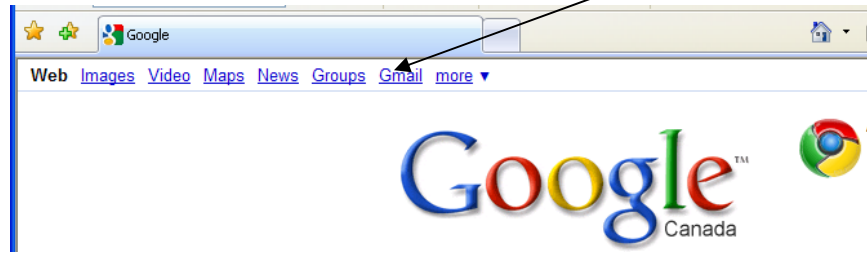
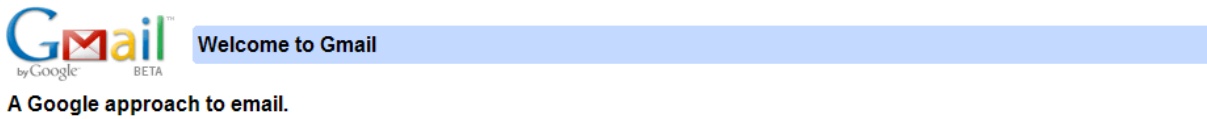


## Setting up your own G-mail Account

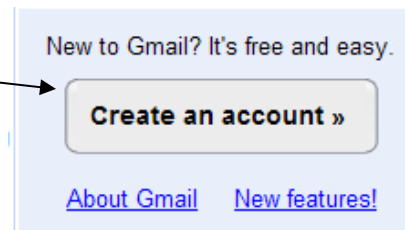
1. Type <https://www.google.ca> in the address bar
2. Click **Gmail** from the Web options shown at the top of the screen



A **Welcome to Gmail** page appears:



3. Click the Button **Create an account**



Creating a Google Account – Gmail screen will come up that looks 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:

Last name:

Desired Login Name:  @gmail.com  
Examples: JSmith, John.Smith

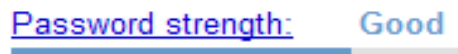
4. Type in your First Name
5. Type in your Last Name

6. Type in a Login Name in the **Desired Login name** field.
  - ✓ Include your first name
  - ✓ Include your last name's first initial.
  - ✓ If you are in a literacy program, ask your Practitioner for your literacy agency number and include it in your login name. If you are not in a program, or are accessing the LearningHub from home, you do not require an agency number, and can create whatever login name you want.
  - ✓ e.g.: [johns12345](#) @gmail.com

7. Click the **Check availability** button.



- ✓ Wait for a response to see if your login name is available.
  - ✓ If it is not available, try adding periods, e.g. john.s.12345@gmail.com
  - ✓ Click the **Check availability** button again.
8. Type in a password that you can remember
    - ✓ Password needs to be at least 8 characters.
    - ✓ Use letter or numbers; or a combination of letters and numbers.
    - ✓ Google will display the password's strength for security.
    - ✓ Try to have a password that has a good or strong strength.



9. Retype in your password exactly as you had above in the field **Re-enter password**.
  - ✓ Use the same lower case and upper case letters.
  - ✓ Write down the login name and password you have chosen. Store it somewhere you can find it later, in case you forget the details.
10. Select a security question that you would be able to answer if needed.
  - ✓ If you don't like the choice of questions, select Write my own question.
  - ✓ Type your question e.g. What is your dog's name?

Security Question:

Answer:

Secondary email:

answer to your security

11. Type in an answer to your question in the **Answer** field. e.g. Max
12. If you forget your password, Google will email the password to another email account. The Secondary email field is used to enter in an email address that you would be able to get the message from. If you do not have another email, this field can be left blank.
13. Leave the word **Canada** in the location field.

14. Look at the word picture shown on your screen for the **Word Verification**.

Type the letters or numbers you see in the field below.

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

scnplate

Letters are not case-sensitive

15. Read the Terms for Service. Then click **I accept. Create my account**.

I accept. Create my account.

16. Google may need you to correct information or try a different password. A new screen will appear with red text telling you what fields you need to correct.

- Make corrections
- A new Word Verification word will appear.
- Type the characters you see into the field below.
- Click the button: **I accept. Create my account**.

An Introduction to Gmail screen will appear with a note "Congratulations!"

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.

17. Click the **Show me my account!** Button

A screen like this will appear:

The screenshot shows the Gmail interface. At the top left is the Gmail logo with "by Google" and "BETA" below it. To the right is a search bar with "Search Mail" and "Search the Web" buttons, and links for "Show search options" and "Create a filter". Below the search bar is a navigation menu with "Compose Mail", "Inbox (2)", "Starred", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam", "Trash", and "Contacts". The main content area shows an email list with columns for "Archive", "Report spam", "Delete", "Move to", "Labels", "More actions", and "Refresh". The email list contains three entries from "The Gmail Team" with subject lines: "Import your contacts and old email", "Customize Gmail with colors and themes", and "Access Gmail on your mobile phone".

18. Click **Help** found beside **Sign Out** at the top right corner of the Gmail window.

[Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

19. Check out the **Getting Started Guide**.

**Tip:** Setup a Desktop Shortcut for easy access. Here are the steps to setup a shortcut:

- Type <https://www.google.ca> in the address bar.
- Click the **Gmail** link.
- Select **File** on the menu bar.
- Select **Send** on the File menu and arrow to the right and select **Shortcut to Desktop**. Double click this new desktop icon to sign in to your email.

