

Getting Started with Gmail

Why Gmail?

Gmail is the e-mail client from Google. Signing up for Gmail provides benefits that may not be available with your current e-mail client, including:

- Spam filtering
- Video conferencing, phone calls, and text chat using the integrated Google Hangouts
- The ability to check your Gmail account using services like Outlook or Apple Mail
- Search feature for both e-mail messages and text chat conversations

Signing up for Gmail

You'll need:

- A laptop or desktop computer
- An open web browser (Google Chrome, Mozilla Firefox, Internet Explorer, Microsoft Edge, etc)

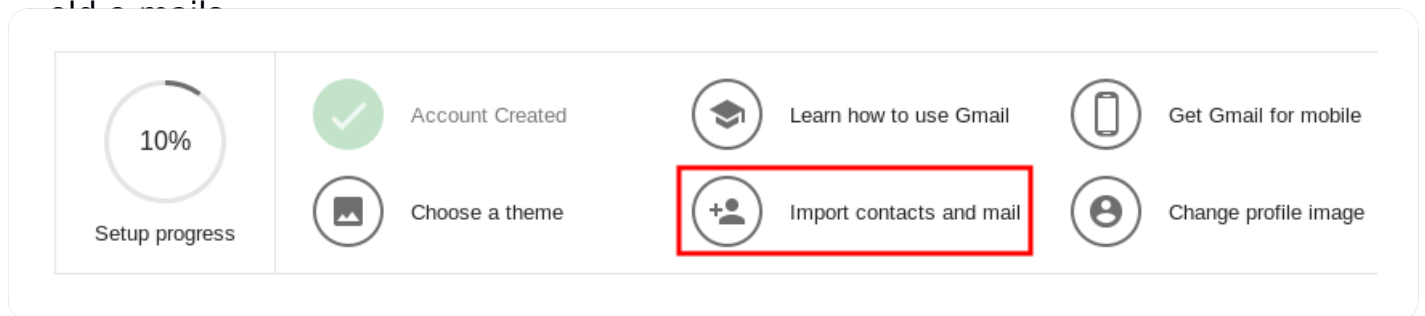
To sign up for Gmail, do the following:

1. Navigate to <https://www.google.com/gmail/about/>.
2. Click the "Create An Account" button.
3. Fill in all of your account information. Your e-mail address should be unique and memorable. Your password should be unique, memorable, and strong. Strong passwords feature one or more of the following:
 - Is at least 8 characters long.
 - Combines letters, numbers, and symbol characters within the password.
 - Is not found in a dictionary.
 - Is not the name of a command.
 - Is not the name of a person.
 - Is not the name of a user.

- Is not the name of a computer.
 - Is changed regularly.
 - Is significantly different from previous passwords.
4. Click the “Next Steps” button.
 5. Agree to the terms of service that appear in the center of the screen.
 6. Click the “Continue to Gmail” button to open Gmail and view the Welcome walkthrough. At the conclusion of the walkthrough, you have full access to your new e-mail account.

Import your contacts and other mail

Importing your contacts and other mail from a previous e-mail service makes it easy to pick up where you left off – no need to log into another service to hunt for old e-mails.



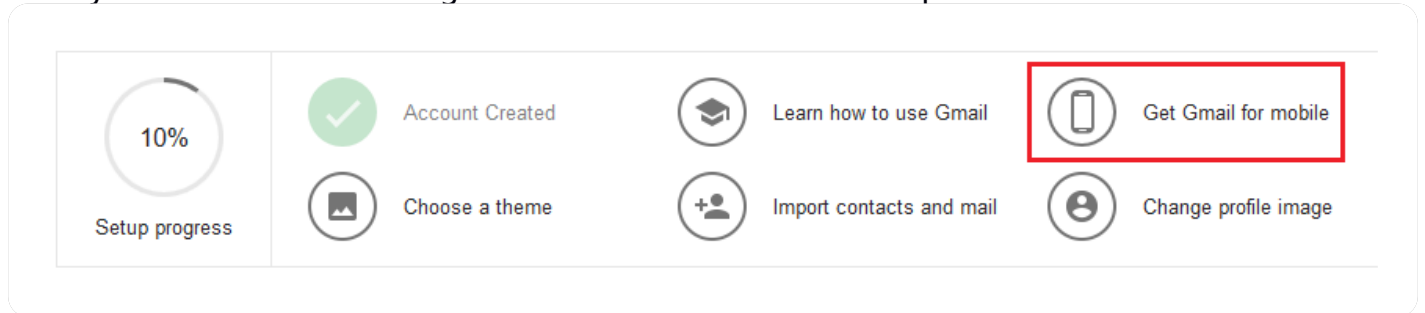
To import your contacts and e-mail messages from a different account, do the following:

1. Click the “Import contacts and mail” option from the “Setup progress” menu, shown in the image above.
 - If you do not see the “Setup progress” menu, you can import your contacts by going to <https://contacts.google.com>.
 - Click “More”.
 - Click “Import”.
2. In the window that opens, enter the name of the e-mail address you wish to import contacts from.
3. Enter the e-mail address and password of the previous e-mail account you listed in step 2.
4. Click “Allow.”

5. Close the window once it reads “Authentication successful.”

Get Gmail for mobile

Having Gmail for mobile makes it easy for you to read and reply to your e-mail at any time without needing to sit down in front of a computer. You'll need a mobile



follow these steps:

1. Click the “Get Gmail for mobile” option from the “Setup progress” menu, shown in the image above.

- If the “Setup progress” menu is not available, the Gmail app can be downloaded by going to <https://get.google.com/apptips/apps/#!/all>.

2. Choose one of the three choices below:

- Enter your mobile number
- Scan the provided QR code
- Visit gmail.com/app on your mobile device’s web browser
- Entering your mobile number will send a link to the app via SMS to the number that you entered. Scanning the provided QR code will take you to the app store for the phone you’re using. Visiting gmail.com/app will take you to the mobile store associated with your device, where you can download the app.

3. Log in to the mobile application using the e-mail and password that you created.

For more information on how to use Gmail, click the “Learn how to use Gmail” option, which will open the Google Help menu.