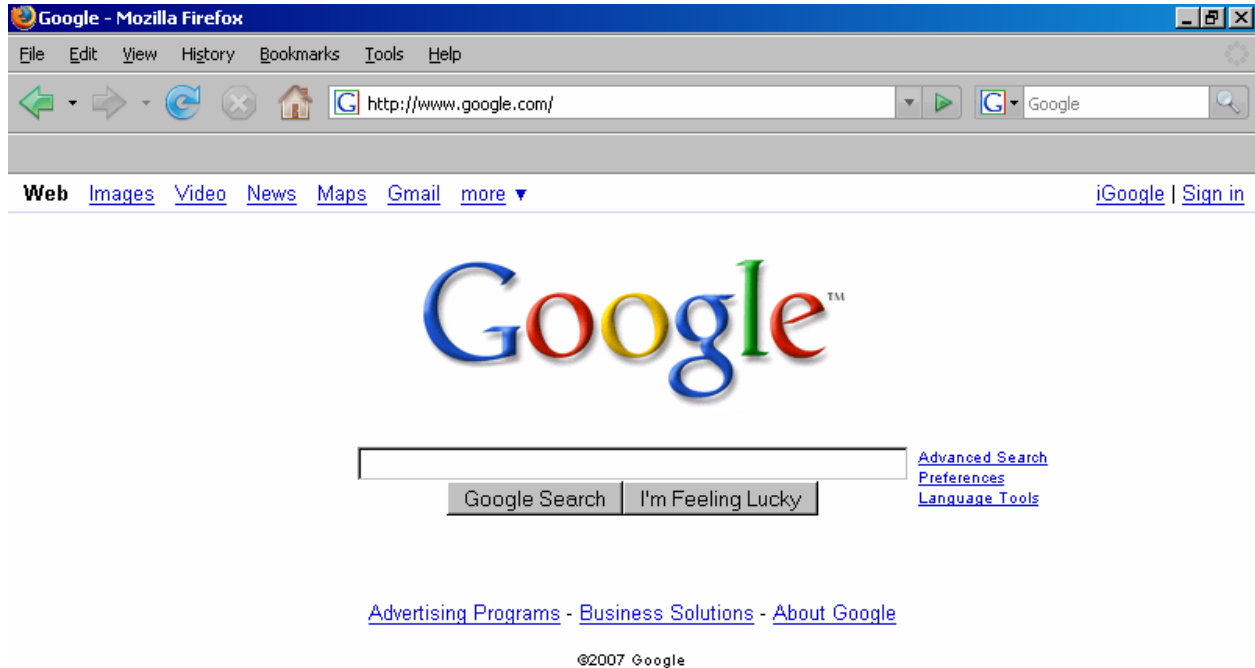


Creating Your Own E-mail account (Gmail)

