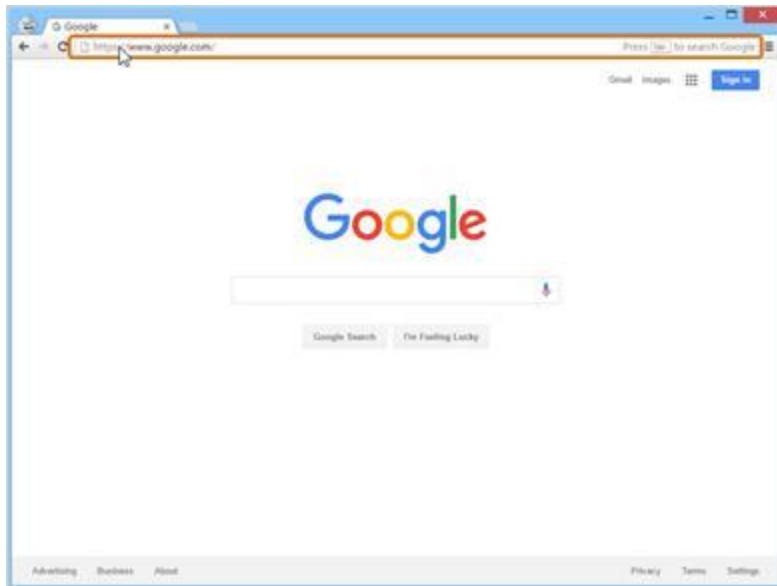


## Signing Up for Email

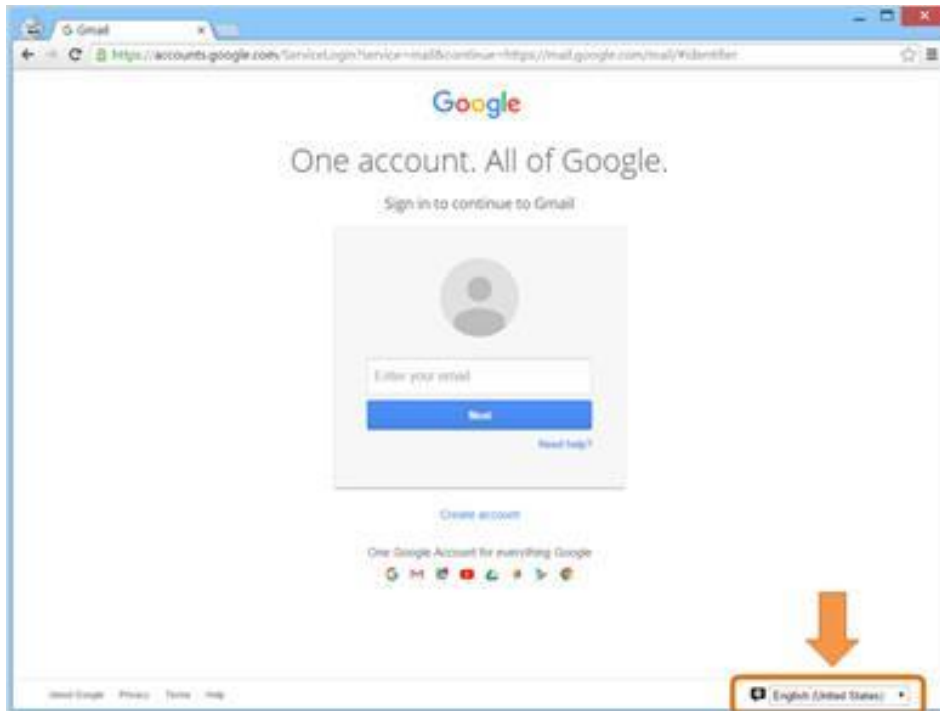
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**If you don't have an e-mail account**, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Outlook.

