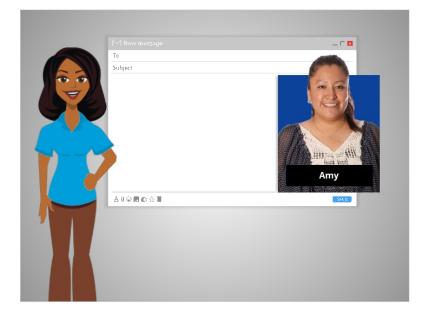


# Intro to Email Signing Up for Email



In this lesson, Amy will create an email account to communicate with other people, like her children's teachers and her family. If you don't have an e-mail account, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Outlook.

In today's example, let's follow along with Amy as she sets up a Gmail account.



••• < >	9 gmail.com	3 * C 0 +

First, Amy opens her internet browser and goes to the address bar.

In the address bar, Amy types "gmail.com" and then presses enter to go to the Gmail website.

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Google Create your Google Account	
first name Last name Last name	9
Username @gmail.com	
You can use letters, numbers & periods	0 2 9
Password   Confirm	
Use 8 or more characters with a mix of letters, numbers & symbols Show password	One account. All of Google working for you.
Sign in instead Next	

When Amy clicks on the link to Create an account, a form appears.

If you'd like the website to display in a language other than English, you can change the language using the drop-down menu at the bottom.

	Google	
	Create your Google Account	
_	to continue to Gmail	
	First name Amy E Smith	
L	Usemame	
	@gmail.com You can use letters, numbers & periods	n
	tou can use retters, numbers & penods	o 🗧 💙
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	Use 8 or more characters with a mix of letters, numbers & symbols	One account. All of Google working for you.
	Show password	working to you.
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At the top of the form, Amy enters her first and last name.

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	Help Privacy Terms

Next, Amy will choose a username, which will become a part of her email address.

Create your Google Account To annue to Gmail The marge of the marge Annue of the marge Annue of the marge of the marge Annue of the marge of th	One account. All of Google working for you.
Sign in instead Next	

Keep in mind that usernames are unique to each account, so it may be hard to find something that is not already taken.

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You may have to be creative with your username and add numbers or other identifying factors to it.

В	igCatLover1980@gmail.com
<b>(2)</b> A	<b>untA</b> @gmail.com
<b>•</b>	myLeighSmith82@gmail.com

Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, such as your child's teacher or an employer.

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Google Create your Google Account to ontrue to omal	The account. All of Google working for you:
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Next, Amy chooses a password for her account.

Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so that others watching can't see the characters.



A password on Gmail must be at least 8 characters long and should not be a word that is too easy to guess. You can add capital letters, numbers, and symbols to make your password more secure. You should not use your name or other common words that people could easily guess.

After setting up an account, it is important to remember your email address and password. You will need these to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them.

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When Amy enters her password, she is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.

Then, Amy clicks Next.

Image: second	Image: Will use this number only for account security. You choose that whether to be the only to account security. You choose that whether to be the only only to account security. We will use it to keep your account secure.       Will use it to keep your account secure.       Month       Day       Your personal info is private & safe	Prove nearbor (rightnow)         Image: December 2025/055/0162         Decodes will use this number drows for saccount security. Your, and choose later whether to be any out and choose later whether to be whether	Three manuface (registration)     202-555 0162     Cooper will use this number only for account security. Your     const for other pupposes     Recovery email address (optional)     Will use it to keep your account secure     Your personal info is private & safe
v     222-555-0162       i will use its number only for account security. You'll for other purposes.       overy email address (optional)       I use it to keep your account secure:       the it to keep your account secure:       the it to keep your account secure:       Day       Year   Vour personal info is private & safe	Image: Control of the control security for account security. You't account security to account security and the other security and the other security and the other security. The control of the security account security.       Recovery email address (optional)       Wiff use it to keep your account security.       Month       Day       Your bindary	Image: Constraint of the matched with the stream of the matched with the matched withe matched with the matched withet withet with the matched	Image: Cooperating and the second
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Amy now has the option to enter her phone number.

