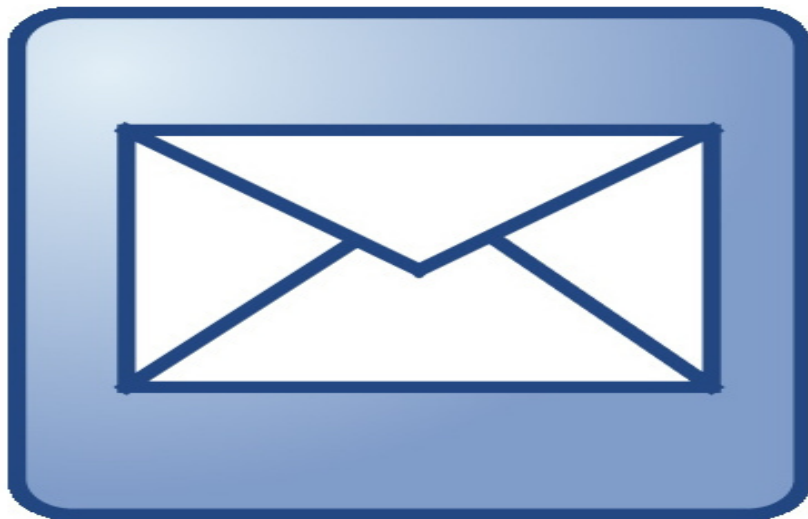


E-Mail Essentials



Lake County Public Library
WWW.LCPLIN.ORG

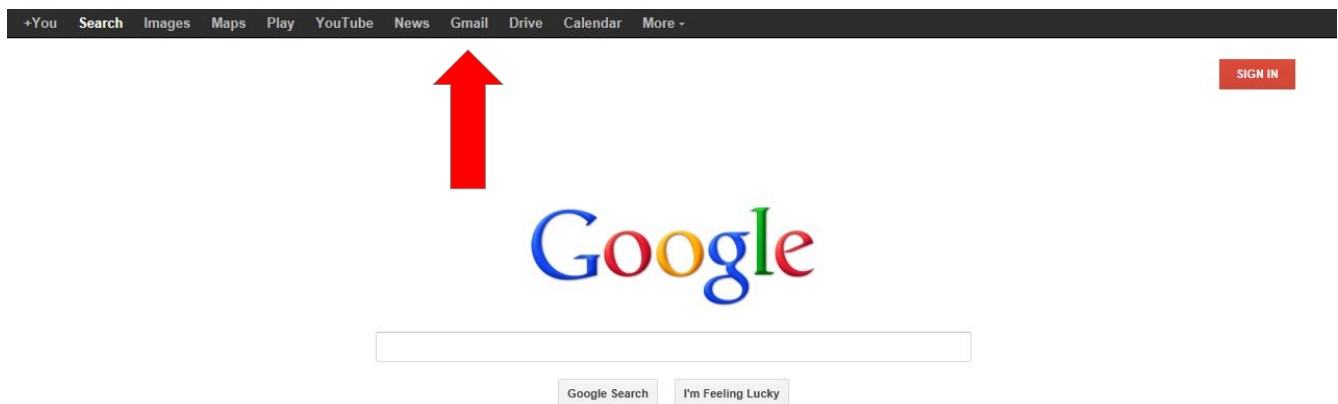
E-Mail Essentials

Having an e-mail account is becoming more and more important to everyday life - finding a job, shopping, paying bills, and corresponding with friends and family. In this session, you will learn to set up a free Gmail e-mail account, send and receive e-mail, and learn how to operate your e-mail account safely.