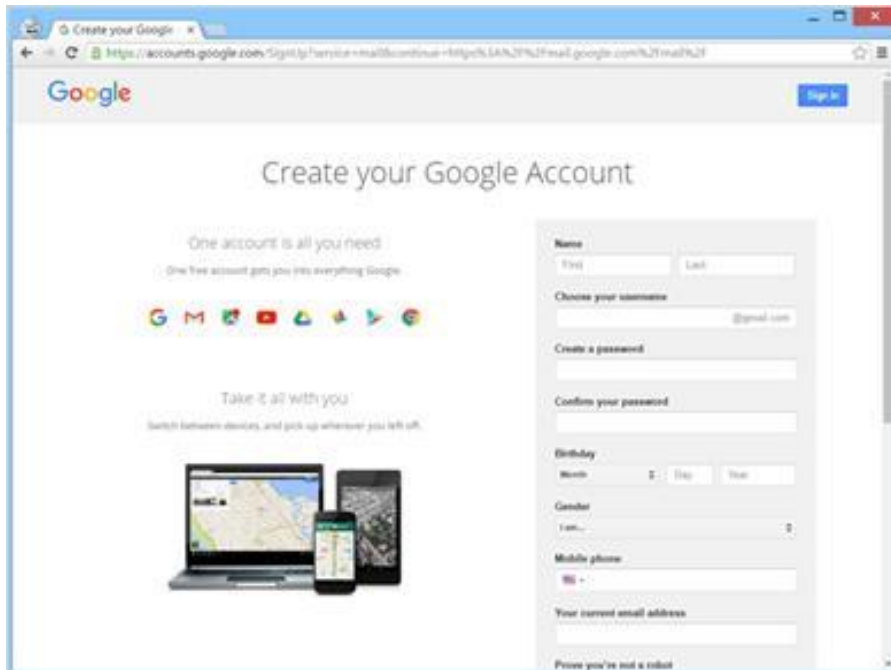


Let's follow along with Amy as she sets up a Gmail account. First, she will open her Internet browser and go to the address bar.

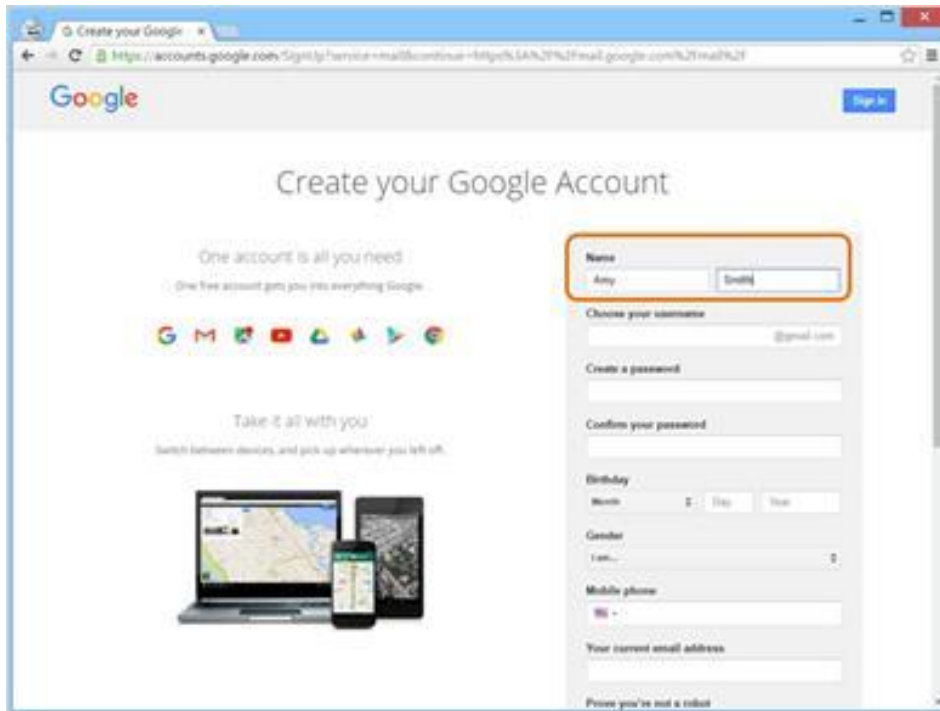


In the address bar, Amy will type gmail.com and then press enter to go to the Gmail website. Now she can start setting up her account.

