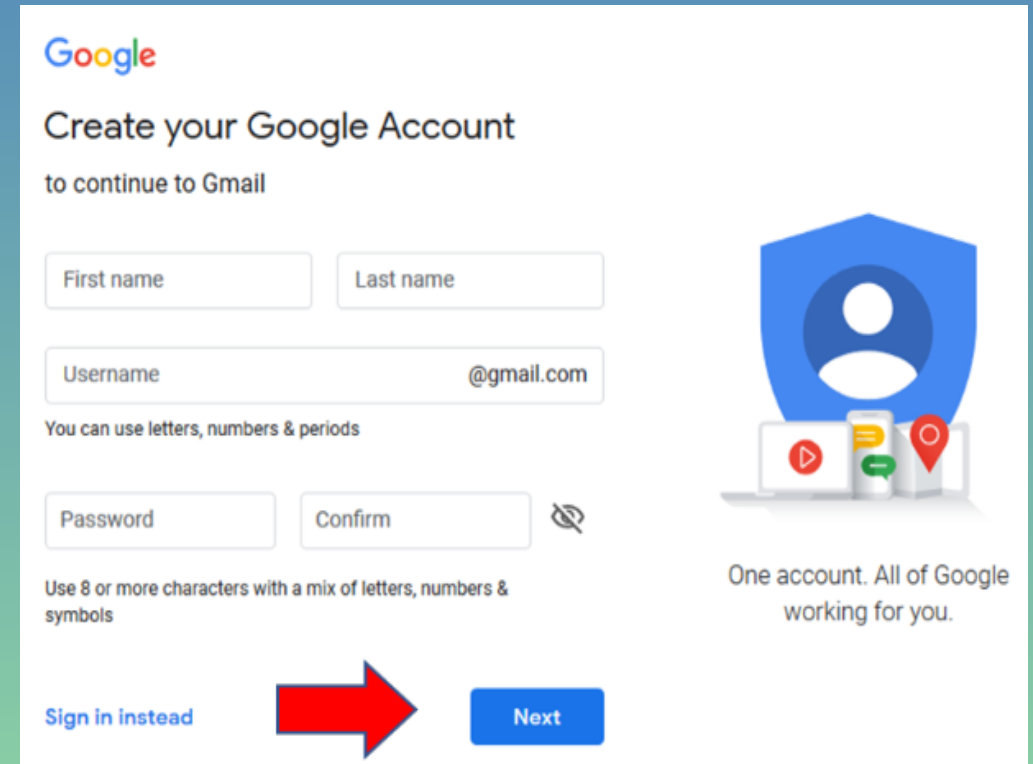
Now more secure, smarter and easier to use—helping you save time and do more with your inbox.

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 left 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" pre-filled), "Password" and "Confirm" (two separate boxes), and a "Sign in instead" link. A large red arrow points to the "Next" button. To the right of the form is a graphic of a blue shield with a white person icon, and a laptop displaying various Google service icons (YouTube, Maps, etc.). Below the graphic, the text says "One account. All of Google working for you."

Google

Create your Google Account
to continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

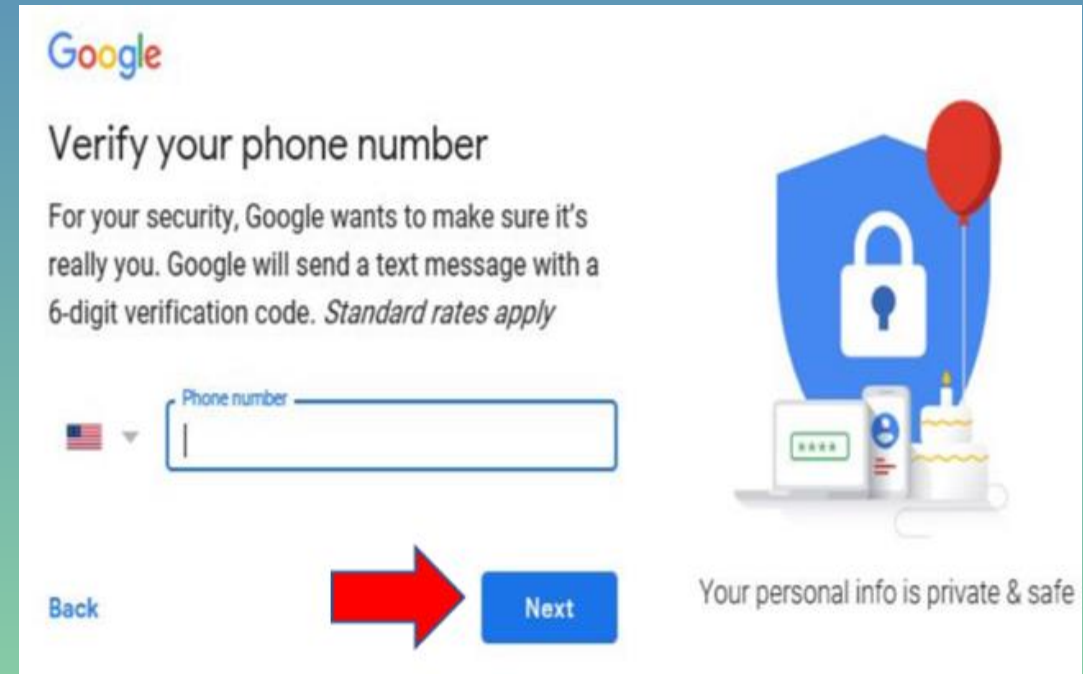
Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead **Next**

One account. All of Google working for you.

Creating an Account (continued)

- Enter your phone number
- Click Next



The screenshot shows the Google account creation interface for phone verification. At the top left is the Google logo. The main heading is "Verify your phone number". Below this is a paragraph explaining the security process: "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*". To the right of the text is an illustration featuring a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the text is a form with a dropdown menu showing the United States flag and a text input field labeled "Phone number". At the bottom left is a "Back" link. In the center is a large red arrow pointing to the right. To the right of the arrow is a blue "Next" button. At the bottom right is the text "Your personal info is private & safe".

