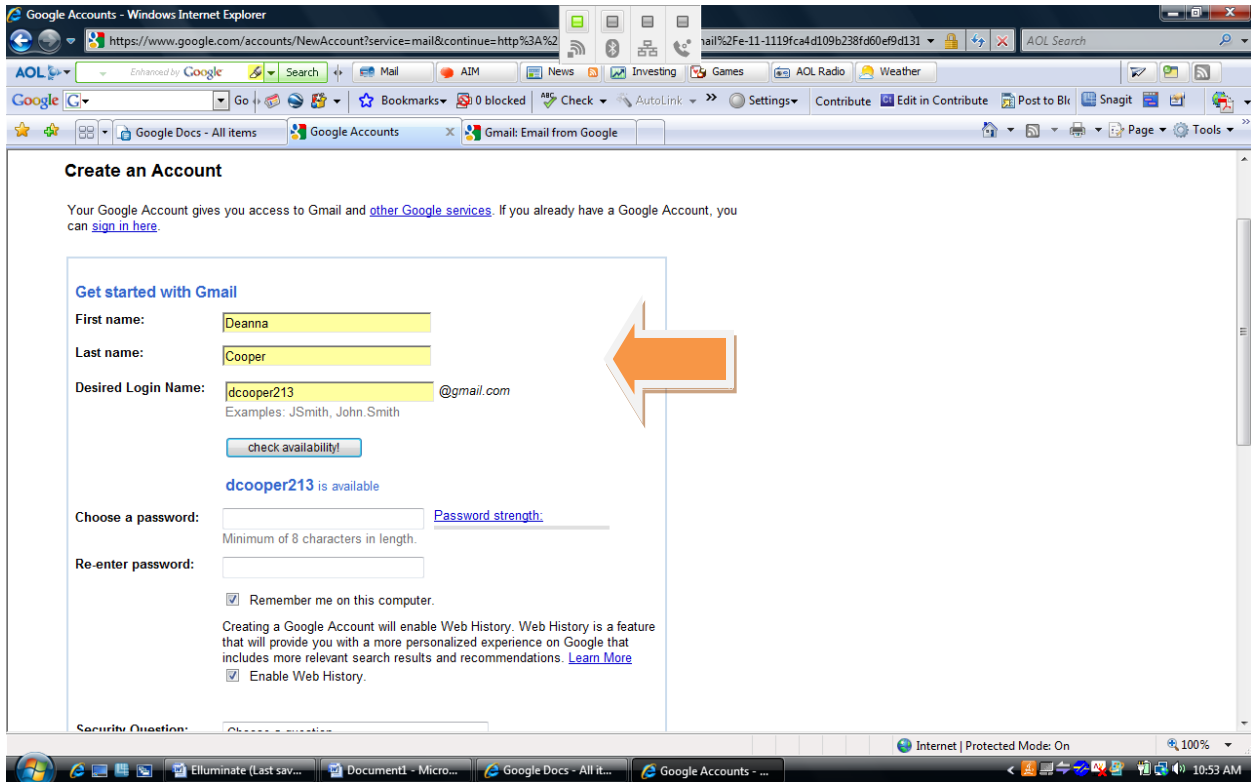
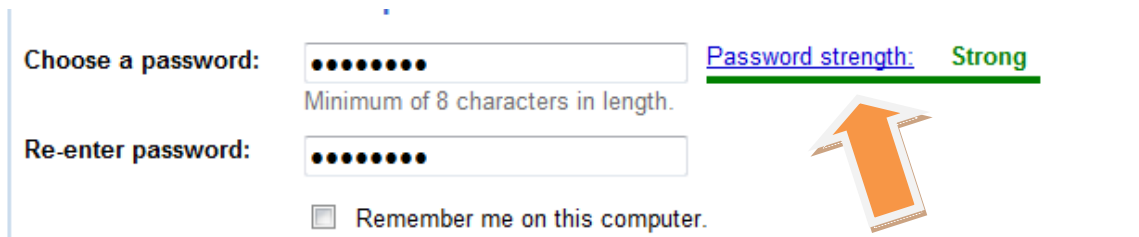


1. Open a browser, such as Internet Explorer.
2. Type in the address: <http://gmail.google.com>.
3. Click on "Sign up for Gmail".



4. Fill out the required information in the blank fields.
5. Check the availability of your address by clicking on "Check Availability". If the address is not available, try another one until it is accepted.



