



# Signing Up for Gmail



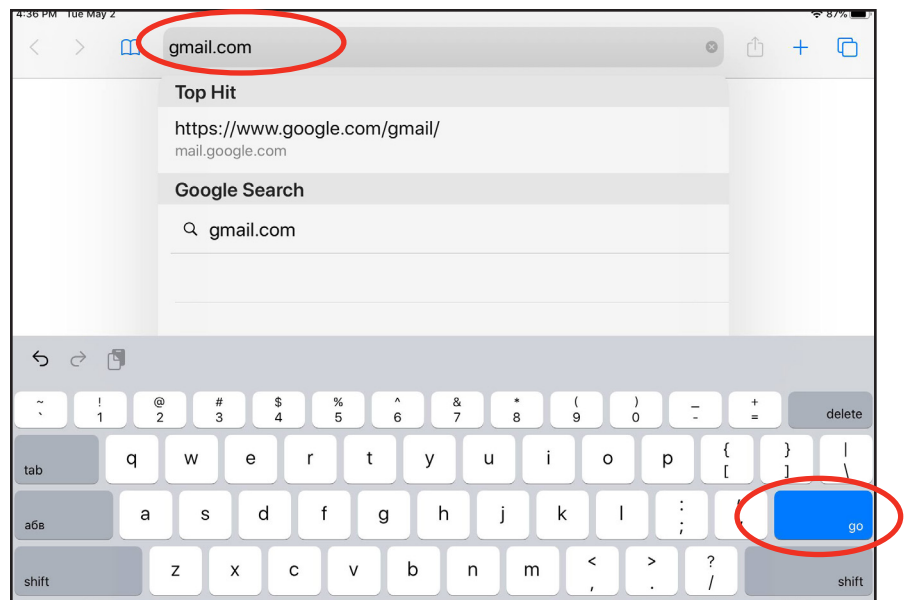
Gmail is a free email account provided by Google. Gmail is just one of many free email services, but once you set up the account, you can send and receive email from any email address. The steps below go over how to set up a Gmail account using the Safari web browser on your iPad.

**If you need more support, call Senior Planet's Hotline at 888-713-3495, Monday-Friday, 6am - 5pm Pacific.**

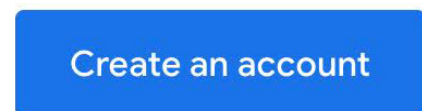
- 1 Look for the **Safari** icon on your home screen and tap it.



- 2 Tap inside the **address bar** at the top of your screen. Your onscreen keyboard will appear. Now, type "gmail.com" in the address bar. Then, hit the blue **Return** key on the keyboard.



- 3 When the next page opens, tap the blue **Create an account** button at the top of the screen.





## Select a Username & Password

- 1 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.

Google

Create your Google Account  
to continue to Gmail

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

- 2 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:

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Password:

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Email Address:

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## Tips for a Strong 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](http://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
Keepitlockeddown	K33p!tL0CK3dD0Wn
learnfromanyone	l3@rNfr0M@ny0n3




## Finish Signing Up

- 1 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](#)

[Back](#)

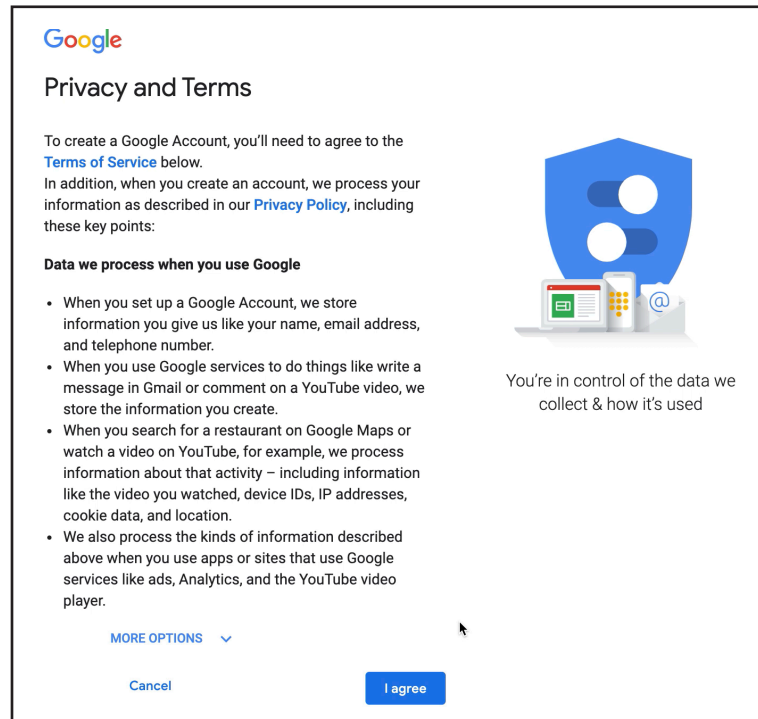
Your personal info is private & safe

- 2 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.
- 3 Enter a recovery email if you have one. Again, this can help you regain access to your account if you get locked out.
- 4 You must enter your birthday and gender to continue with the sign up process.

