## How do I... Create a Gmail e-mail

1. Open the **internet browser** of your choice. Examples include *Mozilla Firefox, Yahoo!, and Google Chrome.*

2. Find the **address bar** at the top of the browser. **Left click** in the search bar and type **gmail.com.** **Press** the **Enter button** on the keyboard to be directed to the site.

3. On this sign in page, look for the blue text that says **Create account.** **Left click** once on this button.

4. First, you need to enter your **first and last name.** You can use an alias or nickname, as long as both the first and last name spaces are filled in.

   Then choose a username for your e-mail address. This is the information you can give to others, and that others will use to contact you.

   Write your e-mail address here:

   ____________________________

5. Next, create a **password.** Strong e-mail passwords:
   - Do **not** contain personal information
   - Are more than eight characters long
   - Contain uppercase and lowercase letters
   - Contain at least one symbol

   To make sure your password looks correct, **left click** in the **Show Password** box to view it before you finalize it.

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### Write your password here:

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

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### Store this sheet in a safe place you’ll remember.

Once you decide on a username and password, click **Next**.

### Verify your phone number

For your security, Google wants to make sure it’s really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Now that you’ve got an e-mail address, Google will need to verify that you’re the person setting up the account.

On this page, enter your phone number to get a text or call that will verify you are the one creating the account.

Once you enter your number, click **Next**.

### Once you enter your number and click Next, you will get a text from Google with a 6-digit code. Type it in to verify your account.

If you would prefer to have a call to complete this step, click on the **Call instead** option next to the Verify button.

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Almost there! On this page, you have the option to add another recovery phone number or e-mail, if you want extra account security.

8

Type your birthdate, month, and year.

Select your gender (optional).

Click Next.

9

Google's Terms of Service and Privacy Policy appears on the next page.

Read through some of the information, and once you are ready to move onto the next page, click once on the I agree button.

Congratulations! You have successfully created a Google e-mail account.

E-mail Terminology

<table>
<thead>
<tr>
<th><strong>Inbox:</strong></th>
<th>The main space where e-mails that come to you will be stored.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachment:</strong></td>
<td>Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF.</td>
</tr>
<tr>
<td><strong>Drafts:</strong></td>
<td>E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time.</td>
</tr>
<tr>
<td><strong>Folders:</strong></td>
<td>A way to sort e-mails into categories, like “From Mom” or “About Technology”. These can be created by you and edited at any time.</td>
</tr>
<tr>
<td><strong>Contacts/Contact book:</strong></td>
<td>Displays list of people and organizations that you have e-mailed or been e-mailed by.</td>
</tr>
<tr>
<td><strong>Reply:</strong></td>
<td>The button that allows you to send an e-mail to someone who has e-mailed you.</td>
</tr>
<tr>
<td><strong>Reply All:</strong></td>
<td>The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender.</td>
</tr>
<tr>
<td><strong>Forward:</strong></td>
<td>The button that allows you to share a message to another person, without having to write the e-mail yourself.</td>
</tr>
<tr>
<td><strong>To CC someone:</strong></td>
<td>Pronounced like “see-see”. A copy of the e-mail is sent to the recipient whose e-mail address appears in the message's Cc: header field.</td>
</tr>
<tr>
<td><strong>Spam:</strong></td>
<td>The location for storing unwanted e-mails as determined by a spam filter. Also called a “junk folder”.</td>
</tr>
</tbody>
</table>

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