6. Choose a password.
7. Check your password strength. A strong password will have a combination of at least 6 numbers and letters. I suggest a password strategy of a core word plus the month and year, or your birth date (ex. ginger1966). If you entered a strong password, it will be indicated by a green bar that says "Strong".
8. Reenter the password.
9. Uncheck "Remember me on the computer. Only use this when you are at your home computer, for security purposes.

Security Question:

Answer:

Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

10. Choose a security question from the drop down list by clicking on the arrow on the right side of the box.

11. Provide an answer in the designated answer box.

Security Question:

If you forget your password we will ask you the answer to your security question. [Learn More](#)

Answer:

12. You can also choose "Write my own question", which is at the bottom of the list. Write in the question and then fill in the answer.

Secondary email:


This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

13. Type in a secondary email. I suggest using your school email. Gmail will use this alternate email to send you information on lost passwords.


14. Choose your location from the drop down menu by clicking on the arrow on the right side of the box.

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



&

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](#).

14. Enter the security word as you see it. This is to verify that you are a person and not a computer.

15. Read and acknowledge the terms of service (if you choose), then click on the "I accept" button to create your account. The account will not be created unless you agree to the Terms of Service.



Introduction to Gmail

Congratulations!

You've successfully signed up for Gmail. Here are **three things you really should know** before you get started.

[I'm ready - show me my account](#)

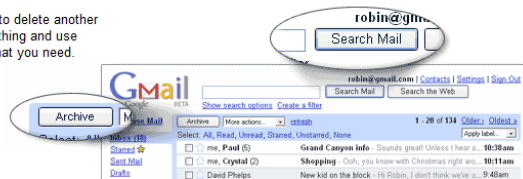
Archive, don't delete

With more than 7285.747806 megabytes of free

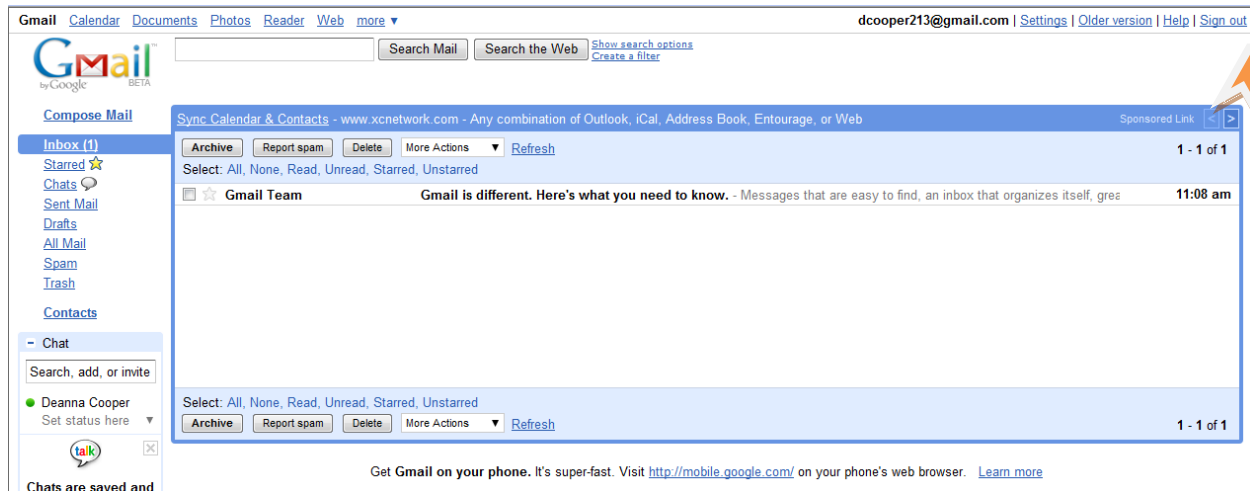
storage, you never need to delete another email. Just archive everything and use Gmail's search to find what you need.

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.



16. You have now created your account. To view your account, click on "I'm ready - show me my account."



17. Your screen should look something like the picture above. To read the welcome message from the Gmail Team, click on the tile of the email.

18. To delete a message, check the box next to the title and click the "Delete" button at the bottom of the active window. An active window is typically indicated by a dark(er) "title bar", i.e. the bar at the top of the window, than the surrounding open windows.

19. To create your first email, click on "Compose Mail".

20. To sign out, click on "Sign Out" in the upper right corner of the window.