Setting Up your E-mail Account

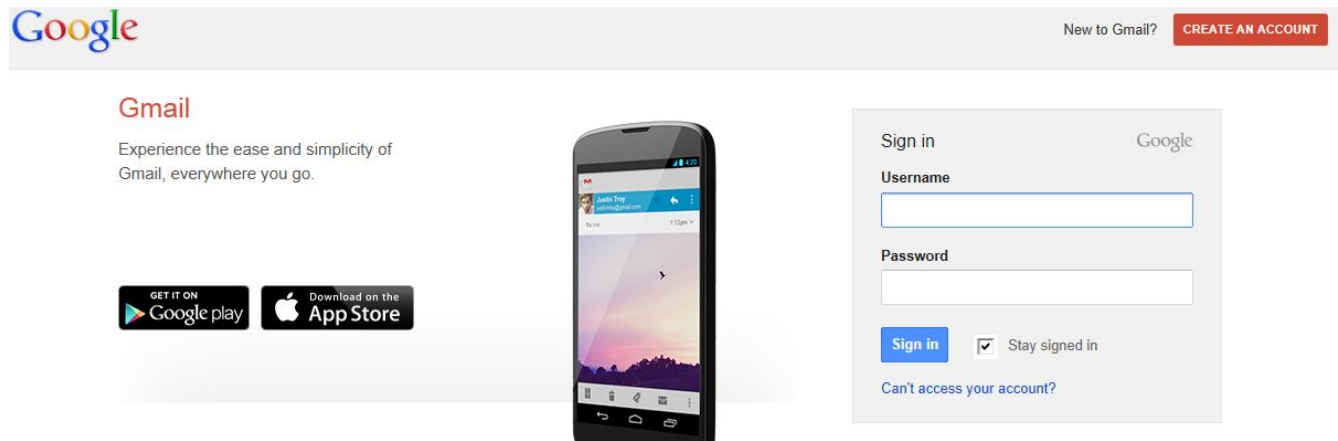
We're going to work with Gmail e-mail, since it is one of the easiest to sign up for, and requires fewer steps. Other free e-mail accounts include Yahoo and Outlook (formerly Hotmail).

You can get to Gmail by going to the Google webpage - www.google.com



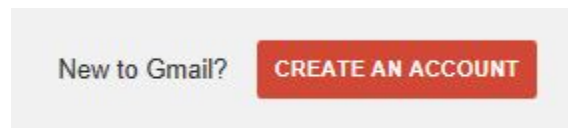
Select the Gmail option in the black menu bar at the top of the page (where the red arrow is pointing).

You will get this page:



When you've created your e-mail account, this is where you will go to sign in each time you want to access your e-mail account.

For now, select the "Create Account" button at the top, and click on it.

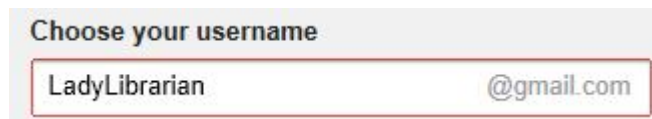


To create your account, you will need to give Gmail certain information about yourself. You will also need to choose the name you will be known by, and a password to use to enter the account.

For Gmail to verify that you are not a robot, you will also need a cellular phone with you, or be near a phone that can be called.

Username

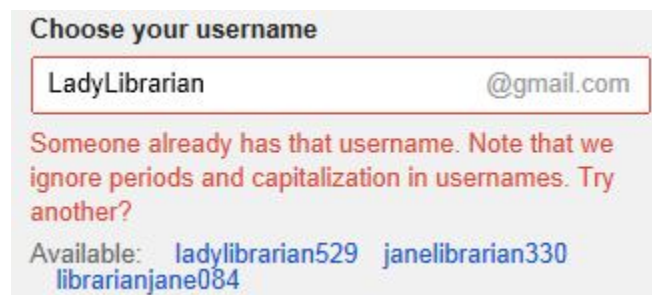
When someone gives you their e-mail address - "marianlibrarian12@gmail.com," their username is the part that comes before the @. In this case, the username would be "marianlibrarian12." Usernames can combine letters and numbers to create a unique e-mail address.



