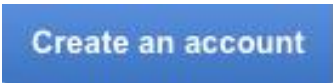




Creating an Email Account

Now that we have looked at the basics of emails, we can now create our own email accounts. The basis of sending and receiving messages depends on different accounts (AKA email addresses) that interact with each other. An email account consists of an email address. This address is like a person's home address, as this is how other people know how to contact you.

1. Start by opening up your web browser (Internet Explorer, Google Chrome, or Safari depending on your computer).
2. In the address bar, type in www.gmail.com and click the "Enter" button on your keyboard to proceed to that site.
3. In general, after you make your account, you will go to www.gmail.com each time you want to access your account as well.
4. This will bring you to a place where you will then have the option to "Sign In" (this is what you will use after you have made your account) or "Create an Account" (which is what we will be using since you have not yet made an account). Click on the blue "Create an Account" button on the upper right-hand part of the screen. It looks like this:



Create an account

5. This will then bring you to a screen where you will be prompted to type all the information needed for you to create an email account. Your screen at this point in time should look like this:

The image shows a registration form with the following sections and highlighted fields:

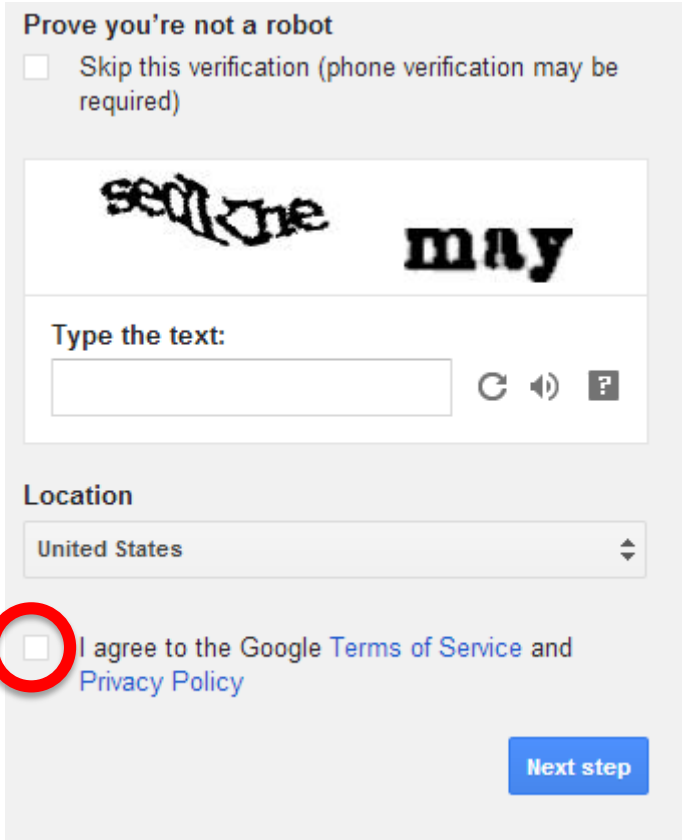
- Name:** Two input fields for "First" and "Last".
- I. Choose your username:** A text input field with "@gmail.com" as a placeholder.
- II. Create a password:** A text input field.
- III. Confirm your password:** A text input field.
- Birthdate:** Three input fields for "Month", "Day", and "Year".
- Gender:** A dropdown menu with "I am..." as the selected option.
- IV. Mobile phone:** A text input field with a country code dropdown menu (showing the US flag).
- V. Your current email address:** A text input field.

6. Next you will proceed to fill in all of the information that is asked for in the boxes. If there are some parts you are confused about please call over an instructor to assist you. There are a few things you should keep in mind for this step:

- I. Choose your username: This is where you will create your email address. An email address always consists of the “formula” [username@site.com](#). The “site.com” is the company that you used to make an account with; in this case, we are using [www.gmail.com](#) so it automatically fills in the second part of the address for us. For your username, think of something that is unique but easy to remember. A common example is your first initial and last name followed by your birth year (e.g. [JHarrison1956@gmail.com](#)).
- II. Create a password: **This is a very important section.** Your password is how you have access to your email account, as when you sign in, you will need to type in your email address and password. This is so no one else can access your account directly. Therefore, it is important that you make your password **unique** and **hard for other people to guess**. Do not share your password with anyone and remember to write it down somewhere so you can remember it too! When you think of a password, try to do something that is not too easy to forget but it also not too easy for others to guess. For example, you might want it to be the name of your first car and the year it was made (e.g. Chevy1966).
- III. Confirm your password: This is just simply retyping the password you found in the previous box. It is a test to make sure you did not accidentally mistype your password in the first box. **Simply put, retype the exact same password you wrote in the box above.**
- IV. Mobile Phone: If you have a cell phone and you know its number, you can type it in here. Otherwise, just leave this field blank.

V. Your current email address: Since you are making your first email address now, you probably will not have had a previous email address. Therefore, leave this field blank.