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

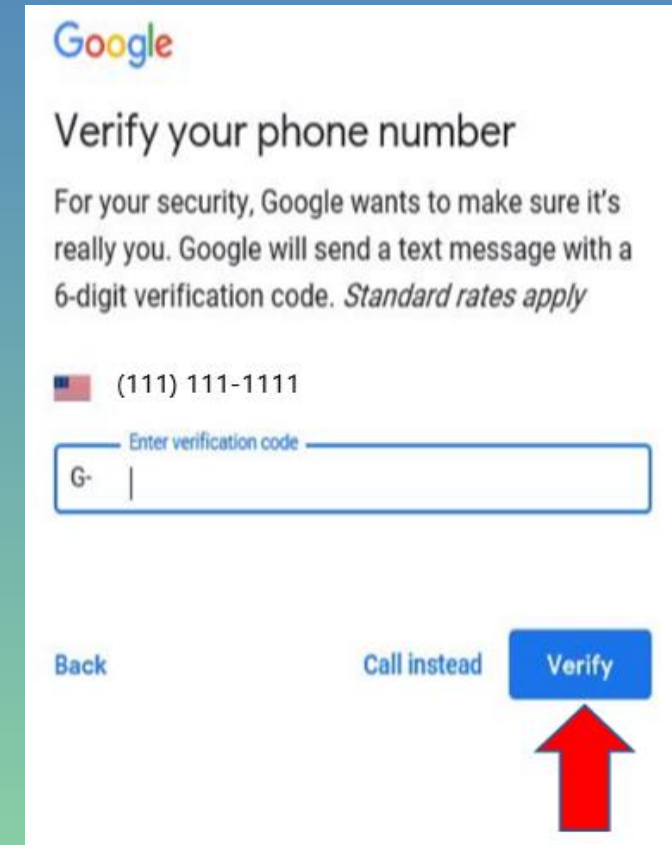
Back

Next

Your personal info is private & safe

Creating an Account (continued)

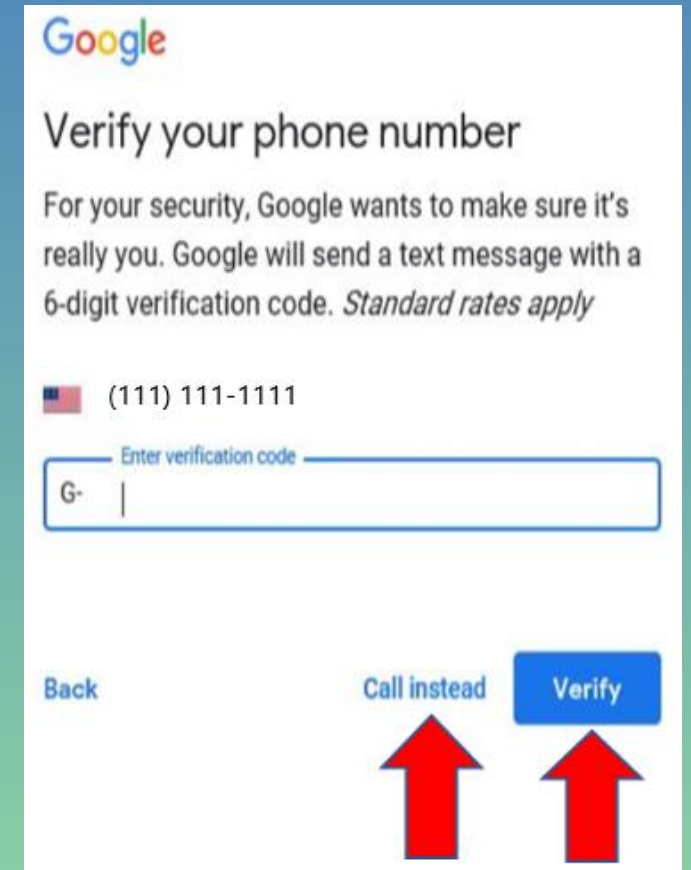
- Devices that can receive text messages
 - A code will be sent to you
 - Enter the code in the box
- Click Verify



The screenshot shows the Google account verification interface. At the top is the Google logo. Below it is the heading "Verify your phone number" followed by explanatory text: "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*". A phone number "(111) 111-1111" is displayed with a US flag icon. Below the number is a text input field with the placeholder "Enter verification code" and a "G-" prefix. At the bottom, there are three buttons: "Back", "Call instead", and "Verify". A large red arrow points upwards to the "Verify" button.

