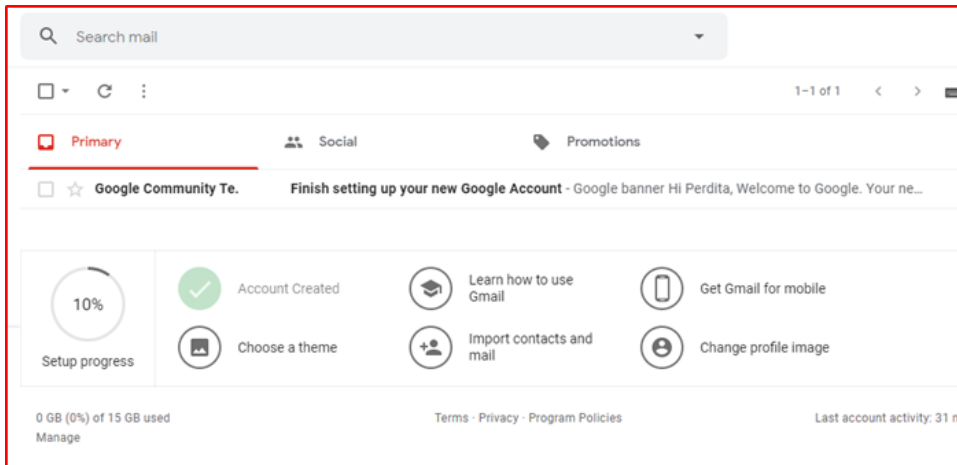


## 6. And that's it! You now have a **Gmail** account!



For help with online services, please email:  
library.digital.support@westsussex.gov.uk.

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Library Service © 2020



09.20

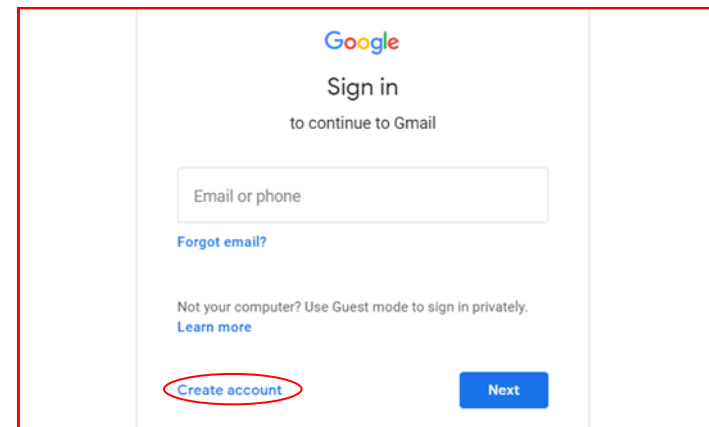
# Help With...



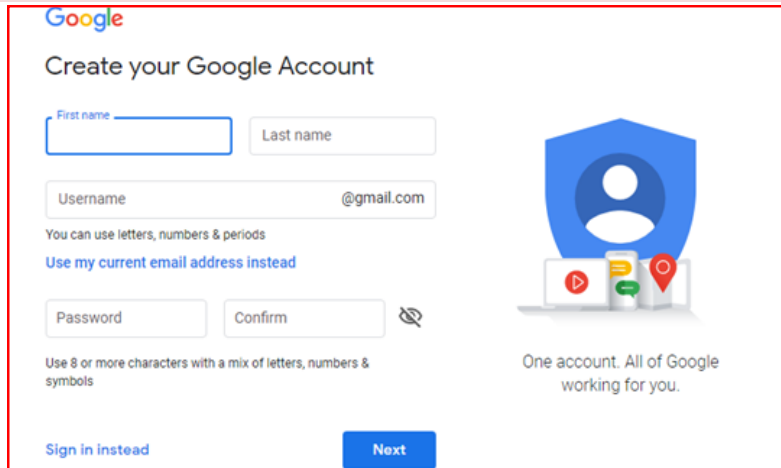
This guide will show you how to create a Google account which will provide access to all Google services including Gmail.

It's free to set up a Google account and, once you have one, you'll be able to send messages or photos all over the world in seconds. You'll also be able to access a number of other online resources. Please note there are other email providers to choose from such as Yahoo and Outlook.

1. Begin by typing [www.gmail.com](http://www.gmail.com) into the address bar of your web browser to get to the Gmail website. Click on the **Create account** link (shown below), followed by **Next**.

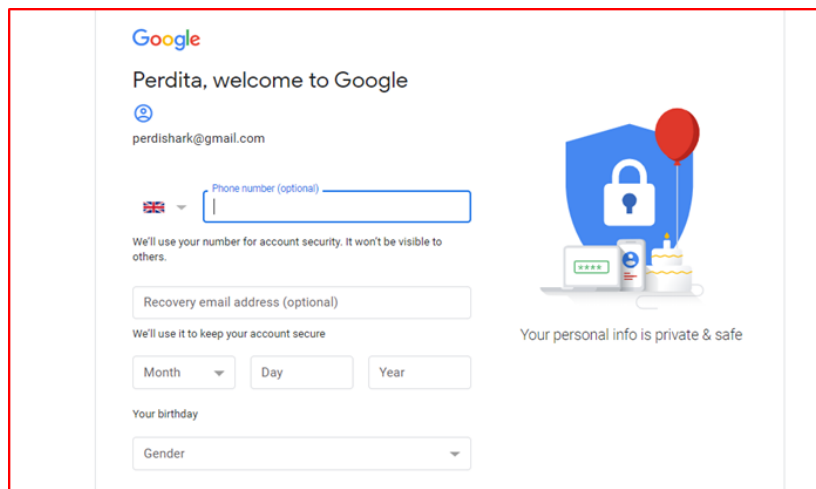


2. Now you need to complete the registration form. Take care over your choice of username. It will appear on all emails that you send, including to prospective employers, so avoid names like **gothgirl98**. Choose a password that you can remember easily but that would be difficult for a hacker to guess. Current best practice is three random words.