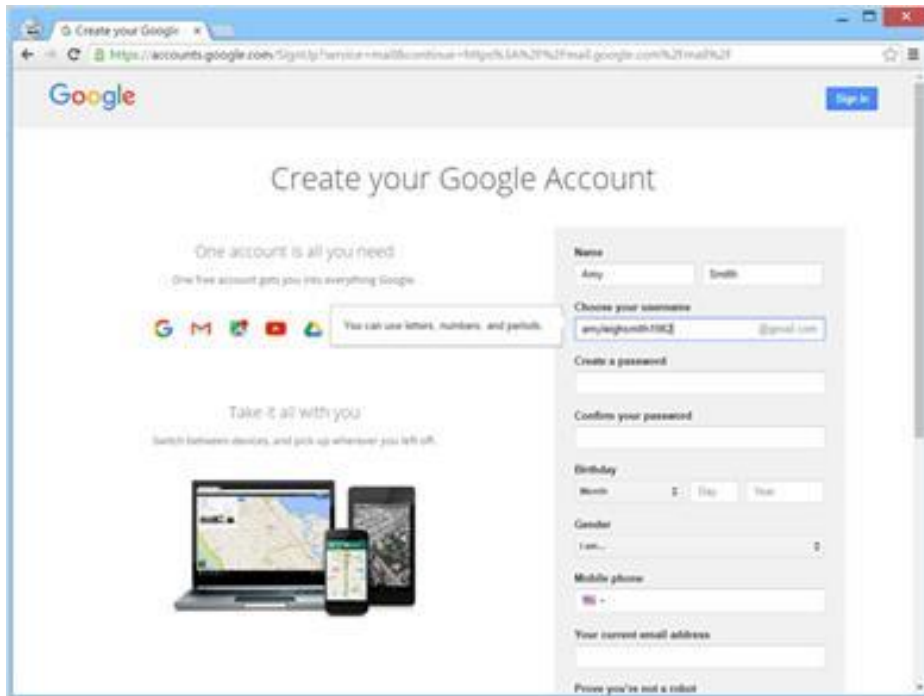
**If you'd like the website to display** in a language other than English, you can change the language using the drop-down menu at the bottom.



Here we see a form to log in, but first we need to create an account. When Amy clicks on this link, a form will appear.



At the top of the form, Amy will begin by typing in her first and last name.



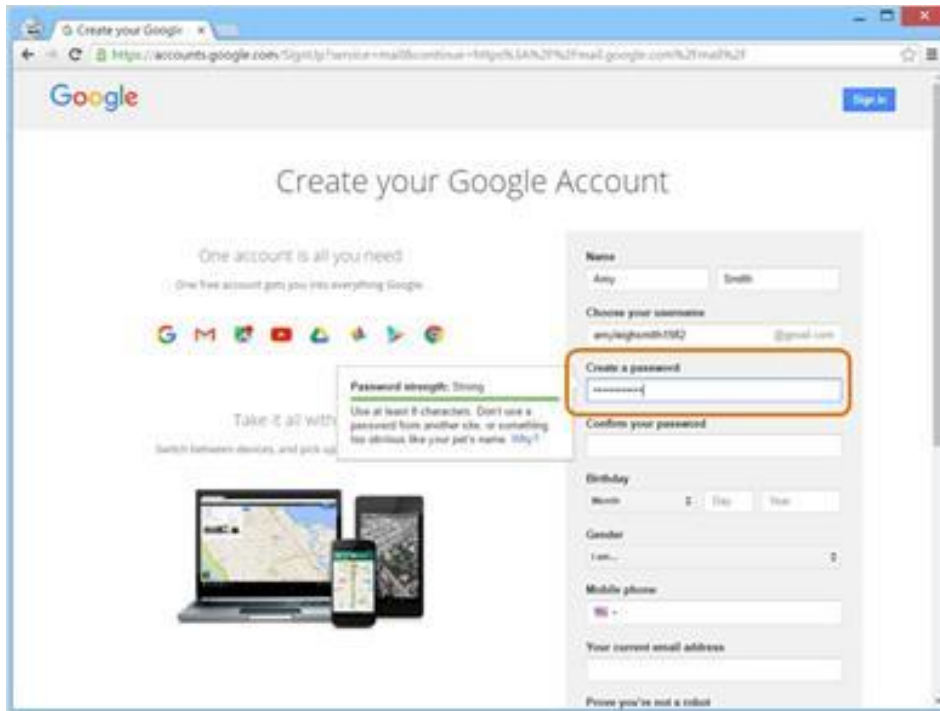
Next, Amy will choose a username, which will become a part of her email address.

Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, including those who are hiring if you are a jobseeker.

That is why Amy would want to choose something with her name over something like RedHotRedHead. You want your email address to be professional.

Also, keep in mind that usernames are unique to each user so it may be hard to find something that is not already taken.

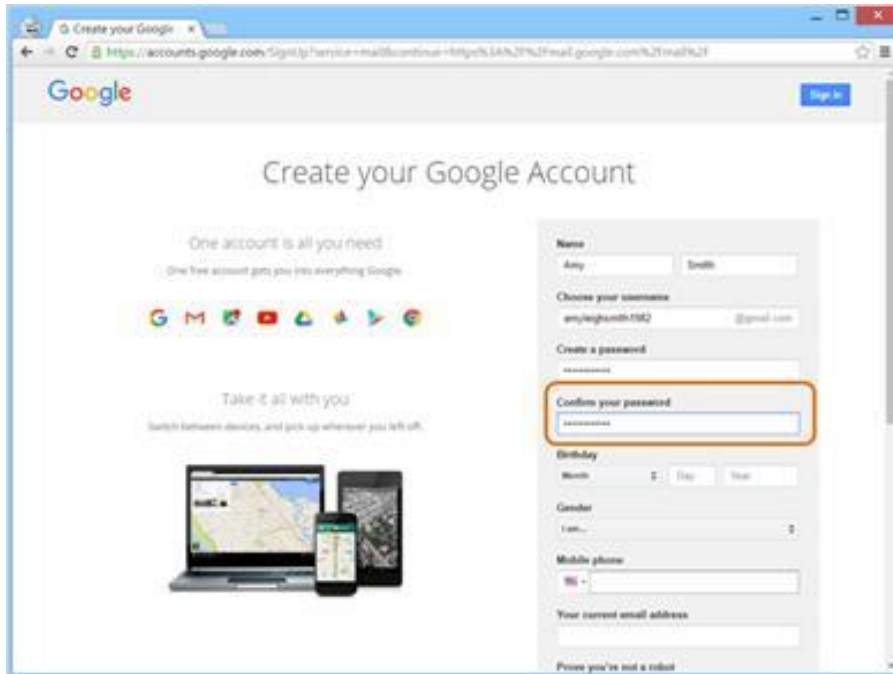
This means that you may have to be creative with your username and add numbers or other identifying factors to it.



Next, Amy will also have to choose a password for her account. Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so **that others watching can't see the characters.**