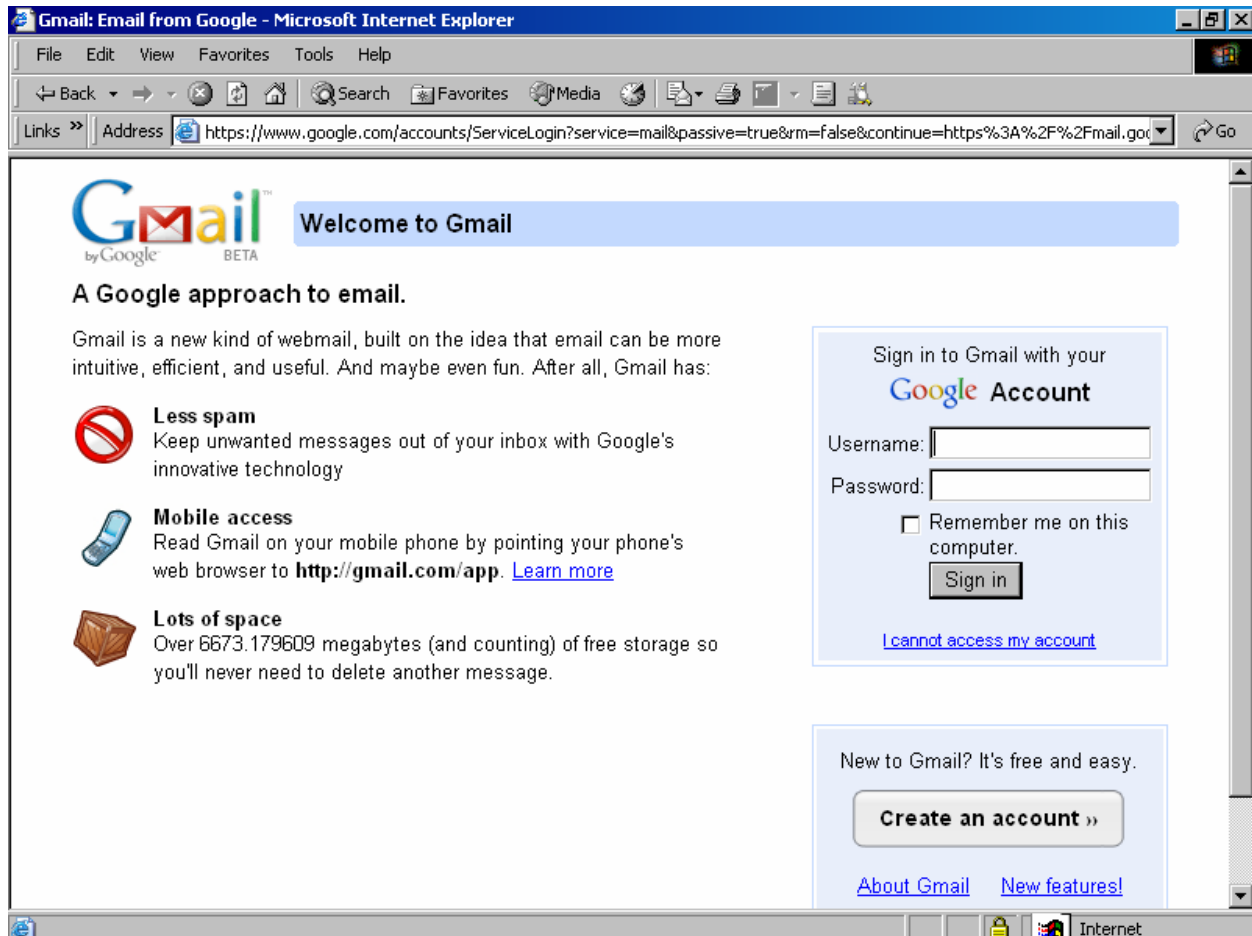
Step one: Open the internet explorer and type the address: <http://www.google.com> . You should arrive to a screen that looks like this:



