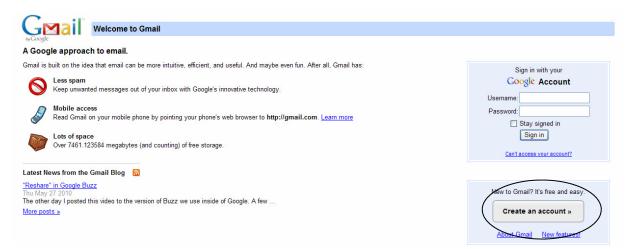
ANYGEEKS PRESENT...

Create an email account with Gmail

GETTING STARTED:

To set up an email account with Google, open up an internet browser and type www.gmail.com into the address bar at the top of the screen. This will take you to Gmail's main page, which is where you will go every time you want to sign into your email account.

The first time, click on the button on the right side that says "Create an Account"



ENTER YOUR INFORMATION:

When you click on "Create an account" you will be prompted to enter your personal information into a form. See the page titled "Troubleshooting the sign-up form" for assistance.

USING YOUR EMAIL:

It is a good idea to write down your username and password when you create your account, but remember to keep it someplace safe because this is the only information necessary to access your email account. When you give your email address to someone, it will be <u>[username]</u>@gmail.com.

To get into your email account, go to gmail.com and enter your username and password on the right side of the screen. Check the box "Stay signed in" if you want Gmail to remember you so you don't have to sign in every time. This can be very useful on a personal computer, but if you use a public computer you may want to leave it unchecked to maintain your privacy. Click on "Sign in" to see your email account, check emails, and compose and send new messages.





ANYGEEKS PRESENT ...

Reading and Sending emails

LOOKING AT YOUR INBOX:

IDDOX(17)	"Compose Mail" to ser to someone. See below.	rd Safely And E Labels ▼	asily Tighten Your Skin Maintain Your Youthful Look! More actions ▼ <u>Refresh</u>
Sent Mail			motional Eating - Emergency Help for Emotional Eating The next time you fe
Drafts (2)	🗄 🗌 👷 Blogger Team	Announcing Blogger a	and Amazon.com Integration - Do you link to Amazon.com in your blog posts
classes	🔲 🚖 SparkPeople Community Hi	100 Pound Loss Main	tained For 4 Months! - SparkPeople: Weekly Community Highlight Week of 0
Consumer Reports	🔲 🖄 SparkPeople.com	Curves - For a Limited	I Time, Try Tuesdays Free! - Click here if you cannot see the images. Burn u
jessierangeview@yahoo.com	🔲 🖄 The Weekly Spark	The Surefire Way to S	abotage Your Diet - The Surefire Way to Sabotage Your Diet If you're still lab
Yahoo_Mail 5 more •	🔢 🖄 SparkPeople Community Hi	How SparkPeople Has	Click on the title of the email to open
	🔲 😭 SparkPeople.com	Only 5 days left to get	it and read it. If a single click doesn't
Contacts Tasks	🔢 🗖 😭 The Weekly Spark	End Your Love-Hate R	e C
	🔲 🗇 SparkPeople.com	Earn 25 SparkPoints	open the email, try double clicking on
Chat	🔢 🗖 🏡 verify	Nexon.net Verification	dit. N
Search, add, or invite	🔢 🖄 SparkPeople Community Hi	My Son, My Trainer - S	SparkPeople: Weekly Community Highlight Week of 05/20/2010 - Featured Bi
BR Anythink	🔢 🖄 SparkPeople.com	ACE Fitness Tips, Max	kimize Your Treadmill Workout, P90X Review - American Council on Exercis
Set status here 🔹	🔢 🗖 🏫 The Weekly Spark	Top 7 Strategies for V	Veight-Loss Success - Top 7 Strategies for Weight-Loss Success There's m
jessieransom alvrdt	🔢 🖄 SparkPeople.com	Get Ready for Summe	er with New SparkPeople Products & Free Shipping! - Get Ready for Swims

SENDING AN EMAIL:

	Send	Sa	we Now	Discard		
when you're ready to send			think <j tyr<br="">in t</j>	Type the email address of the person you're sending it to in the box labeled "To"		
your eman.	oject		ch a file Insert	sert Invitation		
	B			- T ₂ 🍢 😨 🥯 🗄 🗄 🖅 🖾 🖬 🕊 📑 🗮 🛴 «Plain Text		
				Type your message here. Use the icons above to make text bold, italic, add color, or make other changes		





ANYGEEKS PRESENT ...

Troubleshooting the sign-up form

				(
Get started with Gn	nail		Use a login name that is easy f	or voli
First name: Last name:			to remember. This will also be email address that you give to Click on "check availability" to	the others. make
Desired Login Name:	Examples: JSmith, John.Sm		sure you can use this name. If i ready taken, Gmail will sugges names for you.	
Character and	check availability!	Bass	Choose a password that's easy to remember, but hard for othe	ers to
Choose a password:	Minimum of 8 characters in l	ength.	guess. It's a good idea to use le and numbers.	tters
Re-enter password:				
	 Stay signed in Enable Web History Lease 	want to un	sing a public computer you prob check this box to protect your p	•
Default Homepage	Set Google as my defau Your default homepage in yo you open your browser.		the first page that appears when	
Security Question:	Choose a question	You will have to answer the		
	If you forget your password we will ask for the question. Learn More rity question if you ever lose your password, so make sure it's some thing you can remember.			
Answer:				1
Recovery email:	This address is used to auth problems or forget your pass you may leave this field blan	word. If you d	Leave recovery email blank if 3 don't have another email addre	





PAGE 2

Troubleshooting the sign-up form

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Location:	United States	*			
Birthday:					
	MM/DD/YYYY (e.g. "6/1/2010")				
Word Verification:	Type the characters you see in the picture below.				
	Letters are not case-sensitive	Type the letters exactly as they appear. This is just to make sure you're a human and not a com- puter program.			
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.				
	With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. <u>Learn</u> <u>more</u>				
		Printable Version			
	Google Terms of Service				
	Welcome to Google!				
	1. Your relationship with Go	ogle 💌			
Click on the "I accept" button when you've fin- ished filling out the form. Gmail will create your email account.					