Choose your username

LadyLibrarian @gmail.com

You can create your own username with Gmail, but if someone else has already claimed it, you will need to keep trying! Add some numbers, like your zipcode, at the end of a username that you want. Gmail will also give you some suggestions.



Choose your username

LadyLibrarian @gmail.com

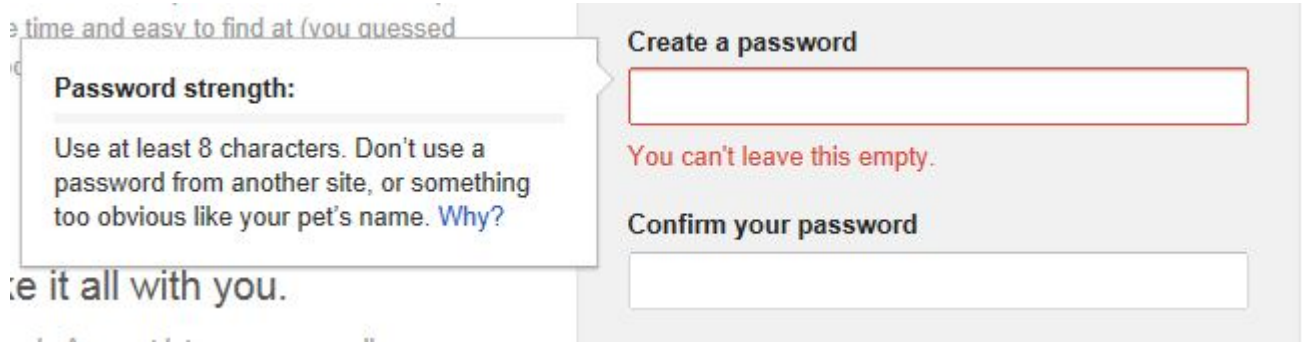
Someone already has that username. Note that we ignore periods and capitalization in usernames. Try another?

Available: ladylibrarian529 janelibrarian330
librarianjane084

Passwords

Creating a password will give your e-mail account some security.

Create a password that you can remember, but isn't too obvious. Google will tell you when your password is strong enough. Enter it in one more time to confirm it.

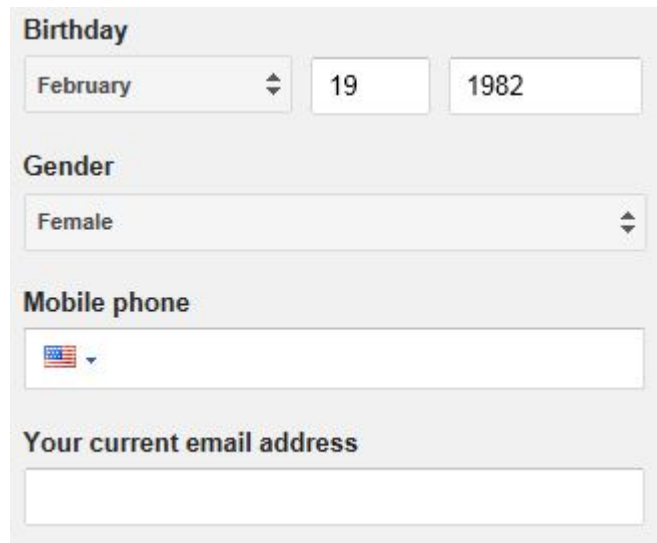


The image shows a portion of a web form for creating a password. On the left, a tooltip box titled "Password strength:" contains the text: "Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?". To the right, the form has a section titled "Create a password" with an empty text input field. Below this field is a red error message: "You can't leave this empty.". Underneath is a section titled "Confirm your password" with another empty text input field.

If you need to, write your password down and store it in a safe place!

Other Information

You will also be asked for this information: birth date, gender, and language.