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	Why we ask for this information	

There is also an option to enter an alternate email address. The phone number and recovery email address will be used if she loses her password and needs help accessing her account.

Google	
Amy, welcome to Google	
amyleighsmith82@gmail.com	
Phone number (optionel) 202-555-0162 Google will use this number only for account security. Your	<b>A</b>
number worth be visible to others. You can choose later whether to use it for other purposes.  Recovery email address (optional)	
We'll use it to keep your account secure	
Month Day Year May = 23 1982	Your personal info is private & safe
Your birthday	
Gender 👻	
Why we ask for this information	
Beck	

Amy adds her date of birth, typing all 4 digits for the year.

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Google Amy, welcome to Google (2) emyleighentihet20-gmail.com
Prone number (optional)
Google will use this number only for account security. Your number work the visible to obten. You can choose later whether to use it for other proprise.
Recovery email address (optional)
We'll use it to keep your account secure
Month Vour Presentation of the state and the state of the
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Female
Male Rather not say
Custom
Back Next
13

Next, Amy selects her gender from the drop-down menu.

Then she clicks on Next.

Coccle         Derify your phone number         To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard reases a poly.         Image: Im	Tour personal info is private & safe	
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Now Amy verifies her phone number. This shows that this is her phone number and she is a real person and not a robot automatically creating accounts.

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In most cases you will need to have your phone with you when you complete the step. Amy clicks on send to have the verification code sent to her phone.

Amy receives a text message from Google with a code, and she types the code in this box.

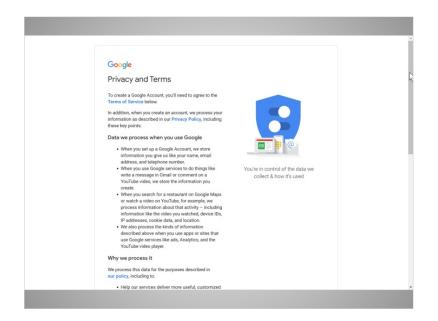
## Provided by AT&T Connected Learning + Public Library Association



Cocide Verify your phone number To rake sure this number is yours, Google will send your nates appir	Your personal info is private & safe	
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To receive a phone call instead of a text, click the link to call instead. When you answer the phone, you will hear an automated message reading the verification code. If you don't have a cell phone you can try using a home phone and selecting the Call Instead option.

Amy clicks Verify to show she has a working phone number.



## Finally Amy reads Google's Terms of Service and Privacy Policy.

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<ul> <li>Improve security by protecting against fraud and</li> </ul>		
abuse; and		
<ul> <li>Conduct analytics and measurement to</li> </ul>		
understand how our services are used. We also		
have partners that measure how our services are		
used. Learn more about these specific advertising		
and measurement partners.		
Combining data		
We also combine this data among our services and		
across your devices for these purposes. For example,		
depending on your account settings, we show you ads		
based on information about your interests, which we can		
derive from your use of Search and YouTube, and we use		
data from trillions of search queries to build spell- correction models that we use across all of our services.		
correction models that we use across all of our services.		
You're in control		
Depending on your account settings, some of this data		
may be associated with your Google Account and we		
treat this data as personal information. You can control		
how we collect and use this data now by clicking "More		
Options" below. You can always adjust your controls		
later or withdraw your consent for the future by visiting		
My Account (myaccount.google.com).		
More options $\checkmark$		
Cancel		
<i>2</i> <sup>1</sup>		
English (United States) 💌	Help Privacy Terms	

This explains how Google can use your information while you use Google services. After she reads it, she clicks the button labeled I Agree, since she agrees...

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... and goes to her inbox for the first time.

In the next lesson we will follow along with Amy as she reads and responds to email in her inbox.

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