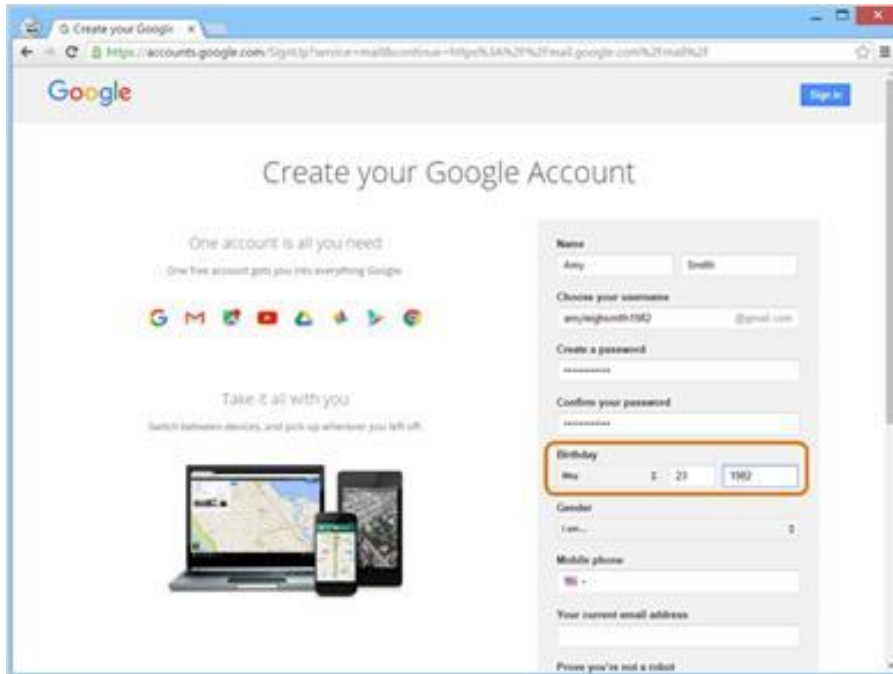
A password on Gmail must be at least 8 characters long, and should not be a word that is too easy to guess. You can add capital letters, numbers, and symbols to make your password more secure.

After setting up an account, it is important to remember your username and **password, because you will need these to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them.**

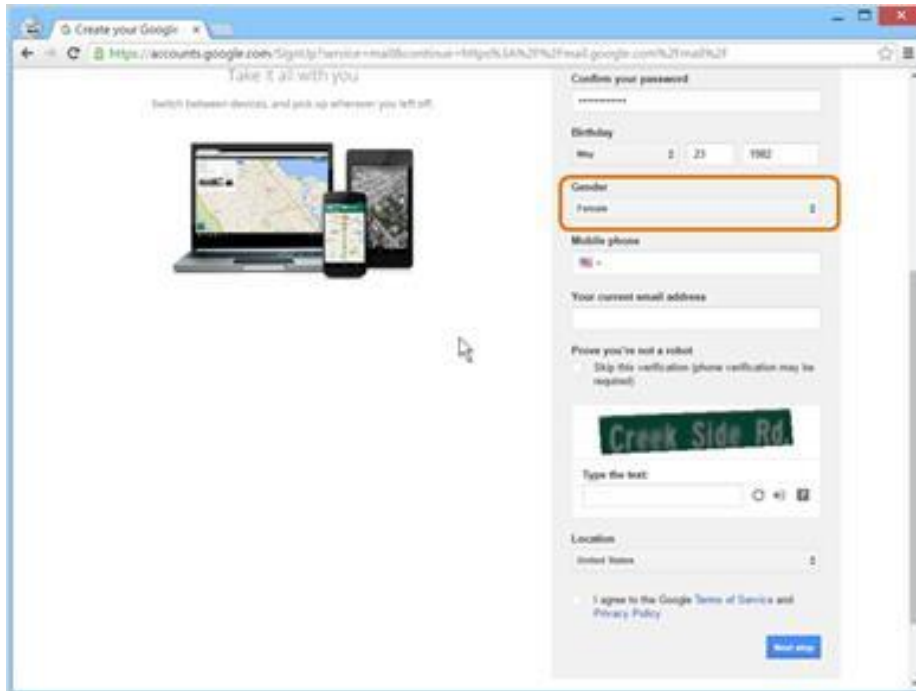


When entering her password, Amy is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.