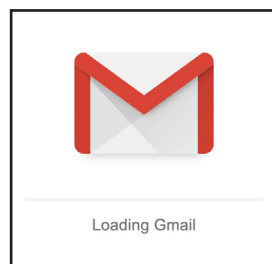


## Finish Signing Up, Cont'd

- 5** 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.



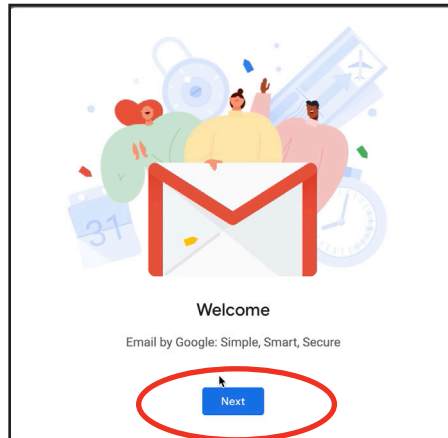
It may take several minutes before you reach the next screen. This is because Google is creating, in real time, your new Gmail address.



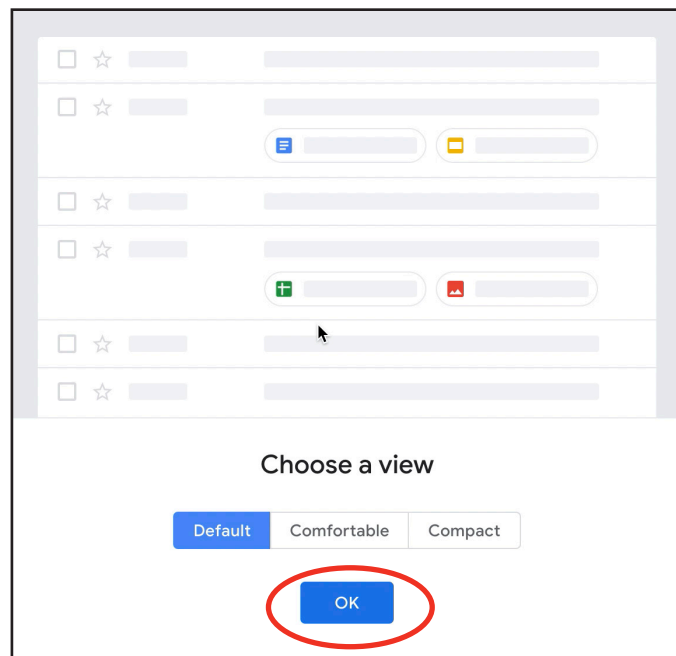


# Your New Gmail Account

- 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**.

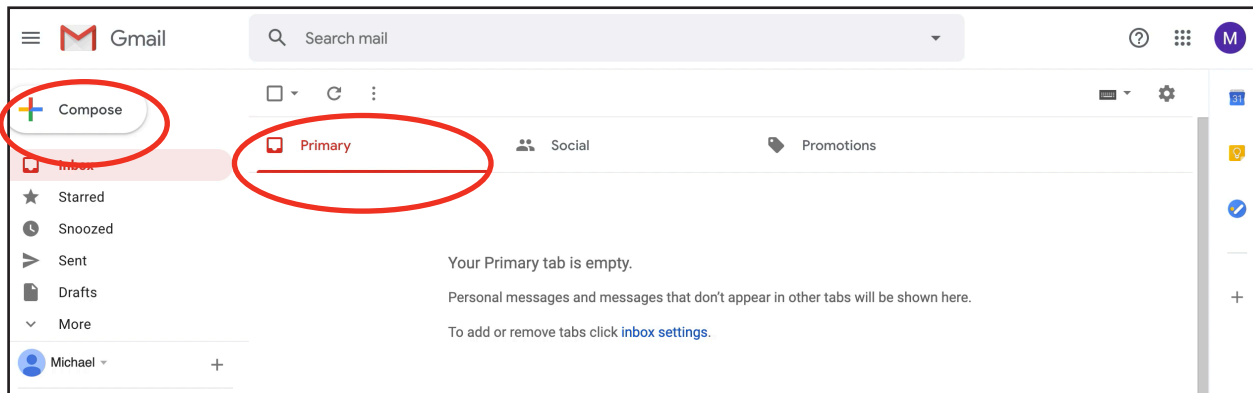




## Your Inbox

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

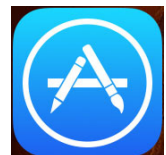
Click the **Compose** button in the column on the left-hand side of your screen to start sending emails!



## Next Steps

Now that you have a Gmail account, you can send and receive emails! You can also take advantage of apps and other digital resources that require email addresses to sign up.

- 1 If you don't yet have one, you can create an **Apple ID** so that you can download apps from the iPad's App Store. Check out the document, "Creating an Apple ID," for step-by-step instructions.



- 2 After you have an Apple ID, you can download the **Gmail app**, which makes using email on your iPad easy. After you download the app, you'll sign in with the email address and password you created today.

