Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your **name**, **birth date**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.

To create an account:

- 1. Go to www.gmail.com.
- 2. Click Create account.

Goo	gle
Sigr	ı in
with your Goo	gle Account
hone	
iil?	
mputer? Use Guest e	mode to sign in privately.
eount	Next
	Sigr with your Goo ohone ail? omputer? Use Guest e

3. The **sign-up** form will appear. Follow the directions by entering the required information.

Create you	Google Account	
First name	Last name	
Elena	Casarosa	
Username		
ecasarosa3	@gmail.cor	n
You can use letters, nu	mbers & periods	
Available:		
casarosae6 ele	nacasarosa895 casarosaelena106	029
Use my current ema	ail address instead	
Password	Confirm password	One appount All of Coords
		working for you.
Use 8 or more characte symbols	rs with a mix of letters, numbers &	

4. Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.



5. You will receive a text message from Google with a **verification code**. **Enter the code** to complete the account verification.

Google Verify your	phone number	
For your security really you. Googl 6-digit verificatio	g Google wants to make sure it's le will send a text message with a on code. <i>Standard rates apply</i>	
919555955 Enter verification G- 346205	5 code	
Back	Call instead	Your personal info is private & safe

6. Next, you will see a form to enter some of your personal information, like your name and birthday.

Elena, we ecasarosa3@gr	elcome to	Google	
Pho	ne number (optiona 95559555	31)	
We'll use your nun others. Recovery ema We'll use it to keep	ail address (opt	curity. It won't be visible to tional)	8
Month March	Day • 02	Year 1982	
Your birthday Gender			Your personal info is private & safe
Why we ask for	this information	·	

7. Review Google's Terms of Service and Privacy Policy, then click I agree.



8. Your account will be created.

	Gmail	Images		0	E
	E Change	Elena ecasa Privad	Casaro rosa3@ xy ogle Ac	osa)gmail.com :count	1
Goode	Add account]		Sign out]
3					

Signing in & out of your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.

To sign in: 1. Go to <u>www.gmail.com</u>. 2. Type your **user name** (your email address) and **password**, then click **Next**.

	Google	
	Hi Elena	
E	ecasarosa3@gmail.com	•
Enter your password		
••••••		Ø
Forgot password	4?	Next

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select Sign out.



Adding contacts

Like all major email providers, Gmail lets you keep an address book of **contacts** so you don't have to memorize everyone's email addresses. You can also add other contact information, like **phone numbers**, **birthdays**, and **physical addresses**.

- To add a contact:
- 1. Click the **Google apps** button.
- 2. Click the **Contacts** button in the drop-down menu.



F

3. Your contacts screen will appear. Click the Add new contact button in the lower-right corner.



4. Enter the contact information, then click **Save**.

Create o	contact		
8	First name Olenna Last name Mason		
	Company	Job title	
\succ	lakestone.omason@gmail.com	Label	•
Ľ.	Phone		
	Notes		
MORE		CANCEL	SAVE

To edit a contact:

1. In the Google apps drop-down menu, select Contacts.



2. Locate the contact you want to edit, then click Edit Contact.

-	A A A		
0		Olenna Mason	Edit contact
S	S	Silva Casarosa	
т		Tim Dragic	+

3. You can now make any **changes** you want to the contact.

Edit con	tact	1 · • • • • •		
	First name Olenna	Last name Mason		•
	Lake Stone Montessori School]	Job title	8	
\succ	lakestone.omason@gmail.com	Label	•	
5	Phone			
٥	Notes			
MORE		CANCEL	SAVE	
Google pro	file			•

By default, when you send an email to a new address, Gmail automatically adds the address to your contacts. You can then go to your contacts to **edit** the person's information as needed.

Importing mail and contacts

You may already have a contact list from another email address, and it would be a lot of work to re-enter all of this information manually. Gmail allows you to import your contacts from another email account, and you can even import all of your email messages from that account. Several email providers are supported, including **Yahoo!**, **Hotmail**, and **AOL**.

To add other accounts:

1. Click the gear icon in the top-right corner of the page, then select **Settings**.

2. Go to **Accounts** and click **Add a mail account**. You can then follow the instructions on the screen to import your mail. The import instructions. Since I do not have a Cox.net account, I cannot show the instructions with images beyond this last one below.

Settings	\$
General Labels Inbox Accounts and Import Filters and Blocked Addresses	
Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes	
addresses) Learn more	
Add a mail account other accounts: Learn more	
Using Gmail for Businesses can power their email with G Suite. Learn more work?	

A few more tips for Gmail migration

Setup Auto Forwarding

There are a couple of ways to start getting your Cox email messages in Gmail but I'd recommend that you use the 'Auto Forward' option via the Cox interface instead of setting Gmail to check your Cox account as that seems to be one of the problematic issues we see.

To set this up, sign into your Cox email account via their <u>webmail interface</u> and click on the gear icon in the upper right corner and choose 'Settings'.

Look for the 'Inbox' menu and click on the arrow to the left to open the options that include 'Auto Forward'.

Click the 'Enable' box and type your new Gmail address into the box below. If you click on the option to 'Keep a copy of the message', every message that gets forwarded to Gmail will also remain in your Cox email account.

This can be a helpful fallback, but it will also mean that you need to periodically go back to the webmail interface to get rid of old messages to keep it from becoming full.

Update Your Signature

If you use Cox to auto forward your messages, whenever you reply via your Gmail account, the recipient will see that it's coming from the new Gmail address.

Many email systems are setup to automatically add an address whenever the user replies to a message, which can help get your new address into your contact's address books.

Another way is to alert all your contacts of the change is by updating your signature in <u>Gmail</u> with a request such as "Please replace my XXXX@cox.net with my new XXXX@Gmail.com address in your address book".

If you decide to send a mass email announcement out to a large number of contacts, make sure you put all of the addresses in the BCC section to avoid exposing everyone's email addresses to each other.