

HOW TO CREATE A GMAIL ACCOUNT

A step by step guide to assist to you in creating an email address you can use to better communicate with your friends, family, and medical providers.

WHY DO I NEED AN EMAIL?

- In consideration of current guidelines involving social distancing, there are ways your doctor can connect with you from the comfort of your own home. The concept of remote visits is not new, but the need to quickly transition practices to these visits has presented some challenges in registering patients.
- For many of these services, you will need an email account to register. Perhaps you do not have one, or maybe even have an old one you do not use? You may even be interested in creating an email account that you use solely and specifically for your doctor's visits. Whatever the reason, this guide will show you a simple way to get started creating a personal email.

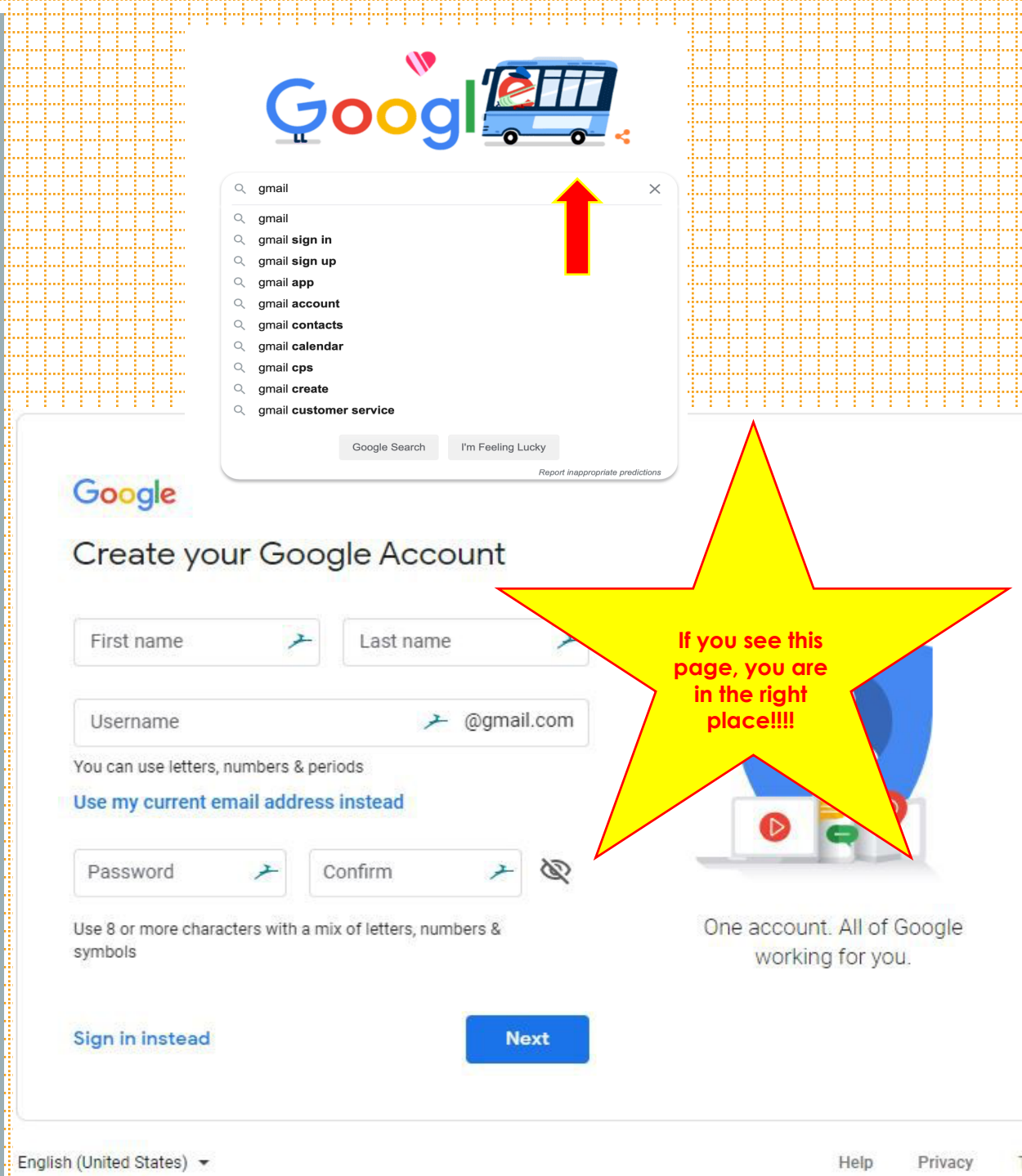
STEP ONE

Choose your carrier-there are many email carriers to choose from. You may have heard of some like Outlook or Yahoo. Your Verizon or Cox account will also provide email service, but these accounts can be difficult to retrieve if you happen to switch companies for internet, cable, or phone service. Verizon and Cox accounts can also be difficult