

## Module 01 Lesson 05

### Video: Using Google Docs without a Gmail Account

#### Transcript

Narrator: Hey Everybody, So so many of you have asked me, "Can I use Google Docs without a Gmail account?" And the answer is, "yes." You need a Google account, you don't need a Gmail account. Which means you can continue to use your current email account to access Google products.

So, what you're seeing here is the Google homepage, you're familiar with that. And I'll show you how to get a Google account. First, in the upper right corner, you'll sign in. Now you don't have a Google account yet, but this is where you get access to create an account. You can see that it is asking you to sign in with your Google account, or right below that, it's saying that you can create an account now. That's where I'm pointing. I'm going to click on that link, and it will let me create a Google account.

I will enter here, my non-Gmail email address. So, let's say I have an email address at Yahoo.com, for example. I would actually enter that email address and assign a password to that email address. That's not going to change anything on Yahoo. So I can use the same password I use on Yahoo, or some other password, and that will basically give me a Google account using my Yahoo email. So, I'm giving myself a password. I'm going to scroll down here to see what else they're asking me for, and you can see that there's pretty much nothing else. I am basically keeping the options as they were, in the default state. I'm leaving my location as the United States. I now just have to enter this little code to make sure, to tell Google that I am not a robot, I am a person. I review the terms of the agreement that I am accepting, and I accept and create my account.

I now have a Google account using my Yahoo email address. Now, it's telling me that I should go over to Yahoo, and look at the email that was just sent to me at my Yahoo address. So, I will do that. I click over to my Yahoo tab, and I look in my Inbox. If I 'Check Mail' I should get an email in here. It might take a few minutes to come in, a couple of seconds. Now you can see I received the email verification from Google in my Yahoo mailbox, so I click on that. And it's telling me, or asking me to please click on the following link. That's going to verify that *jrsays3@yahoo.com* exists. 'Thank you for Verifying', is what I get back. and you can click here to manage your account profile, but I'm basically done.

And now that I've done that, I come back to my email verification screen on my Google account and I 'Click Here to Continue'. Now I'm back to the Google homepage. The difference is, I'm signed in. It says I'm *jrsays3@yahoo.com* on my Google homepage.

Now, I want to access Google Docs. How do I do that? If you look up top, the other Google products are listed here, and there's this 'More' drop down. This is all the other Google products, there's a list of all the other Google products. One of them is Documents, so I go to Documents, that's google Docs.

Now, this is the first time I'm accessing Google Docs as this user, so it's asking me, and these are optional, you can see that they are optional, for my name. So, I'll just give it my name, and click 'Continue'. And that will take me into Google Docs. And you'll see, this is a Doc List - a document list - which would contain all of my documents, my spreadsheets, my presentations that I have at Google, but I just started, so I don't have any. So, it's saying 'Welcome to Google Docs'. Press the 'New' button to create a new document. I will very quickly create one new document. So, I'll click 'New', 'Document', just to show how these present themselves in a list. And I'll say "This is a test." You can see I'm now in a word processor. And I can do almost anything I can do in a word processor. I can change the format of things, I can do, what I would expect.

Now, when I click on the title, it will let me name it, and I'll just call it 'Test Doc 1'. And, when I 'Save & Close', it will take me back to my Doc List and I will see 'Test Doc 1' show up in my Doc List. There it is. And I'll show you how to share this with someone the next time. Thanks!