

Create A Gmail Account

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Create A **Gmail** Account FIRST if you are having trouble creating a **Google Account**.

You will be doing some professional development on Google tools. In order to facilitate training and be ready to start with the instructor, we are asking you to create a Google account AND a gmail account from your home computer. There are a variety of reasons for doing this:

1. There may be an issue with creating the accounts in school due to school filters
2. Google limits the number of new accounts that can be created from one IP address. During trainings, this will limit the number of people who can create accounts
3. We can avoid technical glitches if you create and test your account before the training
4. You can customize an account you create at home to your liking, without using it in the classroom. You can create materials from that account and still give students access
5. You may wish to have a different account in school, to use with students

Google has added a new requirement. You “may” be asked to use a cell phone number or home phone number for verification when you create a Google account. This may not be feasible, especially when working with students.

Try this:

1. Create a **Gmail account** first. It does not require another email address. It does not require a cell phone or voice phone verification.
 2. You should be able to use the Google tools after you’ve done this.
 3. If for some reason, you cannot access the tools, use the **Gmail** “email address” to create a Google **account**
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Please do the following before your Google session with Carol:

1. Create a Gmail Account from your home computer (remember your password)
 2. Use the Gmail address to create a Google account from your home computer (remember your password)
 3. Test both accounts from home
 4. When you go to school, see if you can access both accounts from school computers.
 5. If you cannot, please notify the appropriate staff in your district
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Creating a Gmail Account

1. Create a Gmail Account.
2. See if you can access Use the Gmail address to then create a Google Account. Please create BOTH before the training.

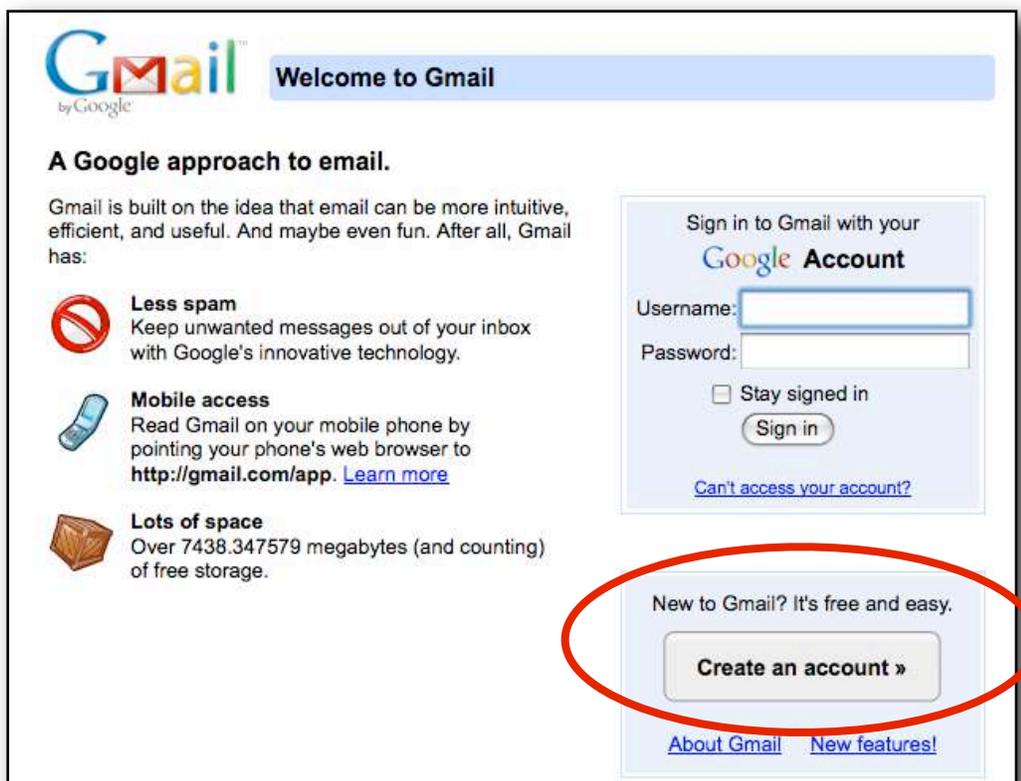
Directions - For Creating A Gmail Account

- Go to <http://www.google.com>
- Notice, you have the word, "Mail" or "Gmail" in the blue links on the top, left
- Click on the word "MAIL" or "Gmail"