<http://mail.google.com/mail?tab=wm>

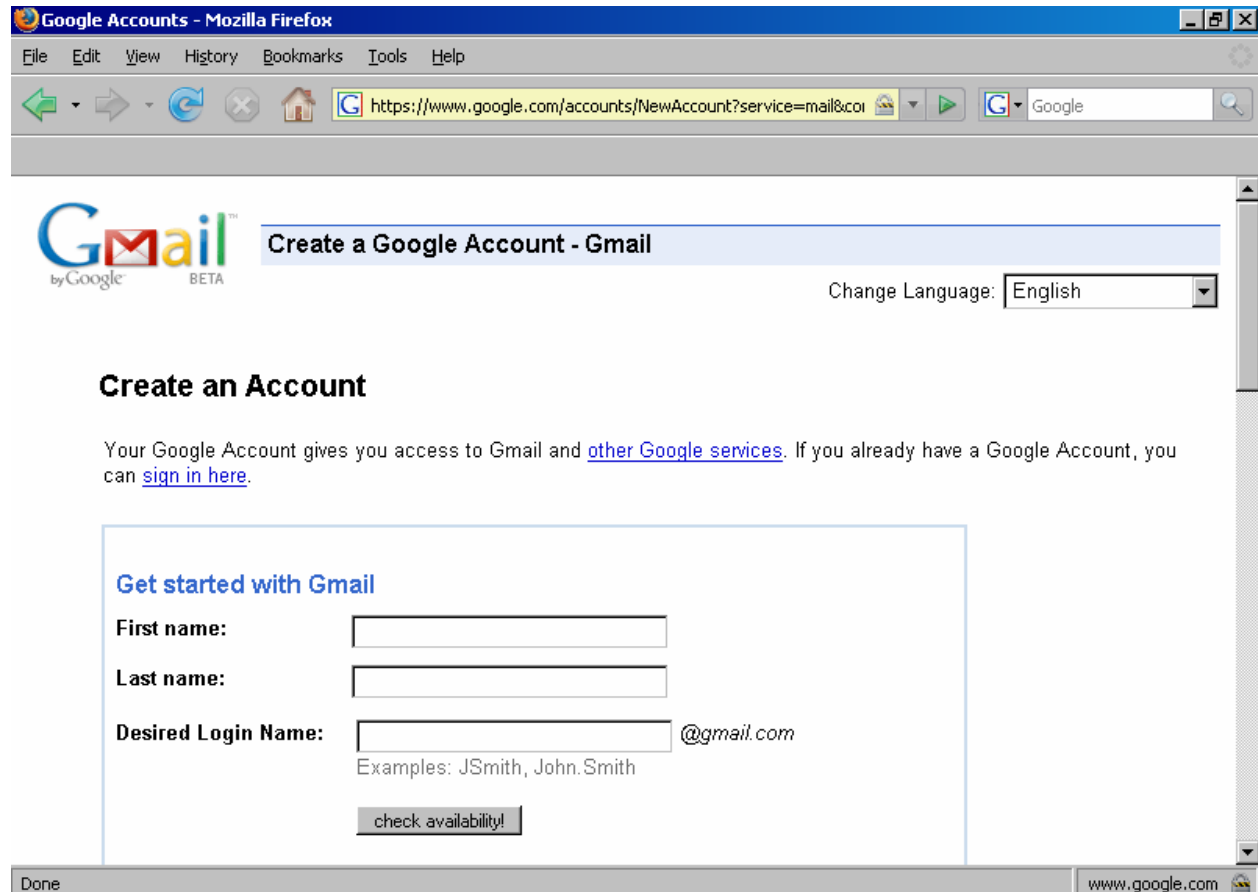
Step Two: Click on the link near the top of the page that says, "Gmail".

The next page should look like this:



Step Three: Click on the gray button in the right hand corner of the screen that says, “Create an account”.

You'll then come to a page that looks like this:



Step Four: Type in your first and last name in the appropriate boxes. If you are uncomfortable using your real name you can make one up. In the box next to “Desired Login Name”, you will type what you want to be your e-mail name. This can be your first and last name or a nickname or anything else. It **MUST** be at least 6 letters or characters long. Once you’ve typed it in the box click on the gray button that says, “Check Availability”.

If your e-mail name isn't already in use the screen will look like this:

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

centrallibraryrocks is available

Choose a password: [Password strength:](#)
Minimum of 8 characters in length.

Re-enter password:

If your name is already taken this screen will appear, don't panic.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

johnnie is not available, but the following usernames are:

- jerik40
- jonssonjerik7
- j.johnnie7
- jerik.johnnie

Try typing some numbers after your name until your screen says your name was available.

Step Five: Now you must create a secret word so that only you can access your e-mail account. It has to be at least eight letters/characters long and can include numbers and capitalized letters. The password strength means that your word is hard for someone to guess. The way you can increase the strength is by using a number or capital letter. A combination of these two things in your password creates the maximum strength.

Example:

<u>Password:</u>	<u>Strength:</u>
librariesrock	weak
LibrariesRock	medium
LibrariesRockx10	strong

*****REMEMBER:** Passwords are case sensitive, meaning if you use a capital letter in your password then you must always remember to capitalize the letter when entering your password.