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

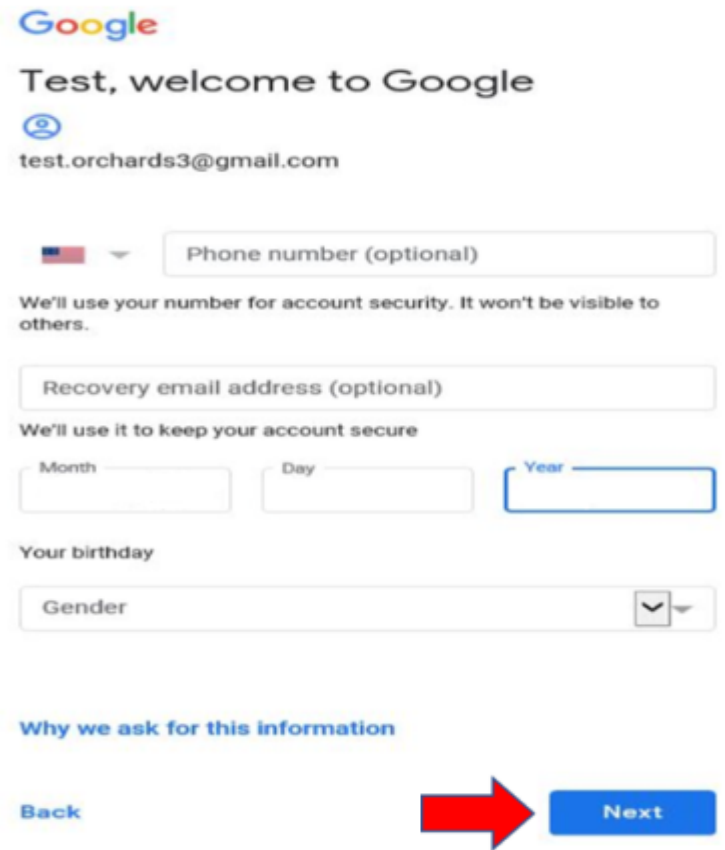
Call instead

Verify

The screenshot shows the Google account verification interface. At the bottom, there are three buttons: 'Back', 'Call instead', and 'Verify'. Two red arrows point upwards from the bottom of the screen towards the 'Call instead' and 'Verify' buttons, highlighting them as 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

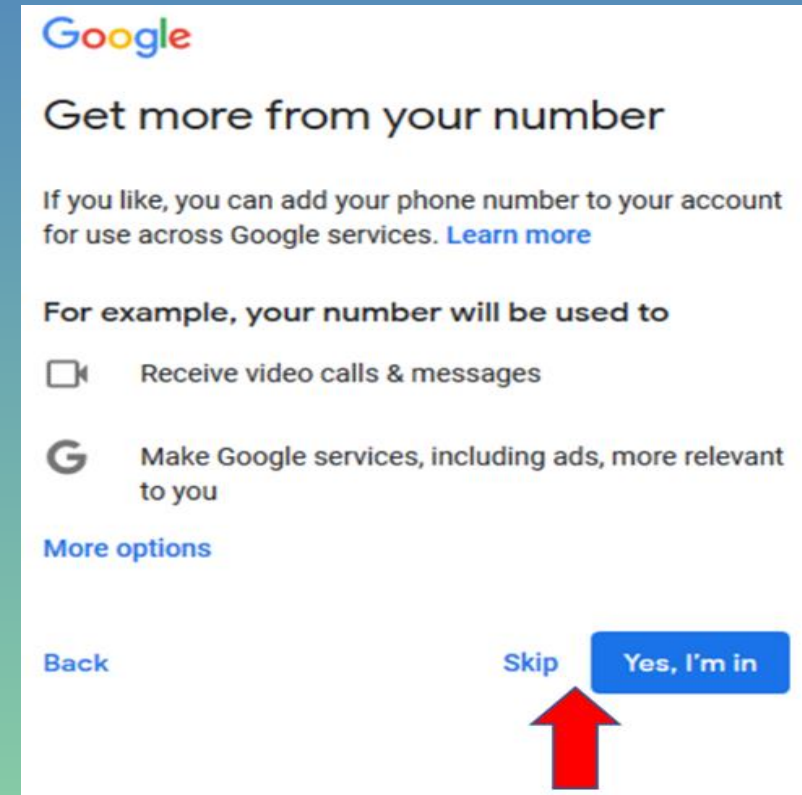
Gender

[Why we ask for this information](#)

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

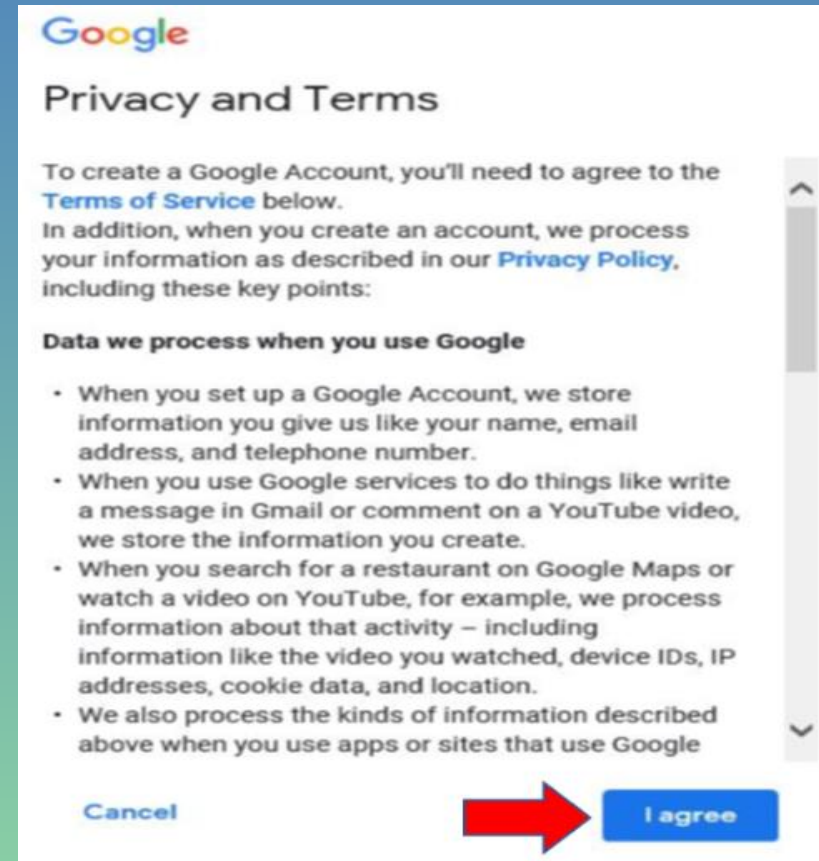
Creating an Account (continued)

- 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 is the title 'Privacy and Terms'. The main text states: '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:'. A section titled 'Data we process when you use Google' follows, containing a bulleted list of data processing details. At the bottom, there are two buttons: 'Cancel' and 'I agree'. A 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:

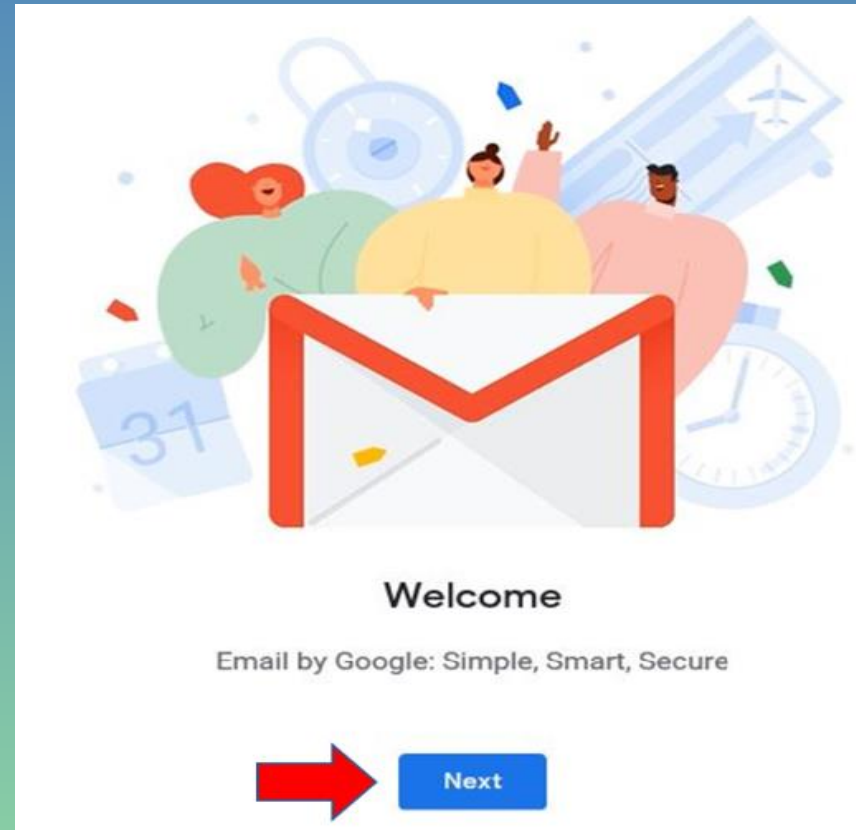
Data we process when you use Google

- 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

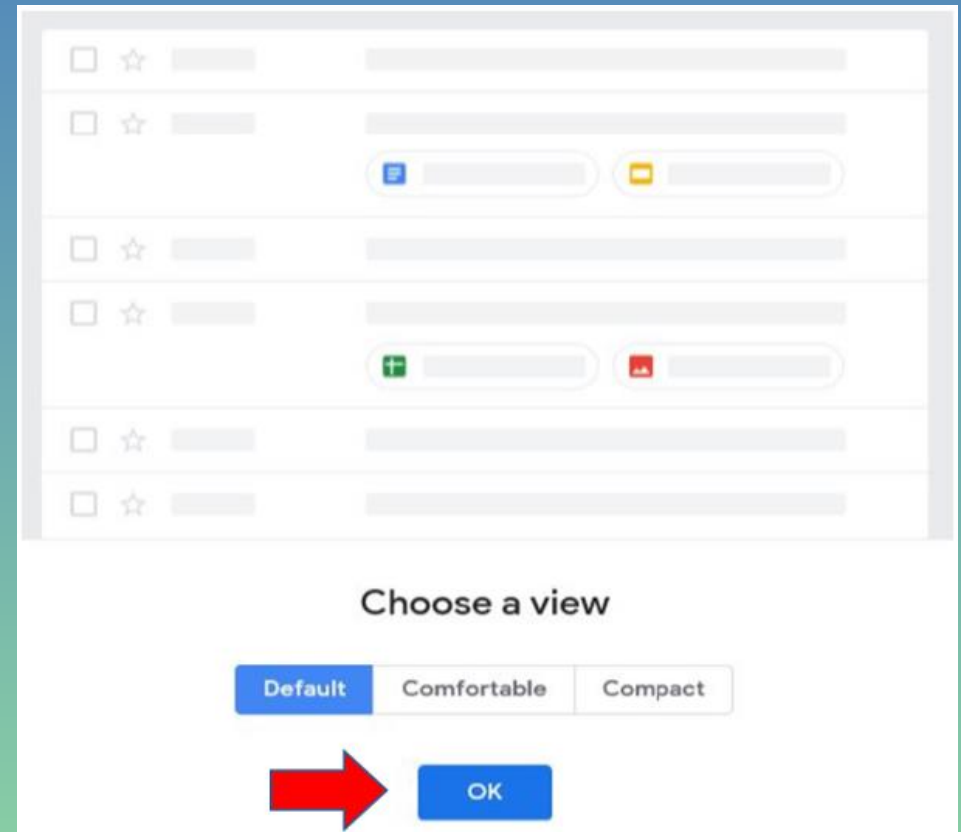
Creating an Account (continued)

➤ Click Next



Creating an Account (continued)

