

HOW TO CREATE A FREE GMAIL EMAIL ACCOUNT

Having an email address allows you to receive important information, applications, appointment confirmations, and other documents online.

Gmail is FREE. You do not have to pay to create an account.

Before You Start

You will need:

- A cell phone, tablet, or computer with internet access
- Your first and last name
- Your date of birth
- A cell phone number, if you have one
- A password you can remember

Important: Do not share your password with anyone you do not trust.

STEP 1: Go to Gmail

On your phone, tablet, or computer, open the internet.

Type:

www.gmail.com

Select **Create an account**.

Choose **For my personal use** if you are asked what type of account you are creating.

STEP 2: Enter Your Name

Enter your:

First Name: _____

Last Name: _____

Select **Next**.

STEP 3: Enter Your Basic Information

Google may ask for your:

- Date of birth
- Gender

Enter the requested information and select **Next**.

STEP 4: Choose Your Email Address

Google may suggest email addresses for you, or you may be able to create your own.

For example:

marysmith1955@gmail.com

Choose something that is:

- Easy for you to remember
- Appropriate to use for applications and appointments
- Easy to give to another person over the phone

My New Email Address: _____@gmail.com

STEP 5: Create a Password

Create a password that is difficult for other people to guess but that you can remember.

Your password should contain a combination of letters, numbers, and symbols when possible.

Do not use something easy to guess, such as 123456 or password.

You may write your password somewhere safe at home if you are concerned about forgetting it.

STEP 6: Add a Phone Number

Google may ask you to enter your cell phone number.

Your phone number can help Google:

- Make sure you are a real person
- Send you a verification code
- Help you get back into your account if you forget your password

If Google sends you a verification code by text message, enter the code on the screen.

STEP 7: Review Your Account

Google may ask you to review your:

- Email address
- Phone number
- Account information
- Privacy settings

Follow the instructions on the screen. Read the information and select **I agree** when you are ready to create your account.

YOUR GMAIL ACCOUNT IS NOW READY!

You can now use your new email address to send and receive emails.

How to Check Your Email

Go to: www.gmail.com

Enter your Gmail address and password if you are not already signed in.

Your **Inbox** shows emails that have been sent to you.

Click or tap an email to open and read it.

How to Send an Email

Once you are signed into Gmail:

1. Select **Compose**.
2. In the **To** box, enter the email address of the person you are sending the email to.
3. Enter a **Subject** that briefly explains what your email is about.
4. Type your message.
5. Select **Send**.

How to Attach a Document or Picture

When writing an email, look for the **paperclip**  symbol.

Select the paperclip and choose the picture or document you want to send.

Wait for the file to finish attaching before selecting **Send**.

KEEP YOUR ACCOUNT SAFE

NEVER give your **Gmail password or verification code to someone who calls, texts, or emails you asking for it.**

NICAA staff may need your **email address** to assist you with services, but you should not provide your personal email password.

Be careful with emails asking you to click a link, send money, buy gift cards, or provide personal information.

If you are unsure whether an email is real, ask someone you trust for help before responding.

KEEP THIS INFORMATION IN A SAFE PLACE

My Gmail Address:

Date Account Was Created:

Recovery Phone Number:

Password Reminder (do not write your full password here):

Need Help? If you have difficulty creating or accessing your email account, ask a trusted family member, caregiver for assistance.