to view on different devices like your smartphone. For this tutorial, we will be using **Gmail**. **Gmail** is considered one of the best email services. It is safe and user friendly. **Gmail is also the service currently used by most professionals.**



STEP TWO

Type **Gmail** into your browser bar. The first option that shows up should be what you need: **Gmail-Google** or **Create Google Account**. Click on that link. This link should take you to a form to enable you to create your new account.



The screenshot shows a Google search interface. At the top, the Google logo is partially visible with a heart icon. Below it, a search bar contains the text 'gmail'. A dropdown menu shows search suggestions, with 'gmail' as the first option. A red arrow points to this first suggestion. Below the search bar, the 'Create your Google Account' link is highlighted in blue. A large yellow star with a red outline is overlaid on the right side of the page, containing the text: 'If you see this page, you are in the right place!!!!'. The background of the entire image has a yellow dotted pattern.

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

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

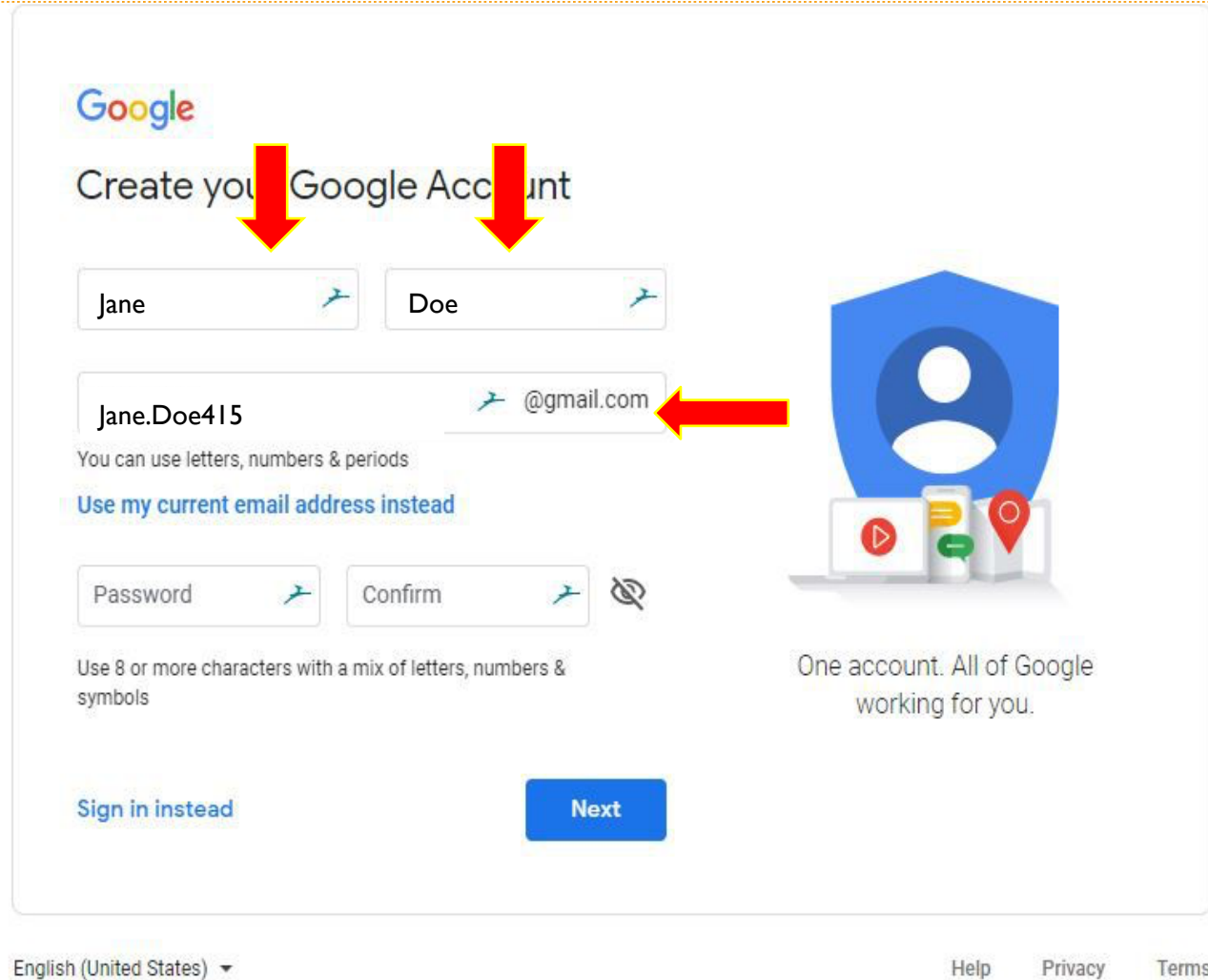
[Sign in instead](#) [Next](#)

