

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"

The screenshot shows the Gmail homepage. At the top left is the Gmail logo with the text "Welcome to Gmail" in a blue bar. Below this is the heading "A Google approach to email." followed by a paragraph: "Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:"

- Less spam**: Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**: Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com>. [Learn more](#)
- Lots of space**: Over 7461.123584 megabytes (and counting) of free storage.

Below the features is a section for "Latest News from the Gmail Blog" with a snippet of a post titled "Reshare" in Google Buzz, dated Thu May 27 2010. On the right side of the page, there is a sign-in form titled "Sign in with your Google Account". The form includes fields for "Username:" and "Password:", a checkbox for "Stay signed in", and a "Sign in" button. A link "Can't access your account?" is below the button. At the bottom of the sign-in form, there is a button labeled "Create an account »" which is circled in black. Below this button are links for "About Gmail" and "New features".

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 [\[username\]@gmail.com](mailto:[username]@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.

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Reading and Sending emails

LOOKING AT YOUR INBOX:

Compose Mail

Click on "Compose Mail" to send an email to someone. See below.

Click on the title of the email to open it and read it. If a single click doesn't open the email, try double clicking on it.

The screenshot shows a typical email inbox layout. On the left is a sidebar with folders like 'Inbox (17)', 'Buzz', 'Starred', 'Sent Mail', and 'Drafts (2)'. Below these are categories like 'classes', 'Consumer Reports', and 'Yahoo_Mail'. A 'Chat' section is also visible. The main area displays a list of emails with columns for checkboxes, sender names (e.g., 'Blogger Team', 'SparkPeople Community Hi'), and subject lines. A callout box points to the 'Compose Mail' button in the top left. Another callout box points to the subject line of an email, explaining how to open it.

SENDING AN EMAIL:

Send

Click on "Send" when you're ready to send your email.

Type the email address of the person you're sending it to in the box labeled "To"

Type your message here. Use the icons above to make text bold, italic, add color, or make other changes

The screenshot shows the 'Compose' screen of an email client. At the top are buttons for 'Send', 'Save Now', and 'Discard'. Below these are fields for 'From' (pre-filled with 'BR Anythink'), 'To', and 'Subject'. There are also 'Add Cc' and 'Add Bcc' options. A rich text editor toolbar is visible with icons for bold, italic, underline, text color, background color, link, unlink, list, and text alignment. A callout box points to the 'Send' button. Another callout box points to the 'To' field. A third callout box points to the main text area of the email body.

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Troubleshooting the sign-up form

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Get started with Gmail

First name:

Last name:

Desired Login Name: @g
Examples: JSmith, John.Smith

Choose a password: Pass
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Default Homepage Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Security Question: Choose a question ...
If you forget your password we will ask for the question. [Learn More](#)

Answer:

Recovery email:
This address is used to authenticate your problems or forget your password. If you don't have another email address you may leave this field blank. [Learn More](#)

Use a login name that is easy for you to remember. This will also be the email address that you give to others. Click on "check availability" to make sure you can use this name. If it's already taken, Gmail will suggest similar names for you.

Choose a password that's easy for you to remember, but hard for others to guess. It's a good idea to use letters and numbers.

If you're using a public computer you probably want to uncheck this box to protect your privacy..

You will have to answer the security question if you ever lose your password, so make sure it's something you can remember.

Leave recovery email blank if you don't have another email address.

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anythink™

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Troubleshooting the sign-up form

Location:

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 computer 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. [Learn more](#)

[Printable Version](#)

Google Terms of Service
Welcome to Google!
1. Your relationship with Google

Click on the "I accept" button when you've finished filling out the form. Gmail will create your email account.

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