- Choose a view
- Click OK



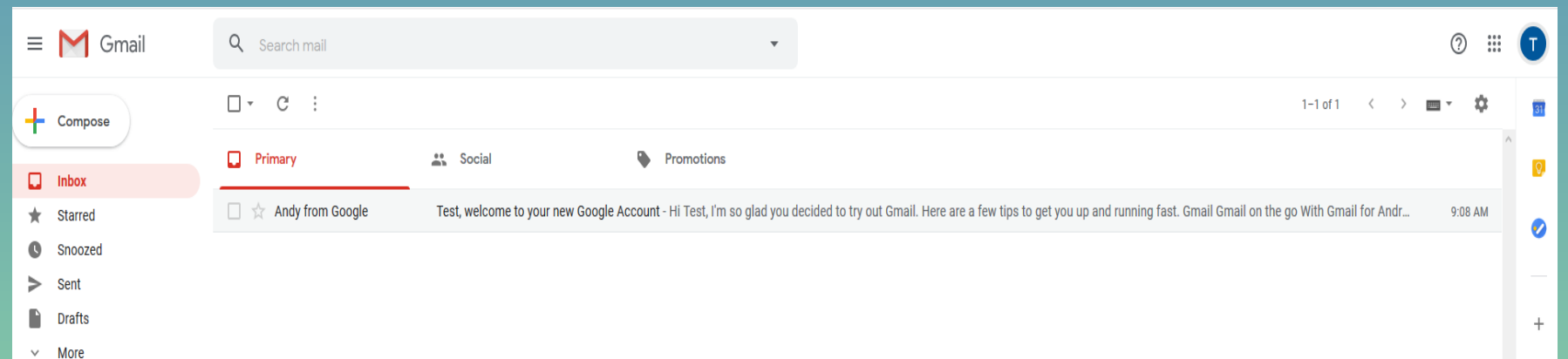
The screenshot shows a list of items, each with a checkbox, a star icon, and a text input field. Below the list, there are two view selection buttons: "Default" (highlighted in blue) and "Comfortable". To the right of these buttons is a "Compact" button. Below the view selection buttons is a red arrow pointing to an "OK" button.