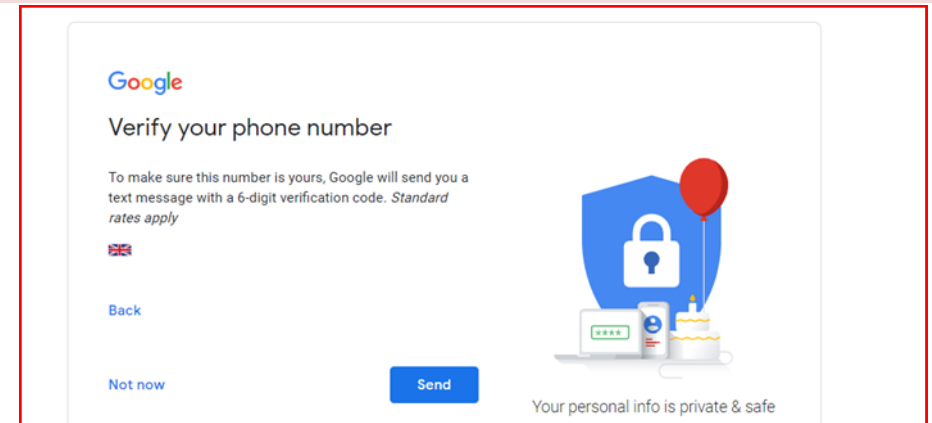
The screenshot shows the 'Create your Google Account' page. It features the Google logo at the top left. The main heading is 'Create your Google Account'. Below this, there are input fields for 'First name' and 'Last name'. A 'Username' field is followed by '@gmail.com'. A note states 'You can use letters, numbers & periods' and a link 'Use my current email address instead'. There are 'Password' and 'Confirm' fields with an eye icon for toggling visibility. A note says 'Use 8 or more characters with a mix of letters, numbers & symbols'. On the right, there is an illustration of a blue shield with a white person icon, a laptop, a smartphone, and a red location pin. Below the illustration, it says 'One account. All of Google working for you.' At the bottom left, there is a 'Sign in instead' link. At the bottom right, there is a blue 'Next' button.

3. The next screen confirms that your email account has been set up but there are still a couple of extra steps to complete, for instance you do have to enter your date of birth and your sex. Date of birth is compulsory but under **Gender** you do have the option of choosing **Rather not say**.



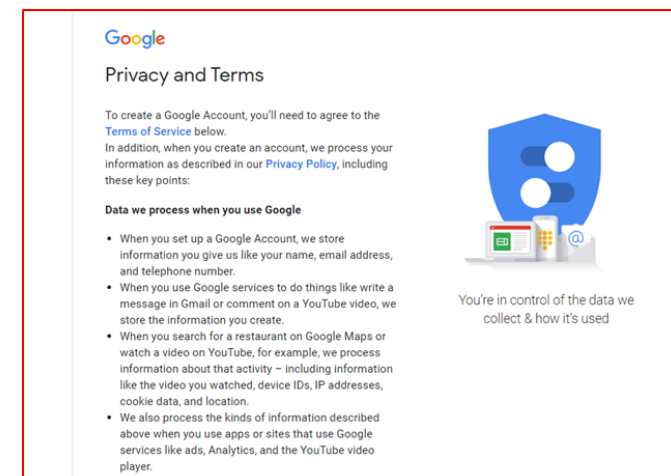
The screenshot shows the 'Verify your phone number' page. It features the Google logo at the top left. The main heading is 'Verify your phone number'. Below this, there is a text message: 'To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply'. There is a dropdown menu for the country code, currently set to 'UK'. Below this, there are 'Back' and 'Send' buttons. At the bottom left, there is a 'Not now' link. On the right, there is an illustration of a blue shield with a white padlock, a laptop, a smartphone, and a red balloon. Below the illustration, it says 'Your personal info is private & safe'.

4. Notice that on the welcome form there is a space to enter your mobile number and an alternative email address. This is so that if there is a problem accessing your account, for instance if you forget your password, Google are able to contact you. Please note that these are both optional but it **is** recommended that you enter one of these. If you do enter a mobile number Google will text a verification code to your phone. Enter the code and click **Next**.



The screenshot shows the 'Verify your phone number' page. It features the Google logo at the top left. The main heading is 'Verify your phone number'. Below this, there is a text message: 'To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply'. There is a dropdown menu for the country code, currently set to 'UK'. Below this, there are 'Back' and 'Send' buttons. At the bottom left, there is a 'Not now' link. On the right, there is an illustration of a blue shield with a white padlock, a laptop, a smartphone, and a red balloon. Below the illustration, it says 'Your personal info is private & safe'.

5. You're nearly there! All that remains to do now is to read and accept the terms and conditions of your account, click on **Create account** and you're done!



The screenshot shows the 'Privacy and Terms' page. It features the Google logo at the top left. The main heading is 'Privacy and Terms'. Below this, there is a text message: 'To create a Google Account, you'll need to agree to the Terms of Service below. In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:'. There is a list of key points: 'When you set up a Google Account, we store information you give us like your name, email address, and telephone number.', 'When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.', 'When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity - including information like the video you watched, device IDs, IP addresses, cookie data, and location.', 'We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.' On the right, there is an illustration of a blue shield with a white person icon, a laptop, a smartphone, and a red balloon. Below the illustration, it says 'You're in control of the data we collect & how it's used'.