Examples: JSmith, John.Smith

centrallibraryrocks is available

Choose a password: **Password strength: Strong**

Re-enter password:

Required field cannot be left blank
Minimum of 8 characters in length.

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

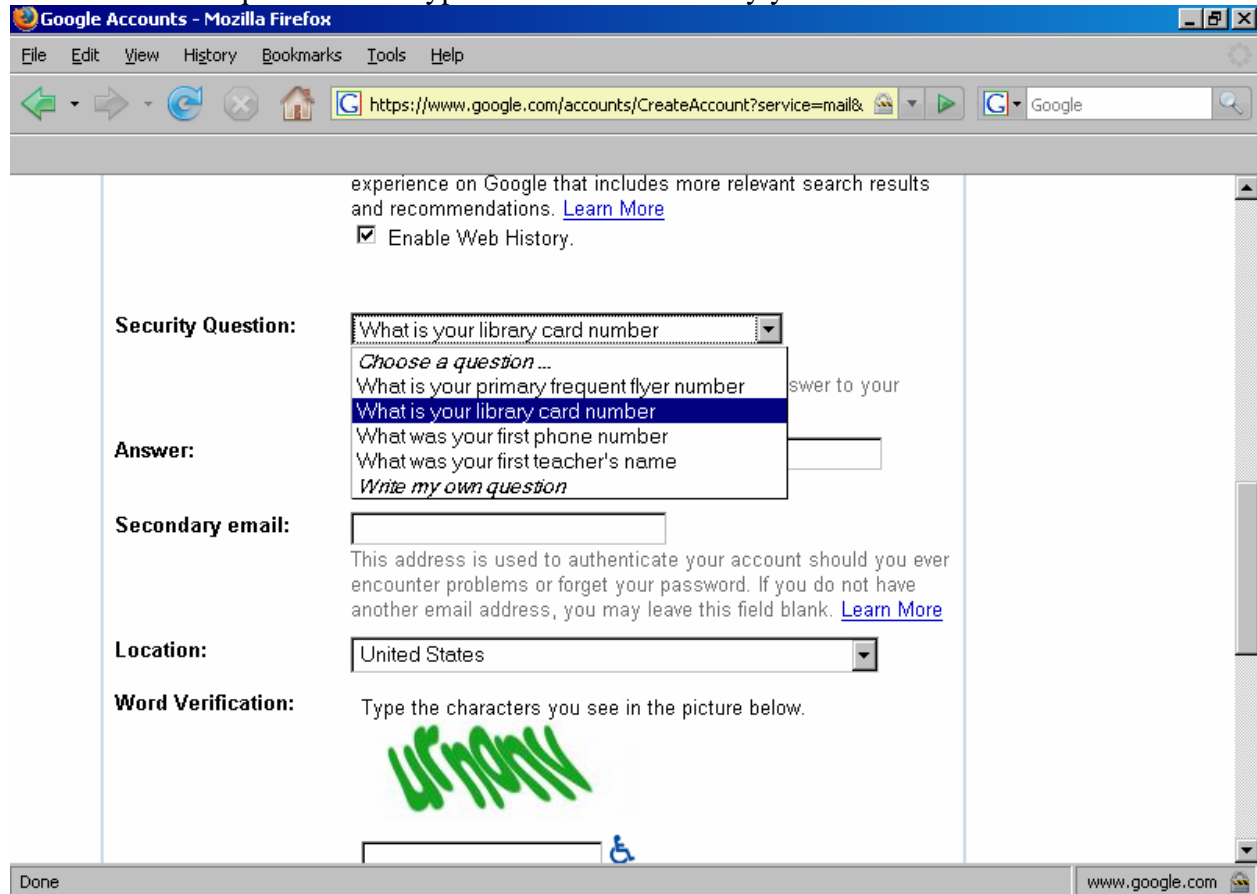
Enable Web History.