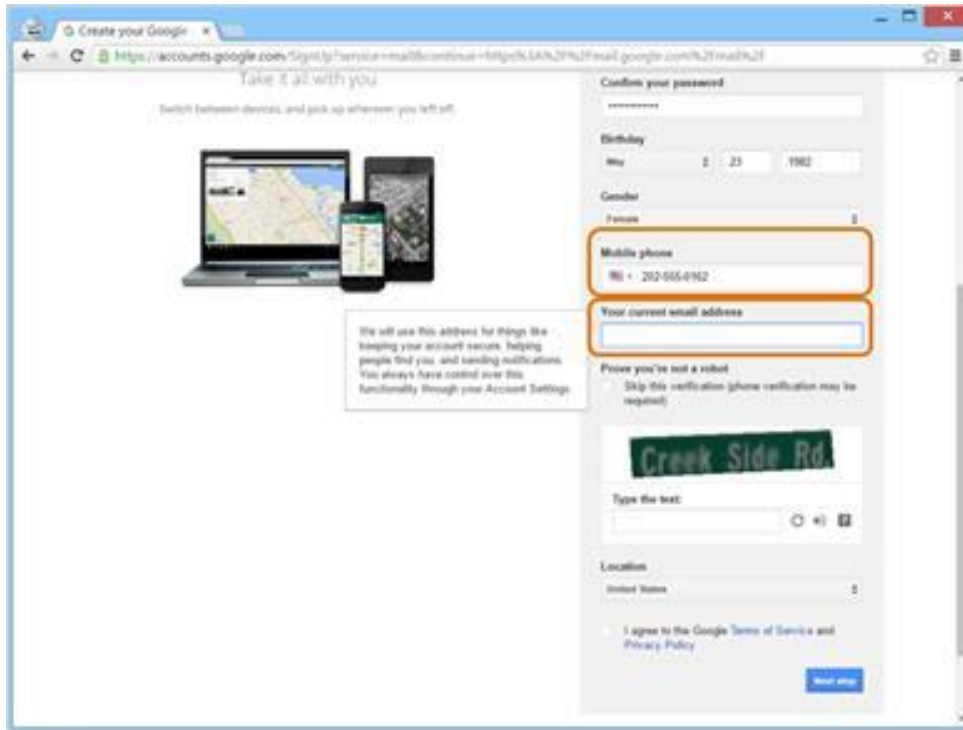




Amy then adds her date of birth, typing all four digits for the year.

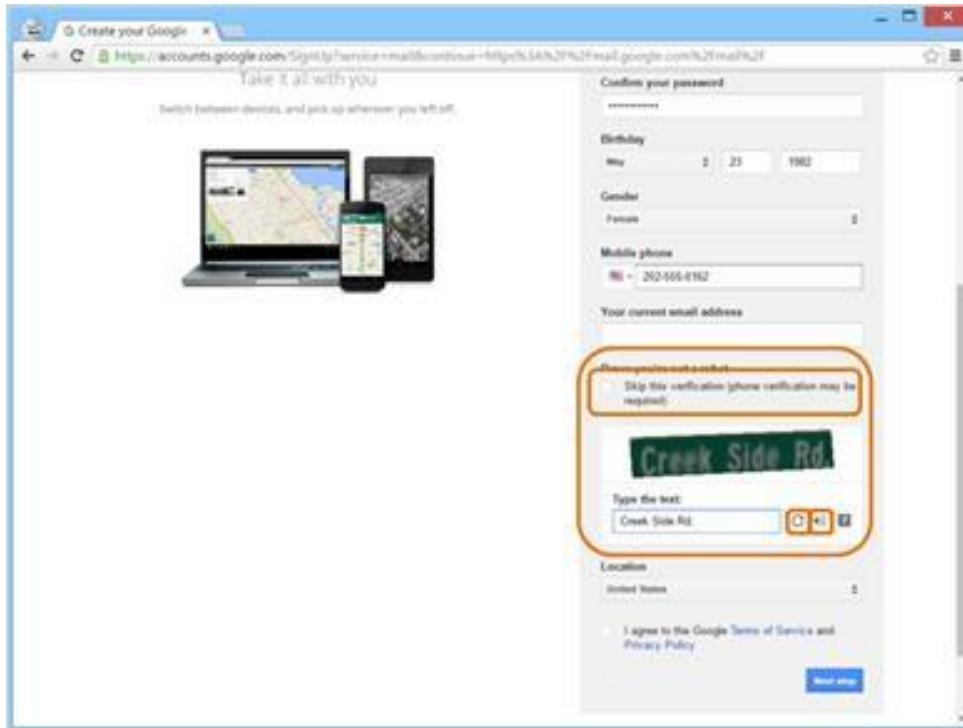


Next, Amy will select her gender from the drop down menu.