Choose a view

Default Comfortable Compact

OK

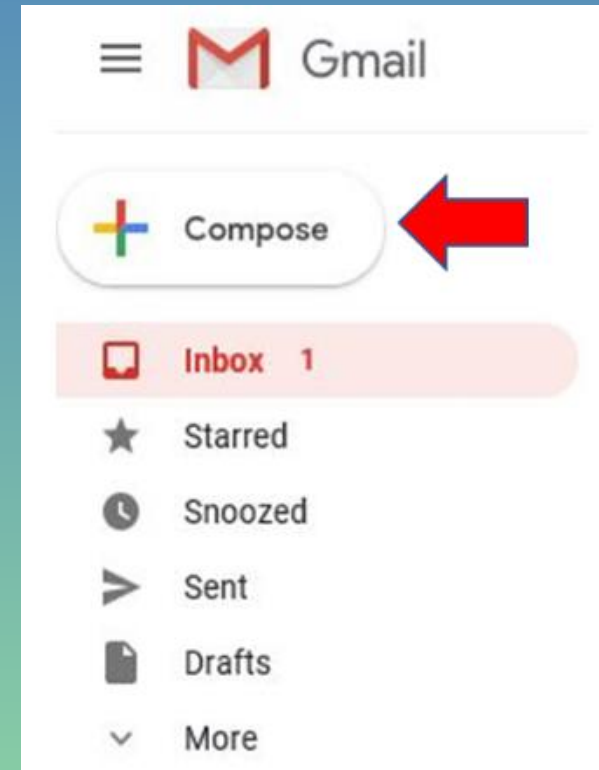
Main/Inbox Screen



Sending/Receiving/Replying to Emails

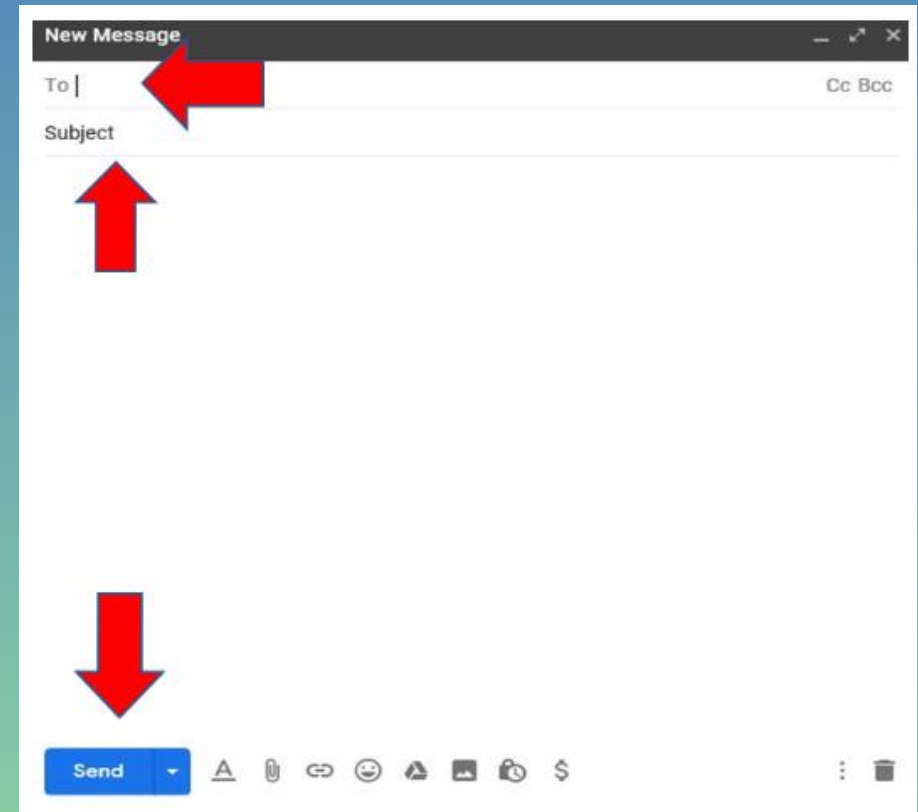
Sending an Email

- On Inbox screen
 - Click Compose button



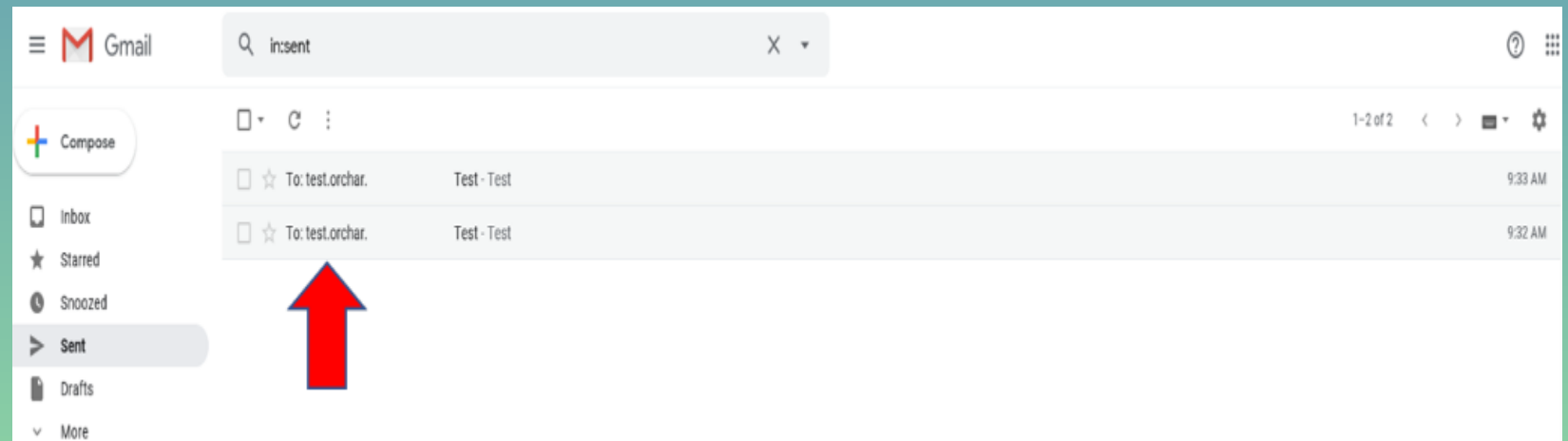
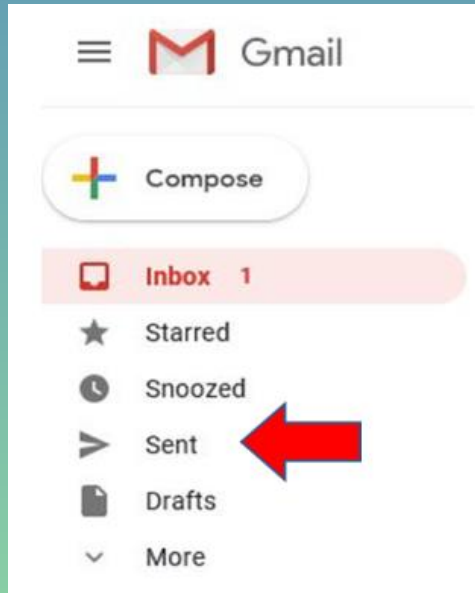
Sending an Email (continued)