Security Question:

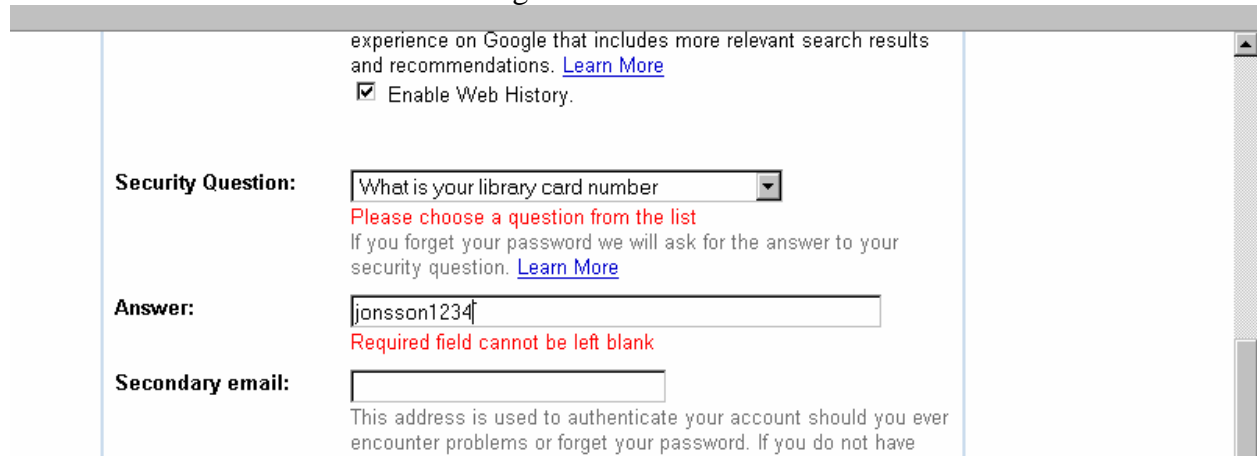
Please choose a question from the list
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Done www.google.com

Step Six: Now we have to make a secret question and answer. This in case you forget your password, then gmail will be able to know it's you and give it to you. Select one of the questions and type in an answer that only you'll know and remember.