Next, Amy enters her mobile phone number. This number will be used if she loses her password and needs help accessing her account.

This is optional, but if you have a mobile phone I recommend you include it. If you have another email address, you also have the option to enter it here.



In order to make sure that everyone who signs up for an email account is a person, Google will ask you to type the strange text under this section **labeled “Prove you’re not a robot.”**

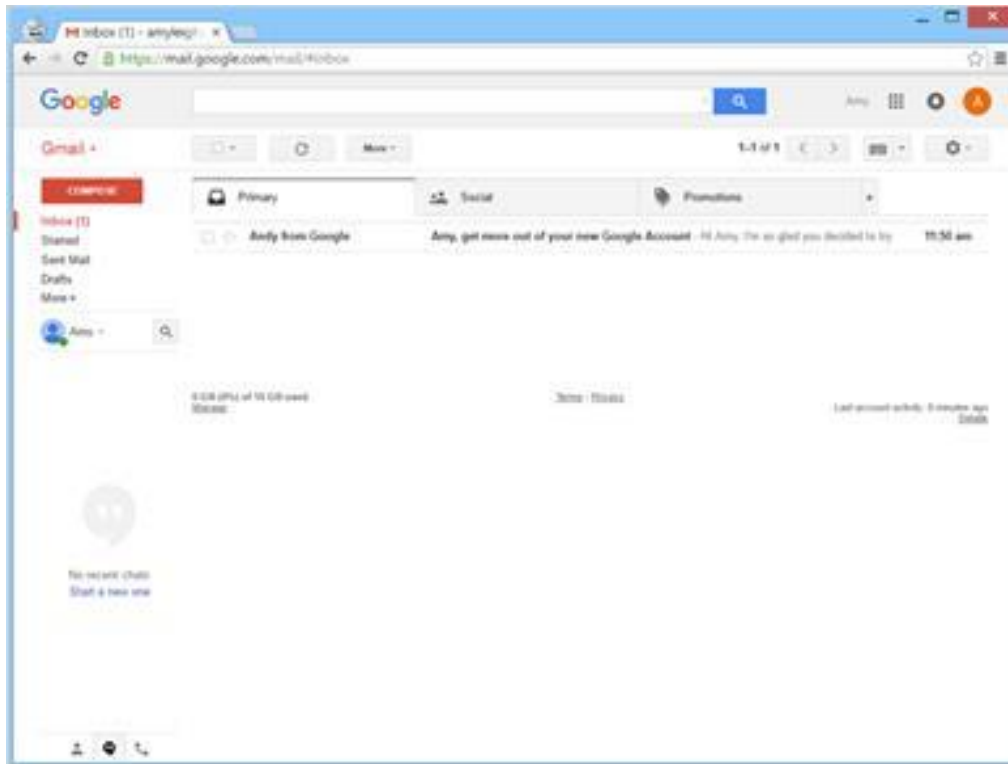
Sometimes, this can be pretty tough to read. If you have trouble reading them, you can press the refresh button to see a different word or the sound button to listen to an audio recording.

You can also skip this step if you would prefer receiving a code on your phone instead.



Finally, Amy agrees to Google’s Terms of Service and Privacy Policy.

Now that Amy is done completing this form, she clicks the “Next Step” button.



Amy's email is now all set up and she gets a welcome message from Google.

She clicks on the blue button that says "Continue to Gmail" and goes to her inbox for the first time.