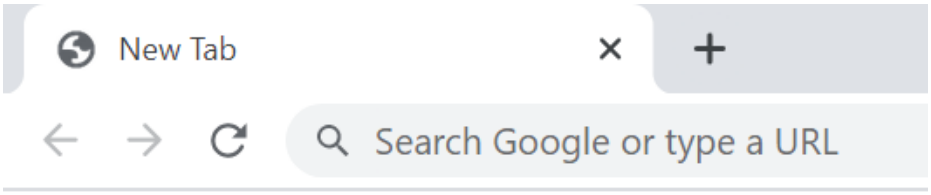
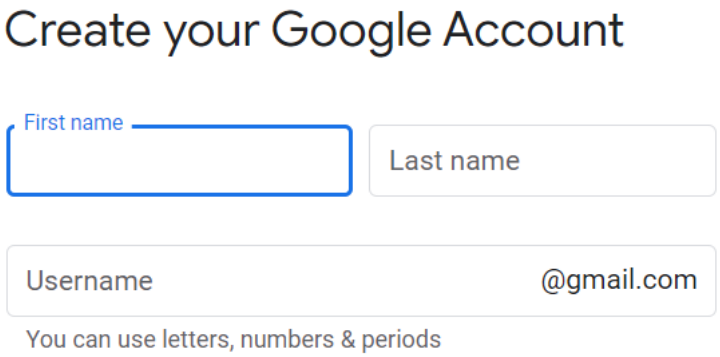
How do I...

THE KANSAS CITY PUBLIC LIBRARY
TECHACCESS

Create a Gmail e-mail

1	Open the **internet browser** of your choice. Examples include *Mozilla Firefox*, *Yahoo!*, and *Google Chrome*.
2	Find the **address bar** at the top of the browser. **Left click** in the search bar and type gmail.com. **Press** the **Enter button** on the keyboard to be directed to the site. 
3	On this sign in page, look for the blue text that says **Create account**. **Left click** once on this button.
4	First, you need to enter your **first and last name**. You can use an alias or nickname, as long as both the first and last name spaces are filled in. Then choose a username for your e-mail address. This is the information you can give to others, and that others will use to contact you. Write your e-mail address here: _____ 
5	Next, create a **password**. Strong e-mail passwords: • Do **not** contain personal information • Are more than eight characters long • Contain uppercase and lowercase letters • Contain at least one symbol To make sure your password looks correct, **left click** in the **Show Password** box to view it before you finalize it.

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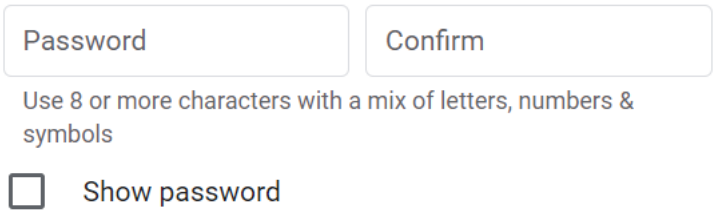
Write your password here:

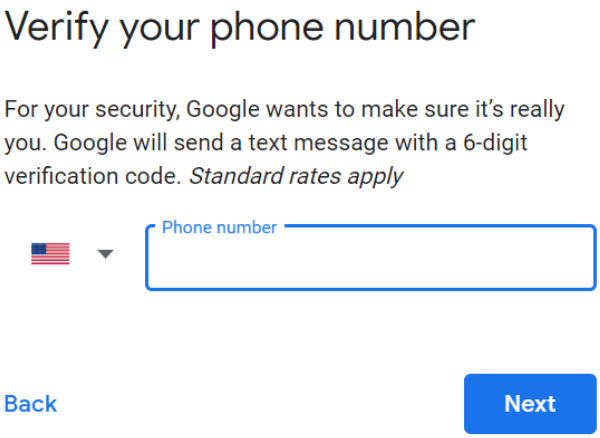


_____

Store this sheet in a safe place you'll remember.

Once you decide on a username and password, click **Next**.

6



Now that you've got an e-mail address, Google will need to verify that you're the person setting up the account.

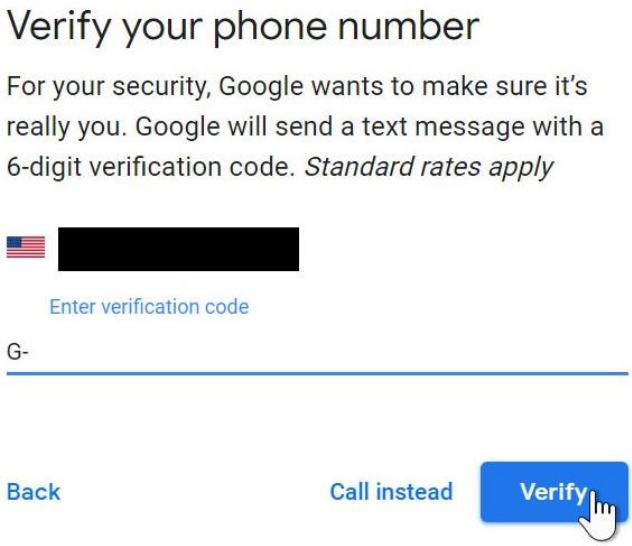
On this page, enter your phone number to get a text or call that will verify you are the one creating the account.

Once you enter your number, click **Next**.

7

Once you enter your number and click Next, you will get a text from Google with a 6-digit code. Type it in to verify your account.

If you would prefer to have a call to complete this step, click on the **Call instead** option next to the Verify button.



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8	Almost there! On this page, you have the option to add another recovery phone number or e-mail, if you want extra account security. **Type** your birthdate, month, and year. **Select** your gender (optional). Click **Next**.
9	Google's *Terms of Service and Privacy Policy* appears on the next page. Read through some of the information, and once you are ready to move onto the next page, click once on the **I agree** button. *Congratulations! You have successfully created a Google e-mail account.*

E-mail Terminology	**Inbox:** The main space where e-mails that come to you will be stored. **Attachment:** Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF. **Drafts:** E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time. **Folders:** A way to sort e-mails into categories, like “From Mom” or “About Technology”. These can be created by you and edited at any time. **Contacts/Contact book:** Displays list of people and organizations that you have e-mailed or been e-mailed by. **Reply:** The button that allows you to send an e-mail to someone who has e-mailed you. **Reply All:** The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender. **Forward:** The button that allows you to share a message to another person, without having to write the e-mail yourself. **To CC someone:** Pronounced like “see-see”. A copy of the e-mail is sent to the recipient whose e-mail address appears in the message's **Cc:** header field. **Spam:** The location for storing unwanted e-mails as determined by a spam filter. Also called a “junk folder”.