- 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



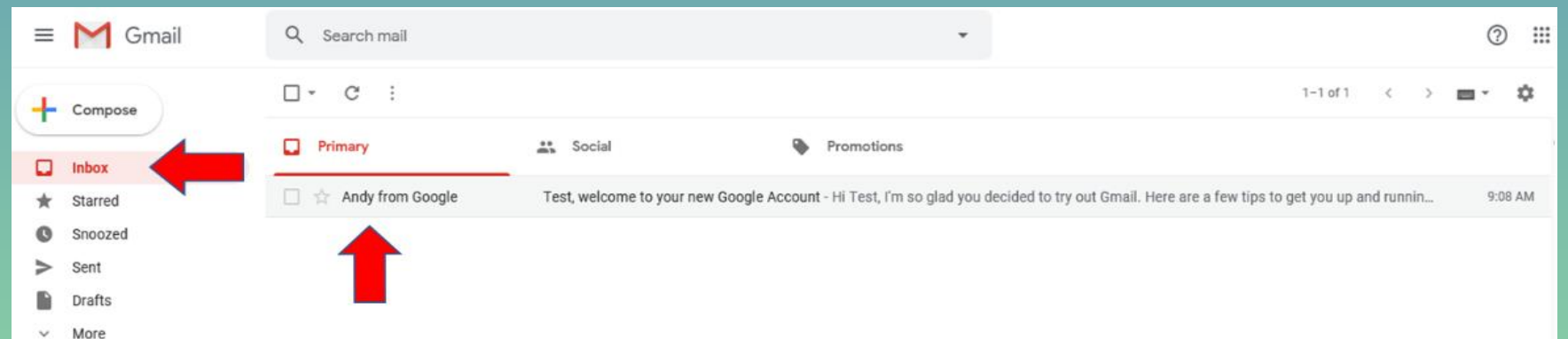
Viewing Sent Emails

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



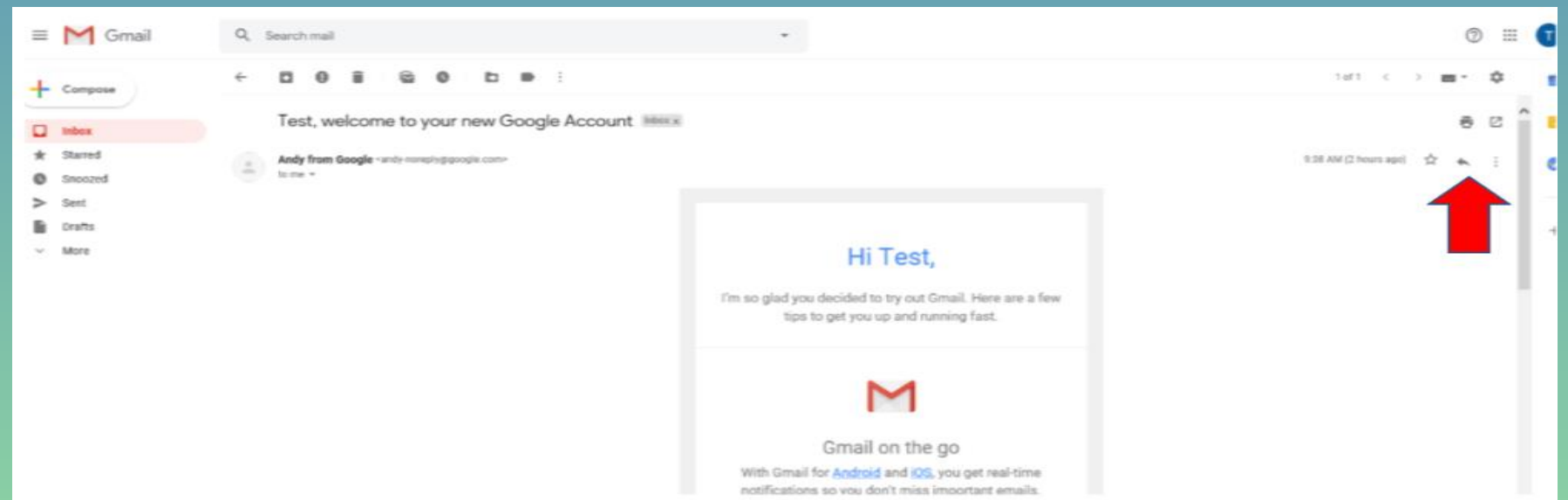
Receiving an Email

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



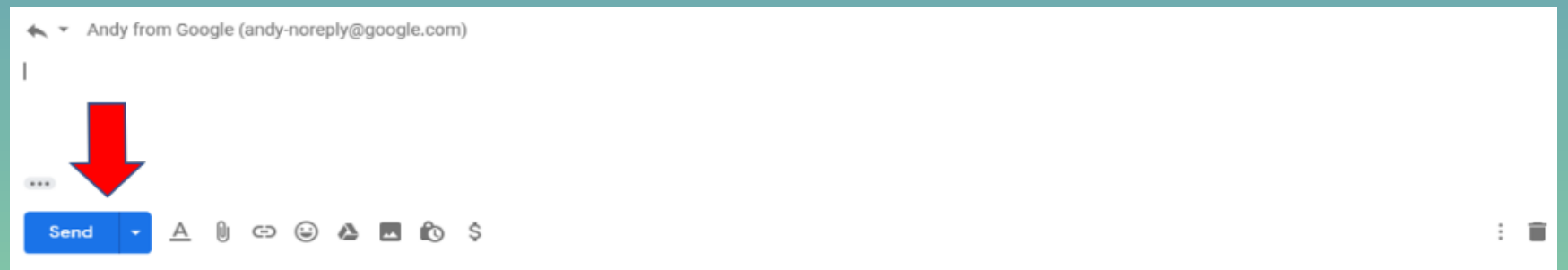
Replying to an Email

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



Replying to an Email (continued)

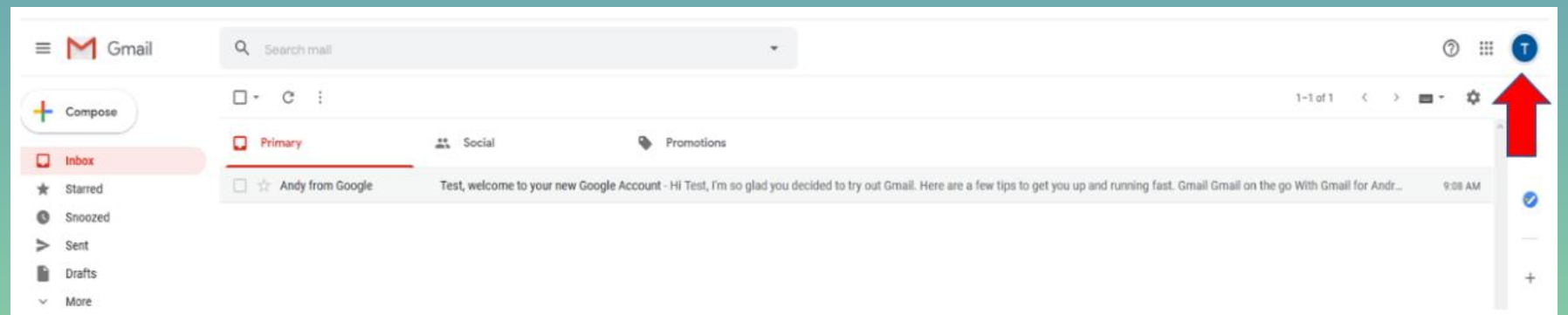
- The message box will appear
 - Type your message
- Click Send



