



Web and Internet

Class Six

Lab 11



Lab Objectives:

- Create Account
- Sign up

Getting started with email

You should now have a good understanding of what email is all about.

Setting up your own email account

If you want to sign up for your own email account, we suggest choosing from one of the three major webmail providers.

- ✓ Gmail
- ✓ Outlook.com (Hotmail)
- ✓ Yahoo! Mail

In this lab we will follow Google's Gmail.



Introduction

Setting up a Gmail account is easy. You will begin by creating a Google account, and during the quick sign-up process you will choose your Gmail account name. In this lesson, we'll show you how to set up your Google account for Gmail.

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. Open any of your web browser
2. Go to www.gmail.com




3. Click Create account

After clicking a signup form will appear

The image shows a Google Sign in interface. At the top is the Google logo, followed by the text 'Sign in with your Google Account'. Below this is a text input field labeled 'Email or phone'. Under the input field is a link 'Forgot email?'. Further down is the text 'Not your computer? Use Guest mode to sign in privately.' followed by a link 'Learn more'. At the bottom are two buttons: 'Create account' (light blue) and 'Next' (dark blue). A mouse cursor is pointing at the 'Create account' button.



4. Follow the directions by entering the required information.



Create your Google Account

First name

Elena

Last name

Casarosa

Username

ecasarosa3@gmail.com

You can use letters, numbers & periods

Available:

casarosae6 elenacasarosa895 casarosaelena106

Use my current email address instead

Password

.....


Confirm password

.....

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

Sign in instead

Next



One account. All of Google working for you.



5. Next, enter your phone number to verify your account.

The screenshot shows the Google account verification interface. At the top is the Google logo. Below it, the heading "Verify your phone number" is followed by a security message: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*". On the right, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop displaying "****", a smartphone, and a birthday cake. Below the text, there is a "Phone number" label above a dropdown menu showing the US flag and a text field containing "9195559555". At the bottom left are "Back" and "Next" buttons, with a hand cursor pointing at "Next". At the bottom right, the text "Your personal info is private & safe" is displayed.

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

This screenshot shows the second step of the Google account verification process. It features the same Google logo, heading, and security message as the previous screen. The illustration on the right is identical. In the input section, the phone number "9195559555" is now displayed next to the US flag, and a new "Enter verification code" label is above a text field containing "G- 346205". The bottom left buttons are "Back", "Call instead", and "Verify", with a hand cursor pointing at "Verify". The "Your personal info is private & safe" text remains at the bottom right.



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



Elena, welcome to Google



ecasarosa3@gmail.com

Phone number (optional)



9195559555

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

March



02

1982

Your birthday

Gender

Female



Why we ask for [this information](#)

[Back](#)


Next



Your personal info is private & safe



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




Privacy and Terms

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](#) ▾

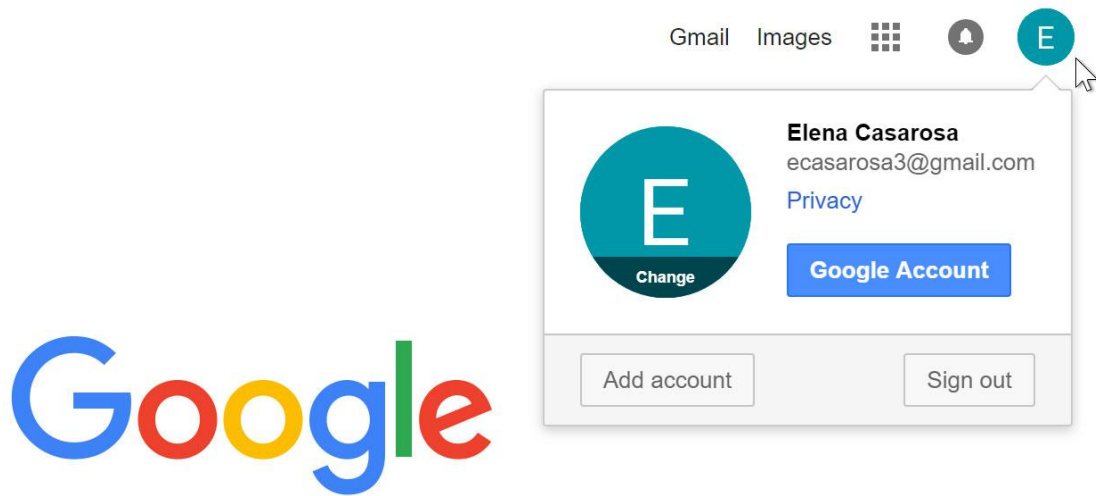
[Cancel](#) [I agree](#)



You're in control of the data we collect & how it's used



9. Your account will be created.



⚠ Just like with any online service, it's important to choose a strong password—in other words, one that is difficult for someone else to guess.

4ET%1ge6



1234





Signing in to 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:

- ✓ Go to www.gmail.com.
- ✓ Type your user name (your email address) and password, then click Next.

The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it, the text "Hi Elena" is displayed. Underneath is a dropdown menu showing the email address "ecasarosa3@gmail.com" with a small downward arrow. Below the email field is a password field with the placeholder text "Enter your password" and a series of dots for the password. To the right of the password field is an eye icon for toggling visibility. At the bottom left of the form is a link that says "Forgot password?". At the bottom right is a blue button labeled "Next" with a hand cursor icon pointing at it.



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.