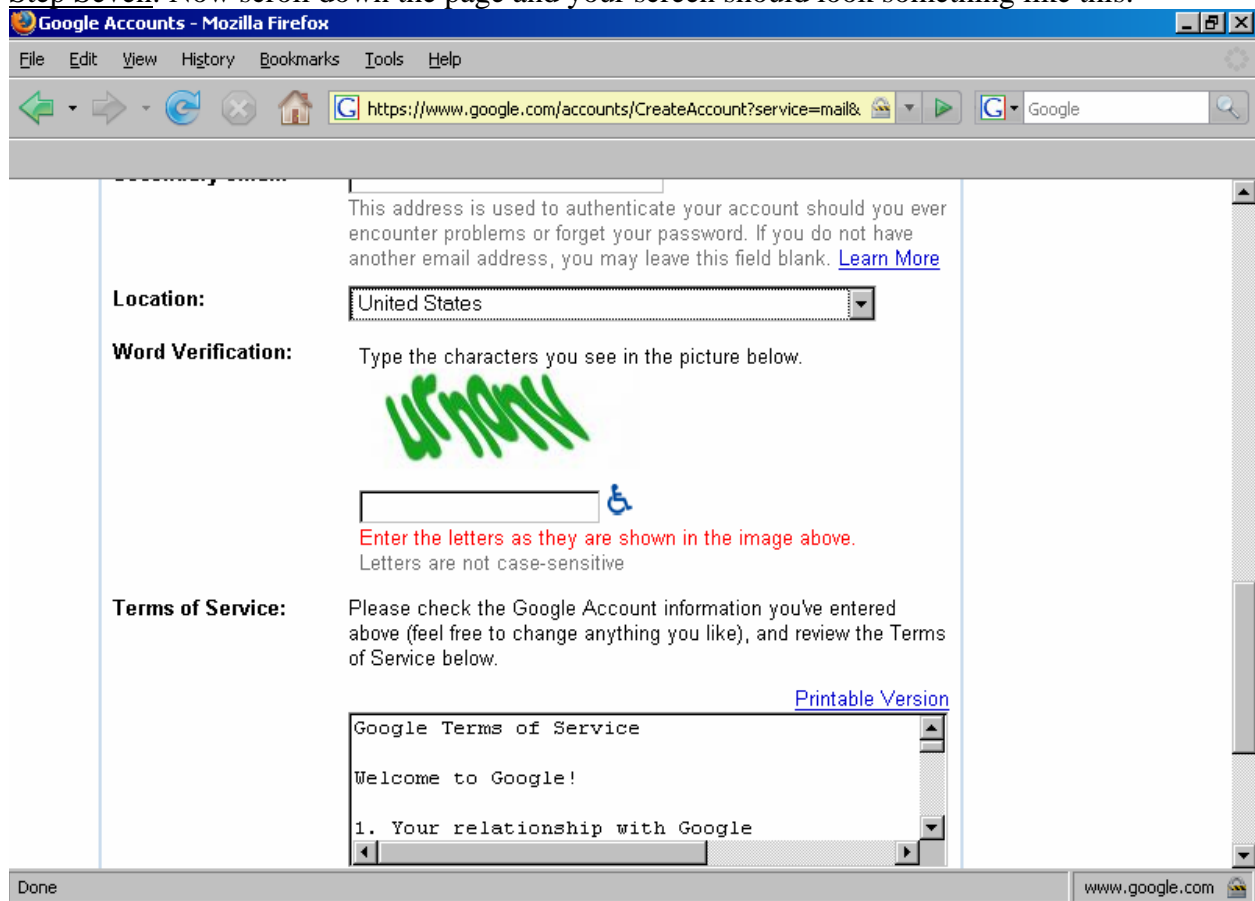


Your screen should now look something like this:



Don't worry if you don't have another e-mail address; just leave the "Secondary email" box blank.

Step Seven: Now scroll down the page and your screen should look something like this:

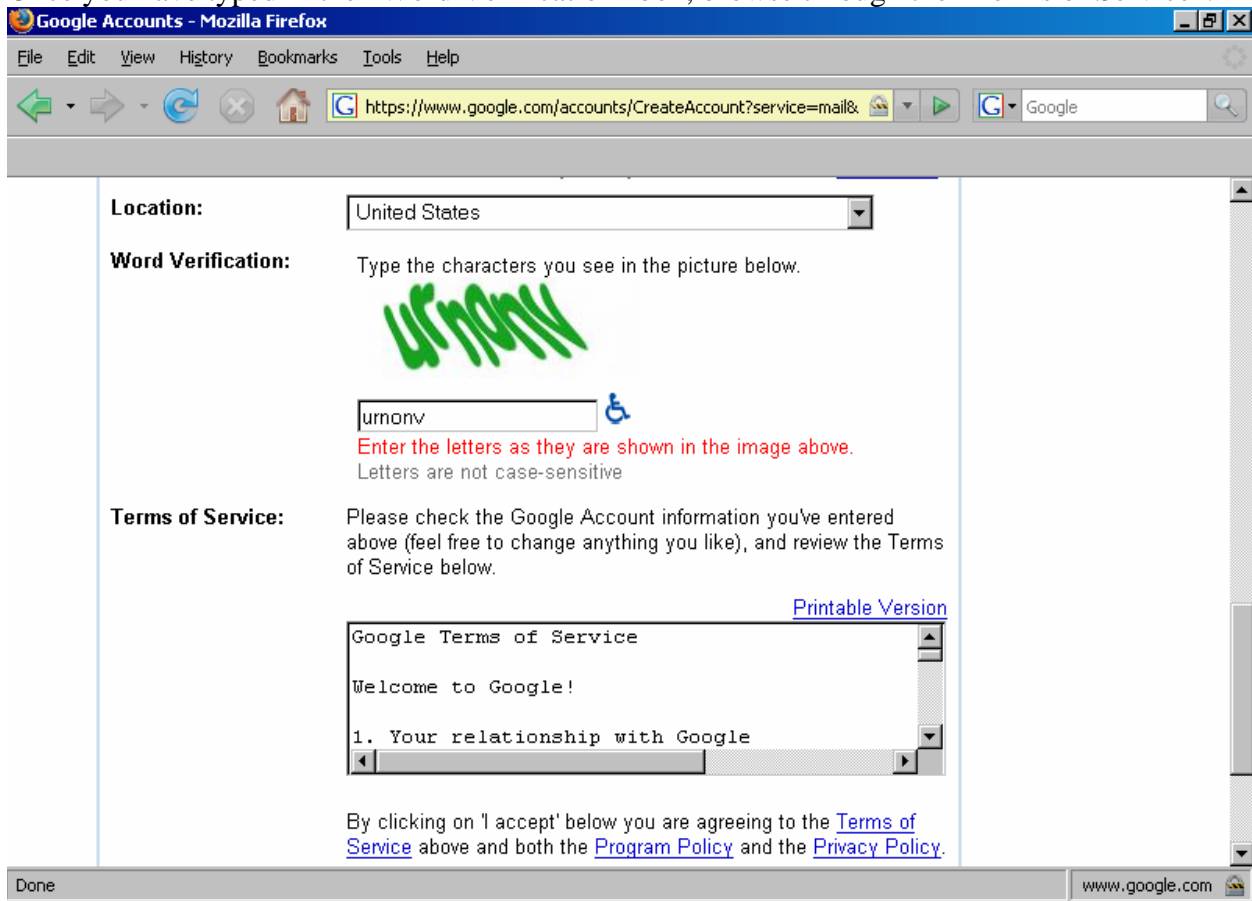


Select the location you currently living in with the drop down tab.

Then fill out the “Word Verification” part.

Just type the letters and numbers shown in the picture box into the white box. The letters are not case sensitive, meaning it doesn’t matter if you capitalize it or not.

Once you have typed in the “Word Verification” box, browse through the “Terms of Service”.




Google Accounts - Mozilla Firefox


File Edit View History Bookmarks Tools Help

https://www.google.com/accounts/CreateAccount?service=mail& Google

Location: United States

Word Verification: Type the characters you see in the picture below.



urmonv 

Enter the letters as they are shown in the image above.
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

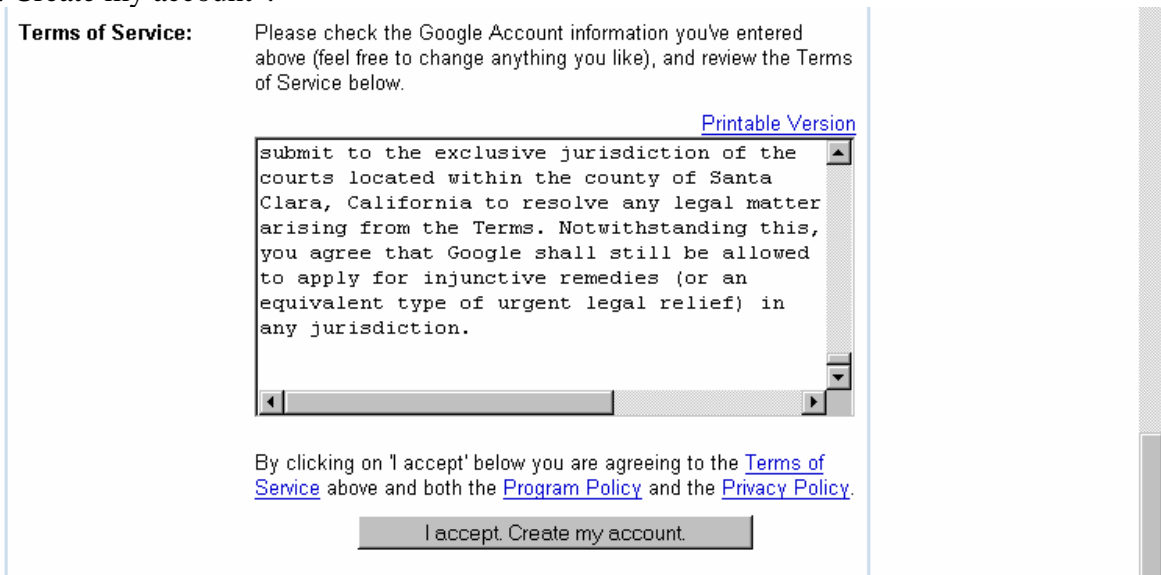
Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Done www.google.com

Once you get to the end of the “Terms of Service” information click the gray button that says, “I accept. Create my account”.



Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

submit to the exclusive jurisdiction of the courts located within the county of Santa Clara, California to resolve any legal matter arising from the Terms. Notwithstanding this, you agree that Google shall still be allowed to apply for injunctive remedies (or an equivalent type of urgent legal relief) in any jurisdiction.

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

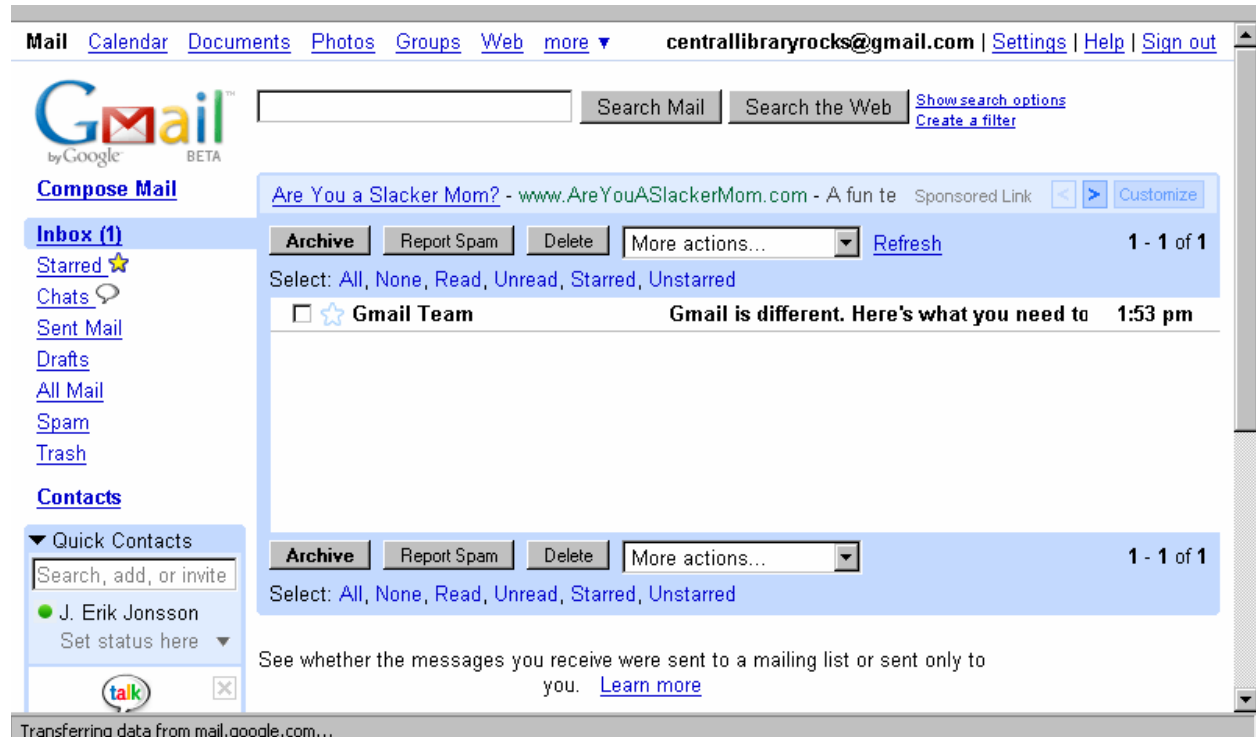
I accept. Create my account

This page should then appear:



This gives you a few informative things that are unique to this particular e-mail account.

Click the “I’m ready – show me my account” button and then you’ll view your e-mail account:



Congratulations you have successfully created your own e-mail account!!