Logging In and Out of Gmail

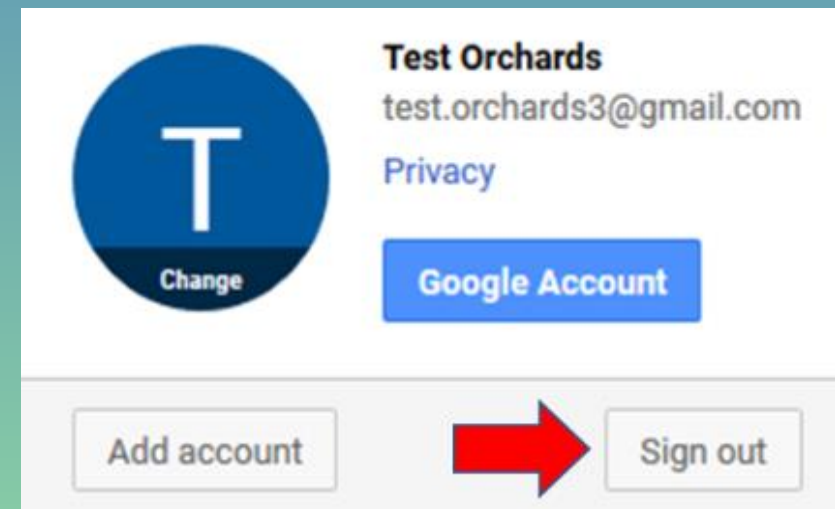
Logging Out of Gmail

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



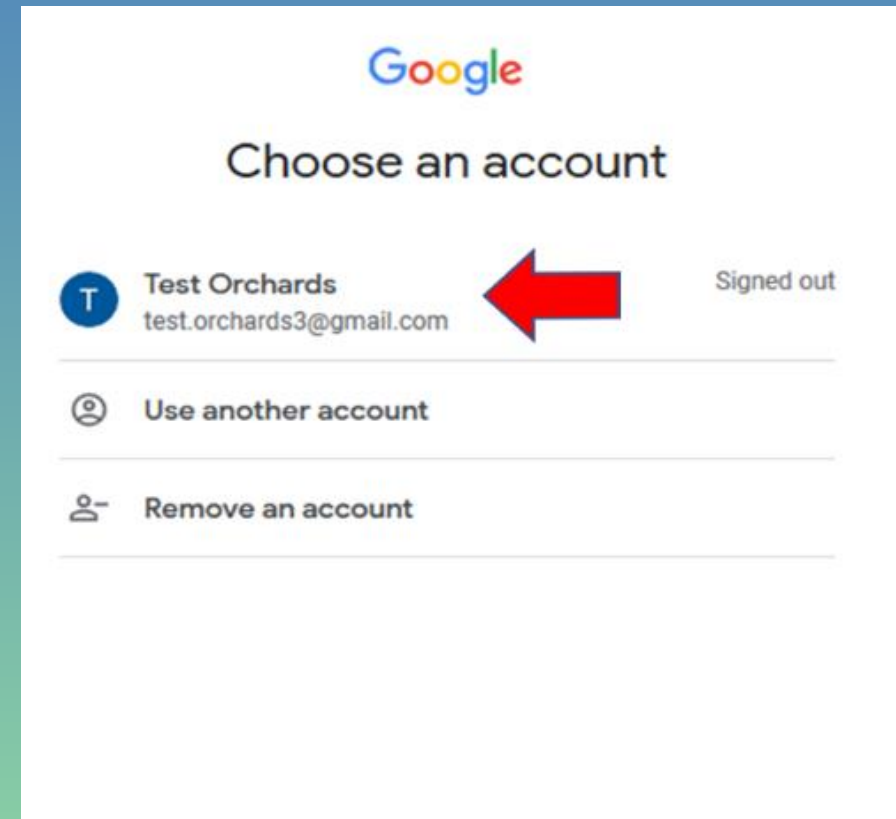
Logging Out of Gmail (continued)

- The box below will appear
- Click Sign out



Logging In - After Account was Created

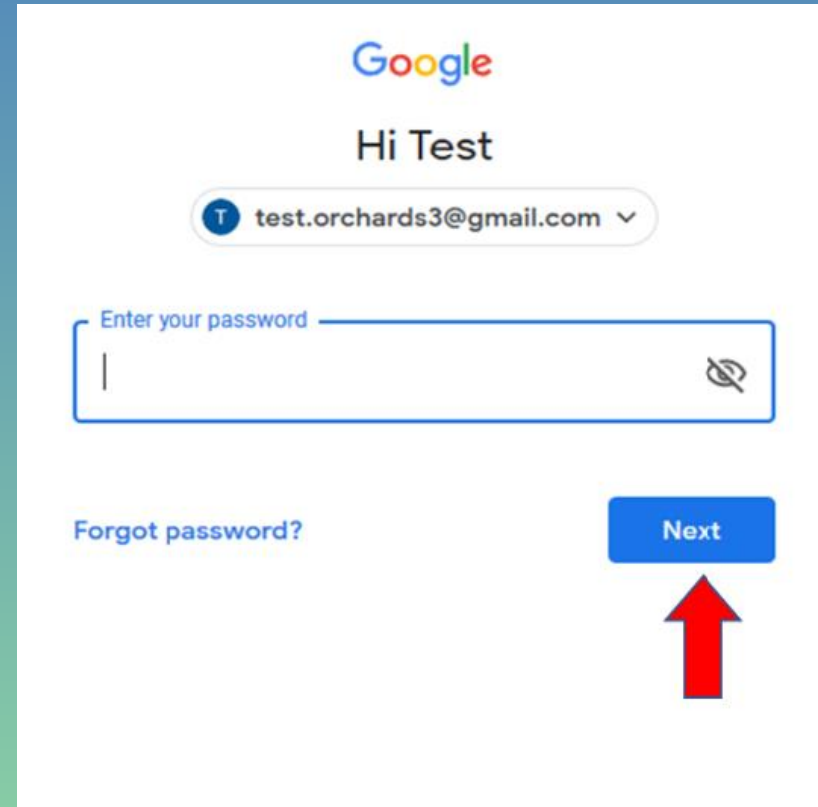
- Go to www.gmail.com
- Click on your account



Logging In - After Account was Created

(continued)

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



The screenshot shows the Google login interface. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Hi Test" is centered. Underneath, there is a dropdown menu showing the email address "test.orchards3@gmail.com" with a small downward arrow. Below the email field is a password input field with the placeholder text "Enter your password" and a vertical cursor. To the right of the password field is a small icon of an eye with a slash through it, indicating a toggle for password visibility. Below the password field, there is a link that says "Forgot password?". To the right of the "Forgot password?" link is a blue button with the text "Next" in white. A large red arrow points upwards from the bottom of the page towards the "Next" button.