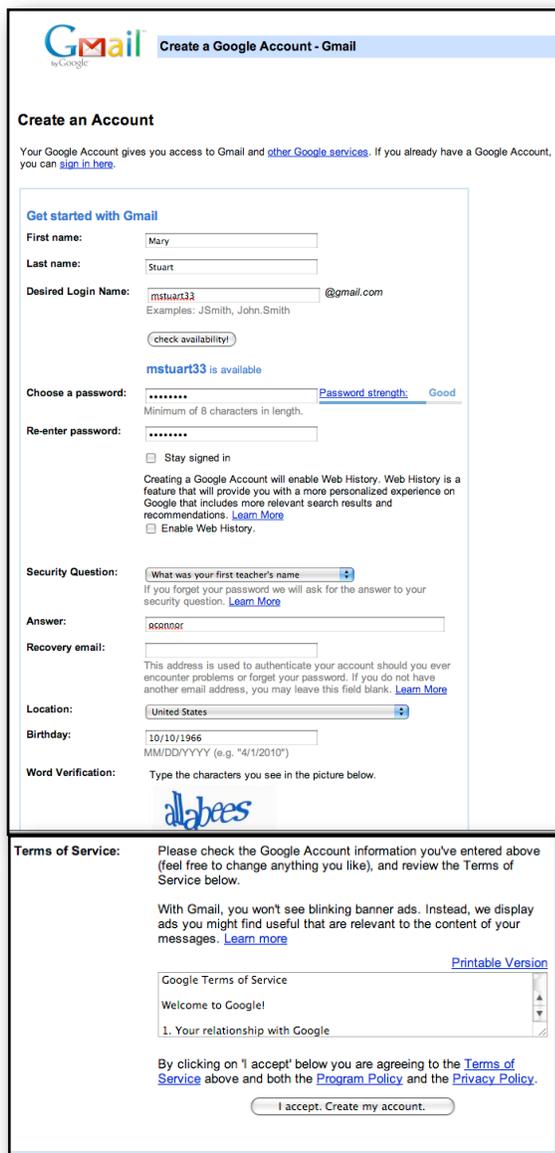
You will see the following screen:

- You do NOT have a Google account yet
- Notice the bottom blue square which says, "New to Gmail? It's free and easy."
- Click on the button entitled, "CREATE AN ACCOUNT"



You will see the following screen:

Follow the directions on the screen for creating a Gmail account



Create a Google Account - Gmail

Create an Account

Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith
[check availability!](#)
mstuart33 is available

Choose a password: [Password strength: Good](#)
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Recovery email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Birthdate:
MM/DD/YYYY (e.g. "4/1/2010")

Word Verification: Type the characters you see in the picture below.


Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

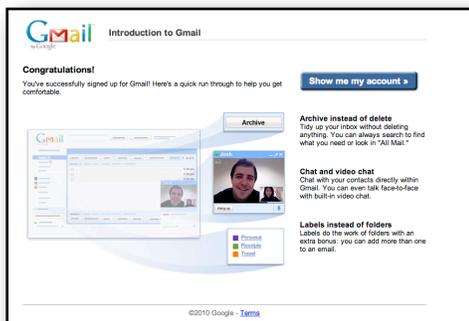
With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)

[Printable Version](#)

Google Terms of Service
Welcome to Google!
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

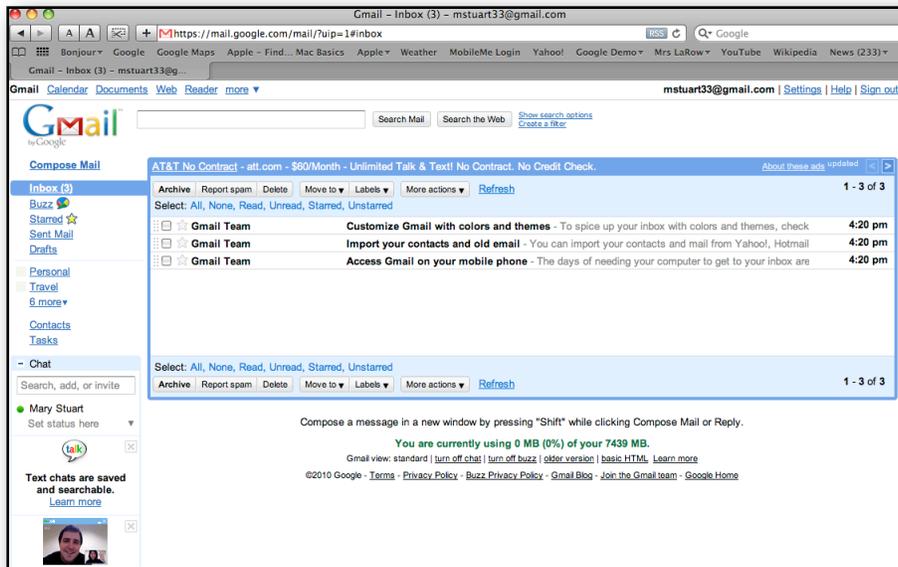
When you are done, you will see this screen. It gives you the choice of learning some details about Gmail or going directly to your account.



And, you may see some other "new feature" screen such as this one. Click on "Just Go To My Inbox" to go directly to your Gmail



If you choose “Show Me My Account,” you will see a screen similar to this one. This is your Gmail account. Note the screen name at the top, right of the window.



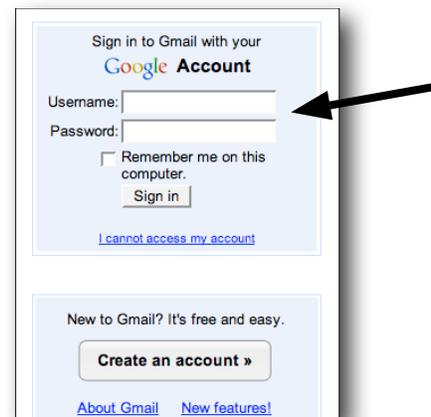
Once you sign out of your Gmail account, you will need to sign in again:

1. Go to <http://www.google.com>
2. Click on “Sign In,” in the top, right corner
3. Type your username and password



Signing Back In:

- Follow the directions on the screen
- Note: You can just type your screen name and leave off the @gmail.com



**REMEMBER TO SIGN OUT OF THE ACCOUNT.
CLICK “SIGN OUT” IN THE TOP, RIGHT CORNER**