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:

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

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The next page should look like this:

![Gmail screenshot](https://www.google.com/accounts/ServiceLogin/service=m&passive=true&continue=https%3A%2F%2Fmail.google.com)

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

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**A Google approach to email.**

Gmail is a new kind of webmail, 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/app](http://gmail.com/app). [Learn more](http://gmail.com/app).

- **Lots of space**
  Over 6573179609 megabytes (and counting) of free storage so you’ll never need to delete another message.

New to Gmail? It’s free and easy.

Create an account
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: J. Erik
Last name: Jonsson
Desired Login Name: centrallibraryrocks@gmail.com
Examples: JSmith, JohnSmith

[check availability]

 centrallibraryrocks is available

Choose a password:
Minimum of 8 characters in length
Re-enter password:

Done

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

Get started with Gmail

First name: J. Erik
Last name: Jonsson
Desired Login Name: johnnie@gmail.com
Examples: JSmith, JohnSmith

[check availability]

johnnie is not available, but the following usernames are:
- jenki40
- jonsjonjenki7
- jjohnnie7
- jenik-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:

Password: Librariesrock
Strength: weak

Password: LibrariesRock
Strength: medium

Password: LibrariesRockx10
Strength: 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.
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”. Once you get to the end of the “Terms of Service” information click the gray button that says, “I accept. Create my account”.
Congratulations! You've successfully signed up for Gmail. Here are three things you really should know before you get started.

**Archive, don't delete**
With more than 2,500 megabytes of free storage, you never need to delete another email. Just archive everything and use Gmail's search to find what you need.

**Great search, less filing**
Never file another message or create another folder. Use Gmail's built-in Google search to quickly find the email you need.

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!!