One account. All of Google working for you.

English (United States) Help Privacy

STEP THREE

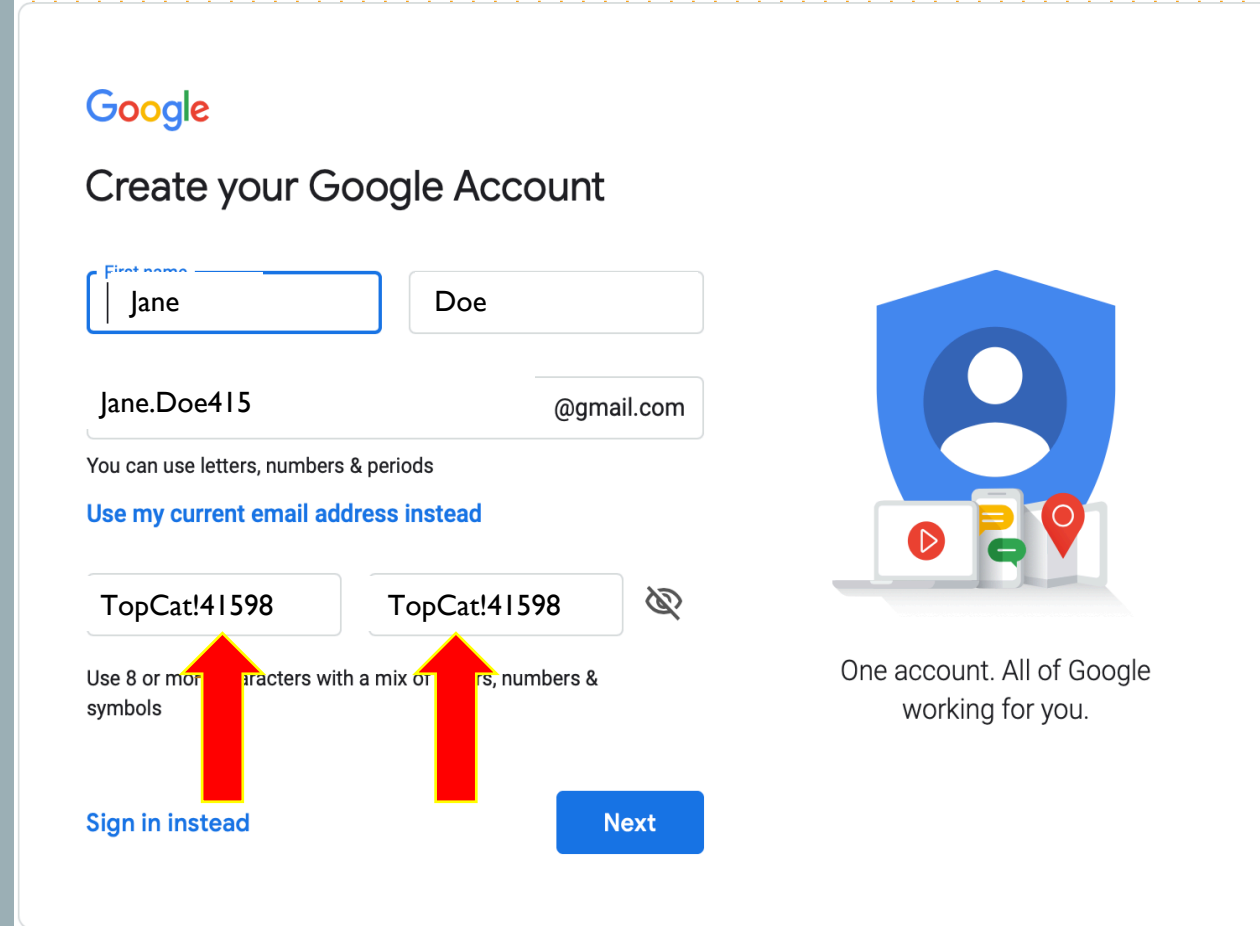
Next, you are going to begin to fill in your information to Create your Google Account. This step will ask for your first and last name. You will then be asked to create a username. Try to keep this simple and easy to remember. There can be no spaces in your username. Many people choose to use a combination of their first and last names. For example, if my name was Jane Doe, I might use JaneDoe, or Jane.Doe, or Jdoe. You might need to use a number or two to make it unique: Jane.Doe415. You will be prompted to choose a different username if what you selected is not available. This can get frustrating! But try to keep it simple.