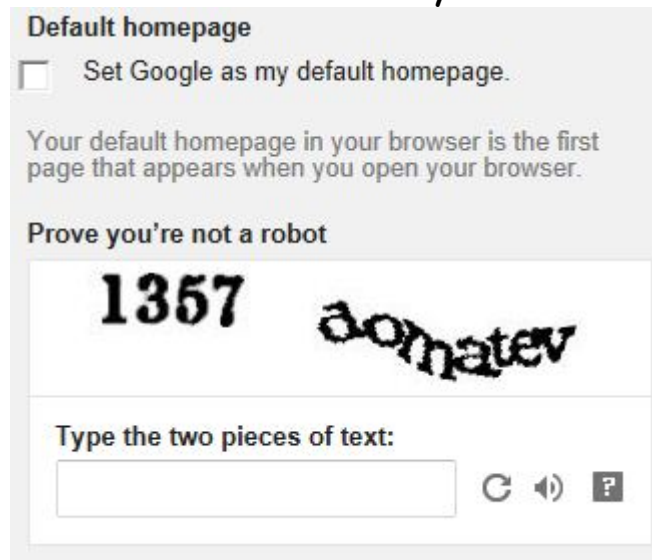
The image shows a registration form with several fields. The "Birthday" section has a dropdown menu set to "February", a text box with "19", and another text box with "1982". The "Gender" section has a dropdown menu set to "Female". The "Mobile phone" section has a dropdown menu with a US flag icon. The "Your current email address" section has an empty text input field.

You don't necessarily have to give them the correct birth date...

Prove You're Not a Robot

Many e-mail programs have problems with robotic programs setting up fake e-mail accounts and using them to spread viruses.

Most robotic programs can't interpret pictures, so you will be given pictures, and told to write what you see.



Default homepage

Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

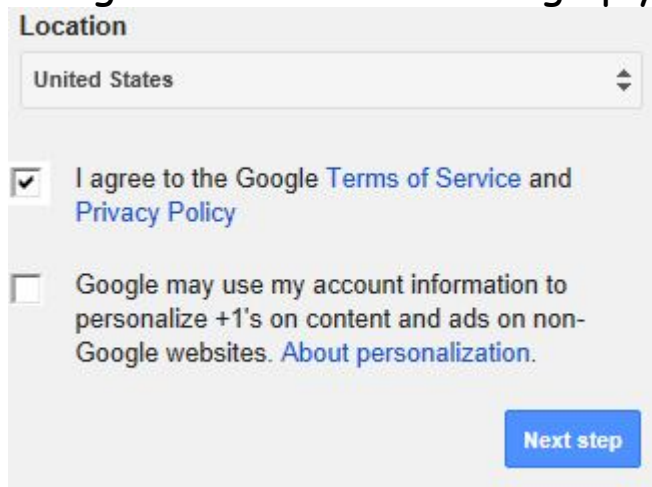
Prove you're not a robot

1357 do matev

Type the two pieces of text:

Agreeing to Terms of Service

You can read the Terms, but you'll have to check the box next to 'I agree' in order to go forward with setting up your account.



Location

United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

You don't have to agree to personalization of ads, though.

Getting a Call from Google

You can choose to get a call or a text message from Google. Simply enter your cell phone number (with area code) and choose whether you'd like a text message or a phone message. Press "Continue." A box will pop up that will allow you to type in the code that you are given.

Sit back and wait for your phone to ring, or for a text message to arrive. Write down the code that is spoken or texted to you, and type it into the box. This will confirm to Google that you are a real person!

Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: (201) 555-5555

- Google will only use this number for account security.
- Standard text messaging rates may apply.

How should we send you codes?

- Text message (SMS)
- Voice Call

Continue

Important: Google will never share your number with other companies or use it for marketing purposes.

Security Questions

In the case you forget your password, you will be asked two security questions to get into your account. These are questions that wouldn't be easy for a stranger to answer.

Almost done,
the secret questions can help you get back into your account faster.

Secret Question 1:

Your Answer:

Secret Question 2:

Your Answer:

You have now successfully set up your account!