7. The next part of the registration process will look like this:



The screenshot shows a registration form with the following elements:

- Prove you're not a robot**: A section with a checkbox for "Skip this verification (phone verification may be required)".
- CAPTCHA**: A box displaying distorted text "sedKne may" and a "Type the text:" input field with refresh, volume, and help icons.
- Location**: A dropdown menu currently set to "United States".
- Agreement**: A checkbox (circled in red) next to the text "I agree to the Google [Terms of Service](#) and [Privacy Policy](#)".
- Next step**: A blue button at the bottom right.

Check the box here to finish the registration.

8. For this part, the system is just trying to check to make sure you are real and not a fake imposter trying to make a fake account. To do this, it displays a set of numbers and letters that are somewhat hard to read to verify that you are a real person. You will have to type the text exactly as it appears on the screen for it to work correctly. In the example above, you would type in "sedKne may." This may be a little hard to decipher, so if you have any questions, please ask an instructor immediately.

9. Finally, click the box (shown in the picture above) to the left of the “I agree...” statement to complete the registration.
10. You will then be taken to the “Welcome” screen that looks like this:

Welcome!

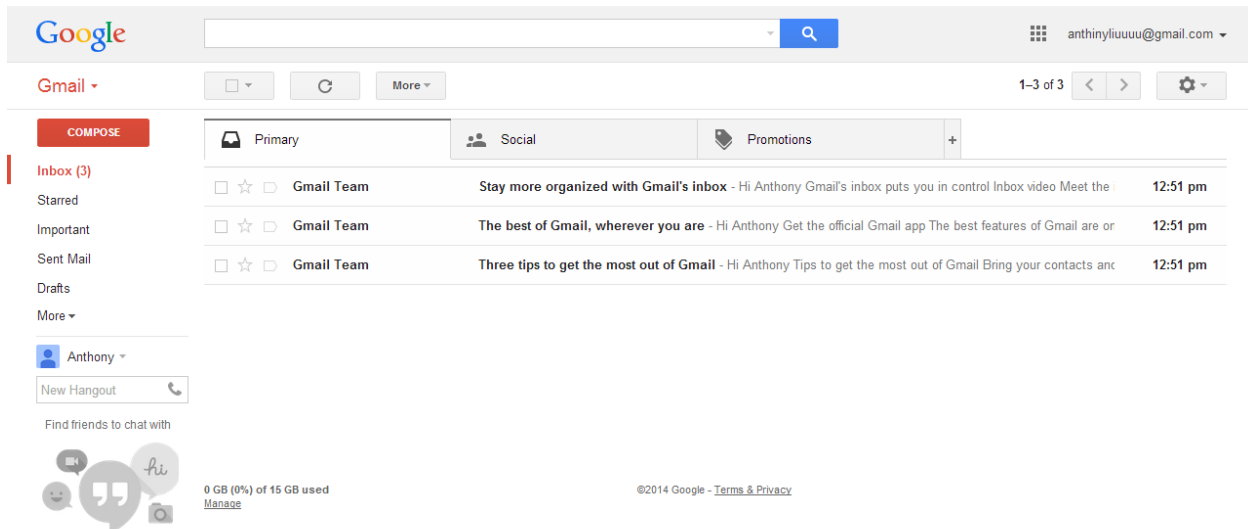
Your new email address is anthinyliuuuu@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail

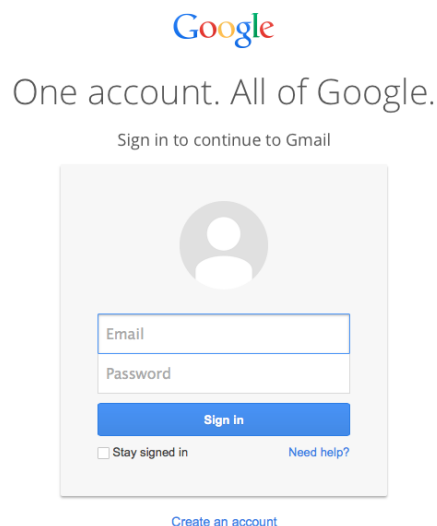


11. Click on the blue “Continue to Gmail” button shown above to proceed to your new account.
12. Congratulations! You have now made your very own email account. You will now be taken to your inbox. The inbox is where you receive all of your messages. Once a new message is sent to you, it will appear in your inbox as bold type (signifying “unread” mail). Every time from now on when you log into your email account, you will be automatically taken to your inbox, where you can then see any new messages you have received. The following picture is what your inbox should look like:



13. Now that everything is set up, you can now choose to do a few different actions:

- I. **Logout:** If you no longer need to look at your email at the moment, you can “logout,” which means you leave your account. You should do this when you are done looking at your messages so that no one else can enter into your account. You can log back in at a later time.
- II. **Login:** After logging out of your account, you will probably want to go back and look at it later. To do this, go to www.gmail.com. You will be brought up to a page that looks like this:



- i. To log back in, type in your full email address in the “Email” field (e.g. YourAddress@gmail.com) and the password you just made in the “Password” field. Since the password is a private phrase that no one else is supposed to know, when you type it in, it will appear as all black dots so no one else can see it.
14. This is the basis for creating an email account. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to technocademy@gmail.com regarding any questions you may have.

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