The screenshot shows the Google Account creation interface. At the top is the Google logo. Below it is the heading "Create your Google Account". Two red arrows point down to the "First name" and "Last name" input fields, which contain "Jane" and "Doe" respectively. Below these is the "Username" field containing "Jane.Doe415" and the "Email" field containing "@gmail.com". A red arrow points to the email field. Below the username field is a link that says "Use my current email address instead". Below the email field are "Password" and "Confirm" fields, with a "Show/Hide" icon to the right. Below the password fields is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the page is a graphic of a blue shield with a person icon, and below it, the text "One account. All of Google working for you." At the very bottom, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

STEP FOUR

Create a password. For this step, it is important to keep your password strong but simple. Gmail requires at least 8 characters, and should be a mix of letters, numbers, and symbols. You should not use your name as part of your password, or anything too simple like “12345678”. Still, it should be easy for you to remember, and something significant like a name combined with a special date. Ex: **TopCat!4!598**. The final step will be for you to confirm your password by typing it in again.



The screenshot shows the Google Account creation interface. At the top is the Google logo and the heading "Create your Google Account". Below this are input fields for the first name "Jane" and last name "Doe". The email address field contains "Jane.Doe415@gmail.com", with a note "You can use letters, numbers & periods" and a link "Use my current email address instead". The password field shows "TopCat!4!598" twice, with a red arrow pointing to each. A note below the first password field says "Use 8 or more characters with a mix of letters, numbers & symbols". There is a "Sign in instead" link and a blue "Next" button. On the right, there is a blue shield icon with a person silhouette, and a graphic of a laptop with various app icons. Below the graphic is the text "One account. All of Google working for you."

Google

Create your Google Account

First name: Jane Last name: Doe

Email address: Jane.Doe415@gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password: TopCat!4!598 Confirm: TopCat!4!598

