



Signing Up for Gmail



Gmail is a free email account provided by Google. Gmail is just one of many free email services, but once you set up the account, you can send and receive email from anyone with any email address. Follow the steps below to set up a standard email account.

- 1 Since we're signing up for Gmail and Gmail is a Google product, open up the internet browser **Google Chrome**.



- 2 Type **gmail.com** into the address bar and press the Enter key. If anyone else has ever signed into a Gmail account using the same browser, you may see a prompt to sign in to that account. Ignore the prompt, and click on **Create account**. If prompted, select **for myself**. Then click **Next**.



Select a Username & Password

- 3** Enter your name and then choose a username. If you get a message telling you that the username you want is not available, try something else. There are so many Gmail accounts, it's sometimes difficult to find a unique username, especially if your given name is common. Keep trying until you find one that is available. Do not include any spaces in your username.

- 4** Make sure your password is at least 8 characters long (no spaces) and has a combination of letters and numbers — symbols are good, too, but aren't required. Write down your username, password, and email address — this is your username followed by @gmail.com in the spaces below:

Username:

Password:

Email Address:



Tips for a Strong a Password

Coming up with a strong password can be a creative activity. You'll want to make sure it's easy for you to remember and impossible for anyone to guess. One idea is to come up with a phrase or mantra that is meaningful to you, substituting letters with numbers and symbols, e.g. "@" for "a" or "1" for i, the possibilities are endless! Here are a few examples:

- "I love pasta!" = "1lov3P@\$t@!"
- "Coffee is gold" = "coff3315g0ld"

Another good tip is to use a line from a book, poem, or song that is meaningful to you.


A popular article on seniorplanet.org talks about how inspirational quotes can help you achieve your goals, becoming like a mantra. Here are a few examples from the article. These are great passwords, but don't use any of these because they're publicly available!


Strong password	Stronger passwords
Walk2milestoday	WALK2M!LE\$2day
Keepitlockedown	K33p!tL0CK3dD0Wn
learnfromanyone	l3@rNfr0M@ny0n3



- 5 You'll see your new email address at the top of the next page.

Michael, welcome to Google

 seniorplanetpractice1234@gmail.com

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

Your birthday

Gender

[Why we ask for this information](#)

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Your personal info is private & safe

- 6 Enter a mobile phone number. Although this is optional, it's strongly recommended that you enter a cell phone number. If you ever forget your password or get locked out of your account, having a cell phone number associated with your account, makes resetting your password much easier.
- 7 Enter a recovery email if you have one. Again, this can help you regain access to your account if you get locked out.
- 8 You must enter your birthday and gender to continue with the sign up process.



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Scroll down the page to accept the Privacy & Terms. You can read these as closely as you like. When ready, click **I agree** to continue creating your new Gmail account.



Privacy and Terms


To create a Google Account, you'll need to agree to the [Terms of Service](#) below. In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

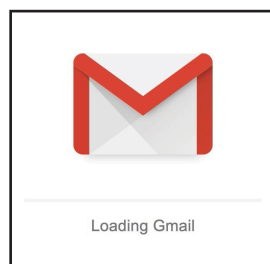
[MORE OPTIONS](#) ▾

[Cancel](#) [I agree](#)



You're in control of the data we collect & how it's used

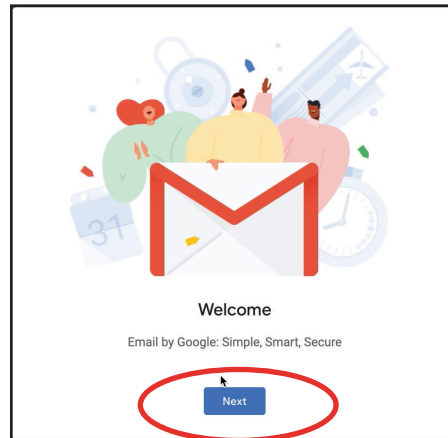
It may take several minutes before you reach the next screen. This is because Google is creating, in real time, your new Gmail address.



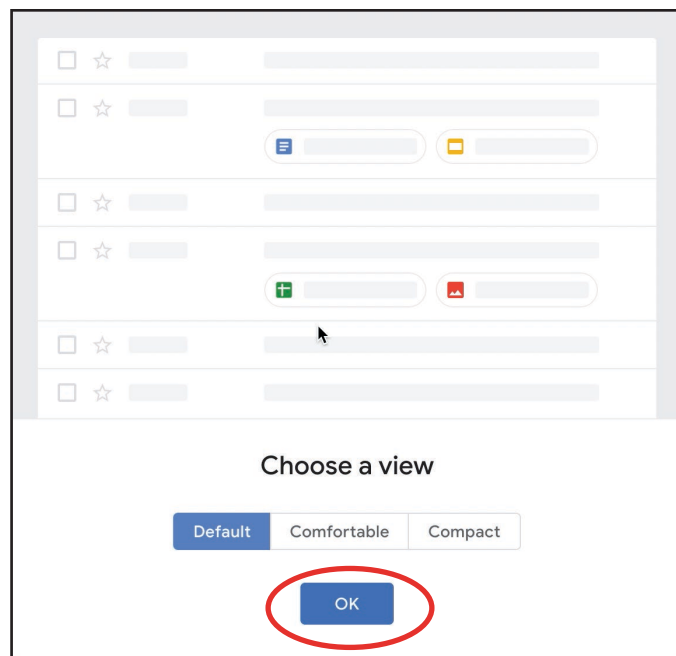


Your New Gmail Account

- 1 The Welcome notification lets you know that you've successfully created a new Gmail address! Click **Next** when ready.



- 2 Pick a view for your inbox that you're comfortable with. You can click on each option for a preview. Click **OK** when ready. You can always change this later in **Settings**.





Your Inbox

Since your Gmail address is brand new, your inbox will be empty. Any personal emails that come in, will appear under the **Primary** tab.

Click the **Compose** button in the column on the left-hand side of your screen to start sending emails!