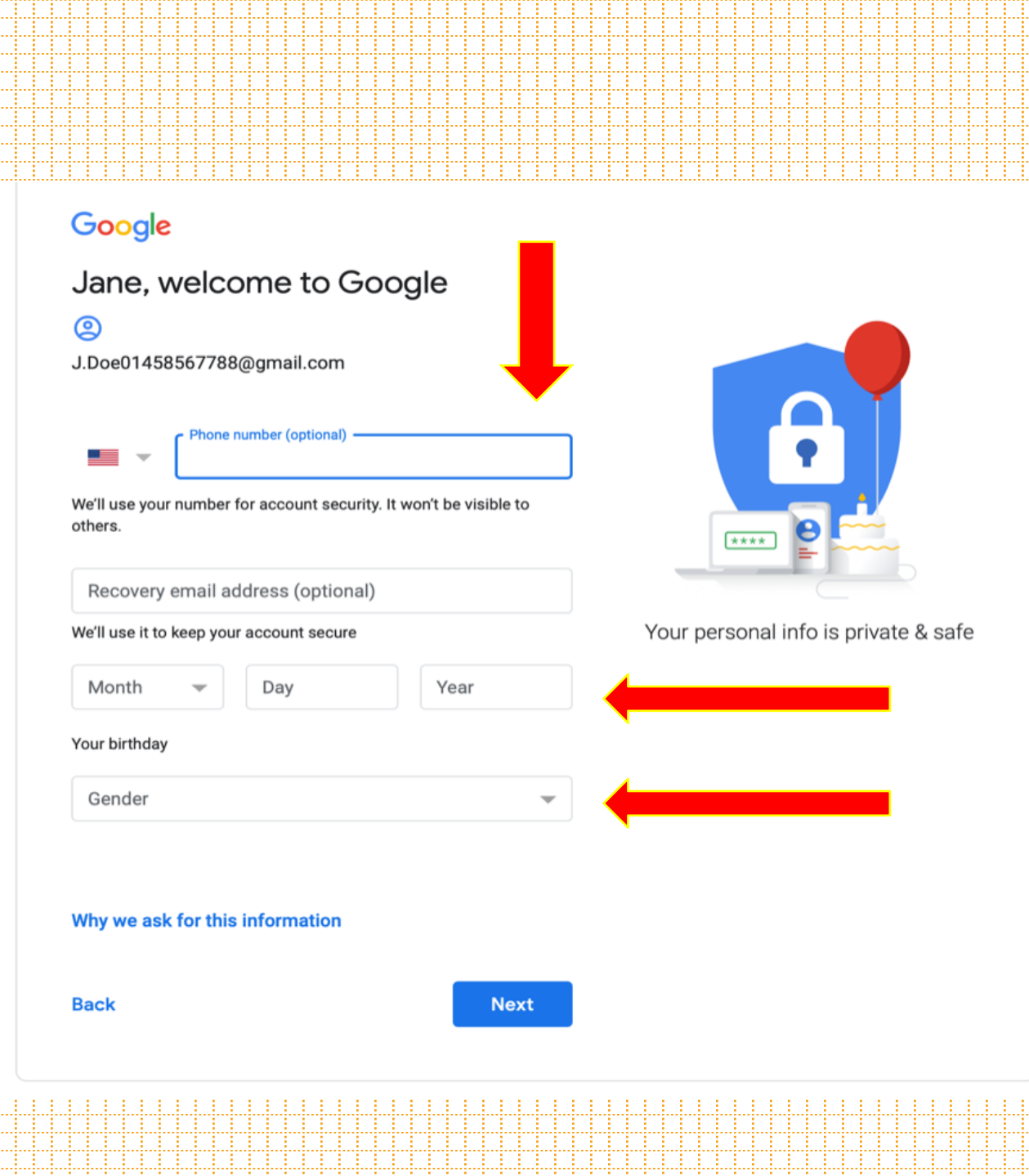
Use 8 or more characters with a mix of letters, numbers & symbols

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

One account. All of Google working for you.

STEP FIVE

Google will then ask for some information from you. You do not *have* to give your phone number, but it is a way they will be able to retrieve your account quickly in case you forget how to log in. They also ask for a recovery email address. If you have another email you use, you can enter that here. If not, you can skip it. You will be required to provide your **birthday** and select a **gender**. They ask these questions to keep your account secure, but this information will not be shared without your permission.



Google

Jane, welcome to Google

J.Doe01458567788@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 Next

Your personal info is private & safe

STEP SIX

Agree to the Terms of Service. Next, Google will provide you with a brief synopsis of what they share, and how they use your information. After you have read through the legal jargon, click **I agree.**



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, we store the information you create or use.
 - When you search for a restaurant, we store information about that activity, like the video you watched, cookie data, and location.
 - We also process the kinds of data listed above when you use apps or services like ads, Analytics, or YouTube.
- Help our services deliver more useful, customized content such as more relevant search results;
 - Improve the quality of our services and develop new ones;
 - Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;
 - Improve security by protecting against fraud and abuse; and
 - Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](#)).

MORE OPTIONS ▾

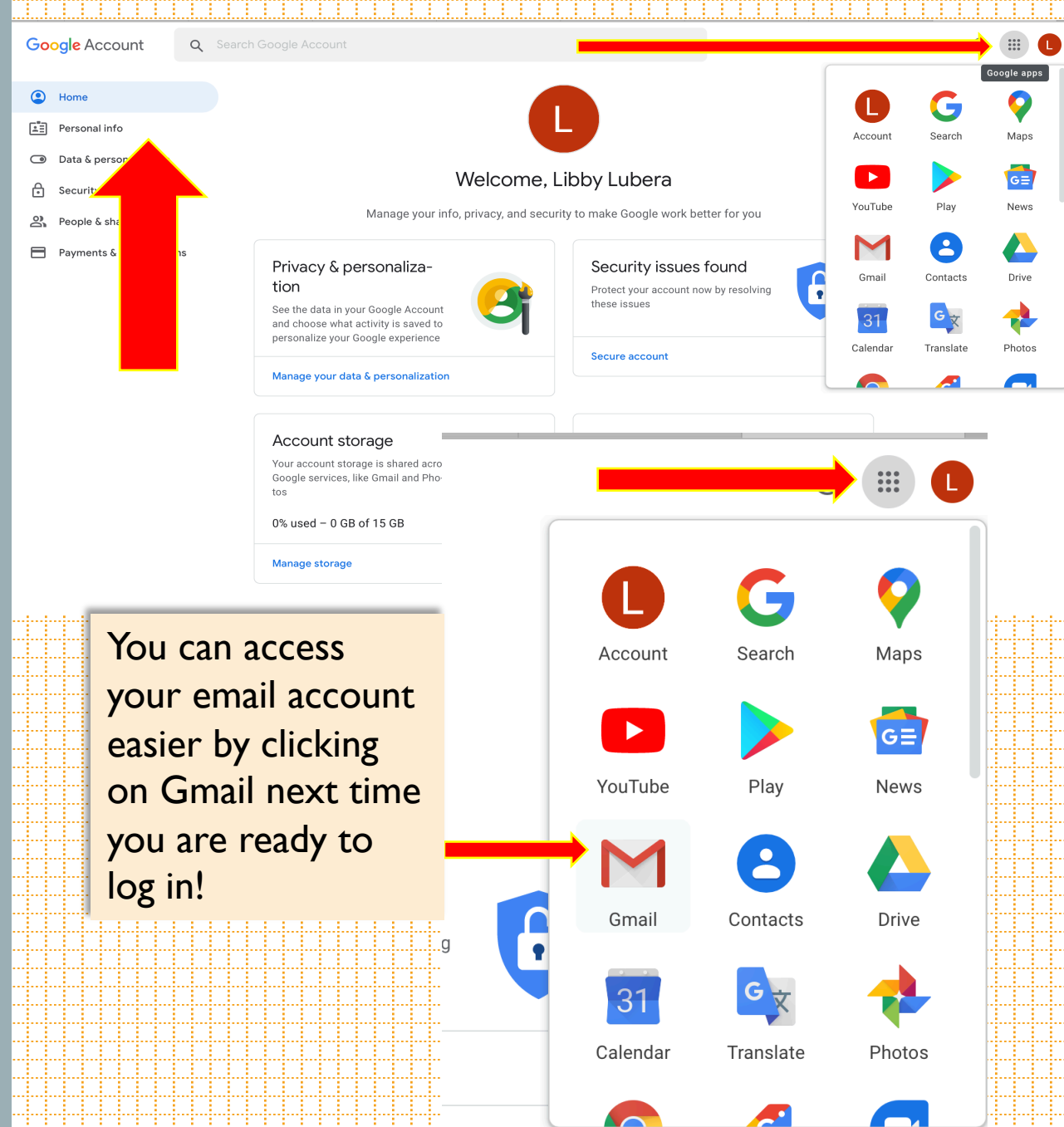
Cancel

I agree



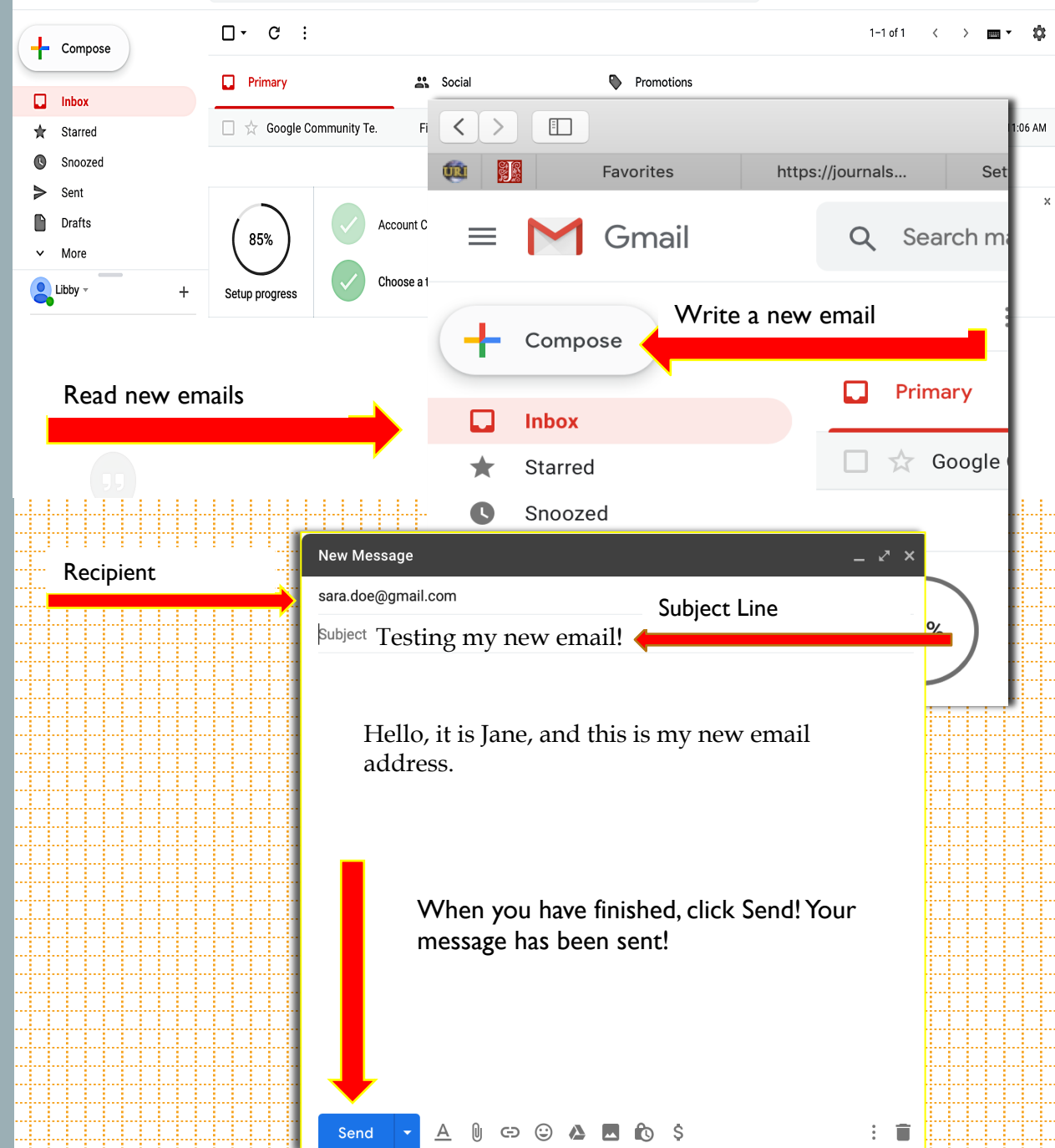
STEP SEVEN

Now you have a Google account! You will be taken to a welcome page where there are many options to choose from Google services. Explore this area. There are tabs along the top of the page that enable you to check in on your **Personal Info**, **Security**, ability to add **Contacts**, and other useful areas. You may not need all of these options, but this is a good time to explore. If you get lost, click on the **Home** button. To get to your email, there is a cluster of dots in the top right corner. When you click on that, you will see a symbol that looks like an envelope. That is your email account!



EXPLORE!

You will want to get acquainted with your new email page. I understand that this can be overwhelming, but the more you take the time to familiarize yourself, the easier it becomes! To the left of the page is the ability to create an email: “+ **Compose**”. Your **Inbox**, **Drafts**, and **Sent** links are also located there. You can now send and receive emails. Try sending a test message to a family member or friend. You will need their full email address such as- *Jane.Doe415@gmail.com*, and it's always a good idea to send a **Subject**.



SOME TIPS

- You can access your email easily by typing Gmail into the search bar.
- If you have a smart phone, you can easily install the Gmail app on your phone.
- Everyone has trouble remembering passwords. Consider keeping a list in a secure place in your home. Do not take your list out of the home.
- Do not open links in emails from senders you do not know and trust!

